

R-3 Annual General Meeting

M. Luoma reviewed details of the meeting scheduled for Wednesday, March 17th, including:

- Agenda
- format
- Guest Speakers
- Community Partner Recognition
- Annual Report & information package
- expected attendance

Information was previously circulated.

R-4 Other

OBIAA Conference

Further to previous Board discussion and direction, the following resolution was presented:

09-04 Conlin - Gasparini

THAT the following be approved to attend the 2004 Ontario Business Improvement Area Association Conference, March 21-23, in Waterloo:

- Maureen Luoma - Executive Director
- Brian Kuczma - Program Co-ordinator
- Gary Robicheau - Director
- Ray Hirani - Director

AND FURTHER THAT expenses shall be covered, including registration, travel, accommodations, meals.
CARRIED

GSDC Presentation - Strategic Plan

It was agreed to invite representatives to make a presentation at the next meeting of the Board ... Tuesday, April 27th - 6:00 p.m.

It was further noted that this would also be an appropriate time for J. Arnold to make a brief presentation on the DVDC (Durham Village Development Corporation).

'Community Auditorium'

M. Luoma advised that she recently attended a community stakeholder meeting, hosted by the GSDC, to discuss this project. Other Directors were also in attendance, including: J. Arnold (as GSDC Director) and M. Palumbo (as Chair, MFM).

Both J. Arnold and M. Luoma noted that it was a very positive meeting and that discussion is still only in a very preliminary stage. Directors will be updated as discussions progress.

Community Builders' Awards Dinner

Directors were advised that the 1st Awards Dinner, hosted through Northern Life, is scheduled for April 7th, Ramada Inn. Directors were invited to indicate their interest in attending with the Executive Director.

Partnership Opportunities

J. Arnold suggested contacting Rio Can re opportunities for cross promotion between the Power Centre and Downtown, citing Huntsville as an example of such a 'partnership'.

J. Arnold also advised members of the status of their building at the corner of Elm/Durham Streets, noting that the top 2 floors are now rented out as a sound studio and used by various artists. M. Luoma further added that information as a result of a recent meeting with new business owners (opening in May). There is an interest in the youth of our community to both stay and develop their careers here if the opportunity is here.

Budget

A. Davey advised of meeting with the Board's Auditor and Bookkeeper re 2003 and new format for 2004. Copies of the Financial Report for 2003 was circulated and reviewed. Members were reminded that it was the Board's policy to have a 6 month Interim Review undertaken (June 2003). Mr. Davey noted that he will be presenting an overview of the Board's position at the AGM, together with the plans for 2004.

Further to discussion, the following resolution was presented:

10-04 Arnold - Conlin

THAT the Financial Statements for the year 2003, prepared by FCR, and duplicated and circulated, be hereby accepted.

CARRIED

M. Luoma advised of two (2) additional motions that are required (both by the Board and at the AGM) related to Reserves, and presented the following resolutions:

11-04 Gasparini - Schut

WHEREAS the Chargeback Reserve, established in 1987 for the purpose of covering any loss of revenue as a result of loss of assessment, is currently at \$42,449;

BE IT RESOLVED THAT the Board of Directors of Sudbury Metro Centre approves maintaining the Chargeback Reserve at that amount.

CARRIED

12-04 Hirani - Conlin

THAT the Board of Directors of Sudbury Metro Centre approves maintaining the Special Projects Reserve, established in 1987, in the preparation of specific Major Projects in the Downtown.

CARRIED

NEXT MEETING

Directors agreed to the following regular monthly meeting schedule:

4TH TUESDAY ... 6 P.M.


Next Regular Meeting of the Board will be held on **Tuesday, April 27th ... 6 p.m.**

ADJOURNMENT


13-04 Hirani

THAT we do now adjourn. Time: 9:25 p.m.

CARRIED



Chair



Executive Director

ANNUAL GENERAL MEETING OF SUDBURY METRO CENTRE

Market Square

Wednesday, March 17, 2004 ... 6:30 p.m.

J. FIORINO IN THE CHAIR.

PRESENT

A. Davey, J. Arnold, B. Conlin, C. Schut, G. Robicheau, J. Gasparini, L. Reynolds

REGRETS

T. Anselmo, M. Palumbo, R. Hirani

ALSO PRESENT

Staff M. Luoma (Executive Director), B. Kuczma (Program Co-ordinator), L. Larocque (Administrative Assistant)
Members Property Owners and Businesses
City Reps. Councillor C. Berthiaume, P. Aitken, B. Lautenbach
Media Sudbury Star, MCTV, Le Voyageur

WELCOME & INTRODUCTIONS

M. Luoma welcomed everyone and thanked Stella's Café for catering the dinner, as well as 'Lynda Maree & Steve' for providing the wonderful music background.

Following introductions of the Board of Directors, J. Fiorino was invited to take the role of 'Chair' and 'MC' for the evening.

EVENING OVERVIEW

J. Fiorino advised that the main purpose of the evening was to present highlights of 2003, plans for 2004, as well as financial and budget information, including the 2004 Budget approval. Information related to Annual Report, etc. was distributed to all in attendance.

In addition, a number of special guests will be presenting.

ANNUAL GENERAL MEETING - BUSINESS PORTION

Member Survey ...

P. Seccaspina provided a brief overview of the results of the Member Survey conducted in December 2003, noting that there is an improved confidence and a sense of optimism with respect to the Downtown. The following are some highlights:

- the negative overall experience numbers continue to decrease
- almost seven in 10 think the Downtown is changing for the better
- 77% would recommend the Downtown
- 81% see themselves operating in the Downtown for the foreseeable future
- almost half of property owners plan to renovate or expand
- 43% plan to hire additional staff
- parking continues to be the main concern among businesses, but this issue has been dropping in intensity since 2000. Six in 10 are concerned with the appearance of the Downtown.
- areas where concern has increased were related to roads and maintenance and policing. However, there was a significant drop in the percentage of respondents that are concerned with shopping and the level of service in the Downtown.
- Respondents most want to have 'Downtown Sudbury' market the area.

2003 Highlights ...

J. Fiorino referred to page 2 of the Annual Report, noting such projects as:

- Christmas Parking Elves
- Elgin Street Phase 2 Beautification (to be completed this year)
- special events ... including 2 new major events and numerous new events at Market Square
- approximately 150,000 attended/participated in the many Downtown activities over 2003
- safety & security issues/concerns
- Farmers' Market/Market Square
- 'Community Partners' ... an area that continues to be strengthened (as outlined in the report)

Financial Overview - & - 2004 Program ...

A. Davey, Treasurer, was introduced to provide an overview of the Financial Statements (2003) and the 2004 Program & Budget, including:

- outlining of Board procedure ie 6 month 'Interim Review' and year end audit - both prepared by FCR
- review of 2003 Revenue and Expenditures (as per the 2003 Audit)
- review of 2004 details
- both the 2003 and 2004 information was contained in the Annual Report and Information Package previously distributed to those in attendance

2004 Program Approval ...

Following the above presentation, the Executive Director was called upon to present the required resolution for General Membership approval, as follows:

①2004 Operating Budget:

AGM-04-01

THAT the General Membership of Sudbury Metro Centre, at the Annual General Meeting held Wednesday, March 17, 2004, approves a 2004 Operating Budget of \$427,000, for the purpose of undertaking the operations and programs of Sudbury Metro Centre, as presented by the Board of Directors;

AND FURTHER THAT \$27,000 of this Budget will be carried over from the 2003 Operating Budget Surplus;

AND FURTHER THAT a levy request in the amount of \$400,000 be made to City Council - that request being the same as 2002 and 2003.

CARRIED UNANIMOUSLY

②Chargeback Reserve:

THAT the General Membership of Sudbury Metro Centre approves maintaining the Chargeback Reserve for 2004, established in 1987 for the purpose of covering any loss of revenue as a result of loss of assessment;

AND FURTHER THAT this Reserve be maintained at its current level of \$42,449.

CARRIED UNANIMOUSLY

③Reserve Fund:

THAT the General Membership of Sudbury Metro Centre approves maintaining the Reserve Fund, established in 1987, in the preparation of specific Major Projects in the Downtown.

CARRIED UNANIMOUSLY

GUEST PRESENTATIONS

J. Fiorino then invited the following Guests to make brief presentations:

- ▶ Police Chief Ian Davidson
 - ▶ spoke on the issues/concerns of safety & security and the various programs, initiatives and partnerships that have been developed between the Polices Services and Sudbury Metro Centre
 - ▶ Leanne Benner and Tara Blair ... March Entertainment
 - ▶ spoke on the growth of the 'Chilly Beach' television series over the last year
 - ▶ also spoke of their support to Downtown and to Sudbury ... as new residents in the community (June 2003)
 - ▶ Jane Cameron & Muiriel MacLeod ... 'Shops on Upper Elgin' - & - 'Artists on Elgin'
 - ▶ spoke on the renovations and the new initiative of the approximately 20 local artists, including the strong public support and encouragement to continue this project
 - ▶ Sirkka Ahokangas ... Sirkka's Fashions
 - ▶ spoke of her 'history' in Downtown and the changes she has seen, specifically over the last year
- Guests were thanked and called upon to receive a small token of the Board's appreciation for taking their time to speak.

SPECIAL RECOGNITION - COMMUNITY PARTNERS

J. Fiorino then provided an overview of a new partnership that was developed in 2003 - with the Police Foundations Program of CDI College. Students of this program provide volunteer community hours and assisted Metro Centre with providing a security presence at Market Square, as well as a number of Downtown events (ie Blues For Food, Welcome Back, Winter Daze, etc.). It is hoped that this partnership will continue and develop over the coming year.

J. Fiorino then called upon Chief Davidson to join him in presenting Mr. Rick Bulman (Senior Instructor with the Police Foundations Program - CDI College) a token of the Board's appreciation for the support and participation in developing this partnership.

CLOSING REMARKS

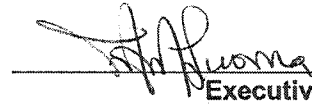
J. Fiorino then thanked Members for attending, as well as for their support and participation in the various events, activities and programs of the Board and encouraged their continued participation.

ADJOURNMENT

There being no further matters to discuss, this meeting adjourned at 8:30 p.m.



Chair



Executive Director

MINUTES OF THE TENDER OPENING COMMITTEE MEETING

Committee Room C-14
Tom Davies Square
2004-05-04

Commencement: 2:30 p.m.
Adjournment: 2:50 p.m.

DARRYL MATHÉ, MANAGER OF SUPPLIES & SERVICES, IN THE CHAIR

Present

C. Mathieu, Manager of Waste Management; A. Sweetman, Sewer and Water Engineer; B. Falcioni, Roads and Drainage Engineer; L. Valle, Engineering Technician; M. Hauta, Accountant; K. Lessard, Law Clerk; L. Lesar, Secretary to the Manager of Supplies & Services

Contract 2004-42 Landfill Site Management Systems

Tenders for Contract 2004-42, Landfill Site Leachate and Landfill Gas Management Systems (estimated at a total cost of \$3,800,000.00) were received from the following bidders

BIDDER	TOTAL AMOUNT
Cannington Excavating (1989) Inc.	\$5,275,689.14
Teranorth Construction & Engineering Limited	\$3,788,934.74
Garson Pipe Contractors Ltd.	\$4,102,804.26
Nor Eng Construction	\$4,161,230.00
Interpaving Limited	\$3,953,141.80
Pioneer Construction Inc.	\$3,468,398.55
R.M. Belanger Limited	\$4,053,837.31

A bid deposit in the form of a certified cheque, letter of credit or bid bond with an agreement to bond accompanied each tender.

The foregoing tenders were turned over to the Manager of Waste Management for review and recommendation. A report outlining the recommendations would be prepared and forwarded to the General Manager of Public Works for approval. A copy of this report would be provided to the Manager of Supplies & Services.

Contract 2004-27 Crack Sealing

Tenders for Contract 2004-27, Crack Sealing - Various Locations {estimated at a total cost of \$100,000.00} were received from the following bidders:

T.O.C. 2004-05-04 (1)

Contract 2004-27
(Continued)

BIDDER	TOTAL AMOUNT
Roadlast 2000 Inc.	\$105,930.00
Road Savers 2000 Ltd.	\$135,355.00
R.M. Belanger Ltd.	\$108,284.00

A bid deposit in the form of a certified cheque, letter of credit or bid bond with an agreement to bond accompanied each tender.

The foregoing tenders were turned over to the Roads and Drainage Engineer for review and recommendation. A report outlining the recommendations would be prepared and forwarded to the General Manager of Public Works for approval. A copy of this report would be provided to the Manager of Supplies & Services.

Contract 2004-6
Sanitary Sewer
Re-Lining

Tenders for Contract 2004-6, Sanitary Sewer Relining - Various Locations {estimated at a total cost of \$305,000.00} were received from the following bidders:

BIDDER	TOTAL AMOUNT
Sarp Sewer Matic Inc.	\$215,570.12
Insituform Technologies Limited	\$312,329.58
Northern Pipe Photgraphy Co. Ltd.	\$294,063.53
Capital Commercial Pipe Services Ltd.	\$286,903.49

A bid deposit in the form of a certified cheque, letter of credit or bid bond with an agreement to bond accompanied each tender.

The foregoing tenders were turned over to the Sewer and Water Engineer for review and recommendation. A report outlining the recommendations would be prepared and forwarded to the General Manager of Public Works for approval. A copy of this report would be provided to the Manager of Supplies & Services.

Contract PWD04-19
Tandem Diesel Trucks

Tenders for Contract PWD04-19, Purchase of Six (6) Tandem Diesel Snowplow / Dump / Spreader Trucks {estimated at a total cost of \$1,200,000.00} were received from the following bidders:

T.O.C. 2004-05-04 (2)

Contract PWD04-19
(Continued)

BIDDER	MODEL	TOTAL AMOUNT
Northland Truck Sales	Bid A	\$1,366,062.00
Northland Truck Sales	Bid B	\$1,339,980.00
All North Truck Centre	Bid A	\$1,308,676.40
Nickel City International	Bid A - Gingras Corriveau	\$1,160,967.16
	Bid B - Alliston	\$1,167,849.70
	Bid C - Larochele	\$1,191,251.81
	Bid D - H.E. Brown	\$1,193,959.29
	Bid E - Champion	\$1,224,457.30
Cambrian Truck Centre	Bid A - Gingras Corriveau	\$1,172,046.83
	Bid B - Alliston	\$1,178,929.38
	Bid C - Larochele	\$1,198,081.44

The foregoing tenders would be turned over to the Manager of Fleet for review and recommendation. A report outlining the recommendations would be prepared and forwarded to the General Manager of Public Works for approval. A copy of this report would be provided to the Manager of Supplies & Services.

Adjournment

The meeting adjourned at 2:50 p.m.

Chairman

Secretary

T.O.C. 2004-05-04 (3)

**MINUTES OF THE REGULAR BOARD MEETING
OF THE GREATER SUDBURY HOUSING CORPORATION
HELD ON TUESDAY, MARCH 23, 2004
IN THE BOARDROOM AT THE OFFICES OF THE
GREATER SUDBURY HOUSING CORPORATION
AT 4:45 P.M.**

RECEIVED

APR 29 2004

HOUSING SERVICES

In Attendance:

Mr. Alex Fex	-	Chair
Mr. David Kilgour	-	Vice Chair
Mr. Ronald Bradley	-	Board Member
Mr. Anthony Fasciano	-	Board Member
Ms. Madeleine Rochon	-	Board Member

Regrets:

Mr. Mart Kivistik	-	Board Member
Mr. Earl Black	-	Board Member
Ms. Rita Clifford	-	Board Member
Ms. Frances Caldarelli	-	Board Member <i>(Recent Appointment to GSHC) (Non-Voting)</i>

Attending in a Staff Capacity:

Mr. Robert Sutherland	-	General Manager
Mr. Mark Scarfone	-	Manager of Operations
Mrs. Barb Dubois	-	Manager of Finance & Administration
Mr. Richard Munn	-	Manager of Technical Services
Ms. Debbie Cleaver	-	Executive Assistant (Recording Secretary)

Guest in Attendance:

Ms. Sandra Moskal	-	K.P.M.G. Accountants
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(I) **CALL TO ORDER**

The Chair called the Regular Board Meeting to order.

(II) **DECLARATION OF CONFLICT OF INTEREST**

The General Manager declared a Conflict of Interest during the In-Camera session in regards to Motion 04-045.

There were no other conflicts of interest declared at this time.

(III) **APPROVAL OF AGENDA**

The agenda was reviewed and accepted as distributed.

Motion #-04-37

Moved by Mr. D. Kilgour and seconded by Ms. M. Rochon:

"RESOLVED THAT the agenda be accepted as distributed."

CARRIED

(IV) **APPROVAL OF MINUTES – Regular GSHC Board Meeting -
FEBRUARY 24, 2004**

Motion #04-38

Moved by Mr. A. Fasciano and seconded by Mr. R. Bradley:

"RESOLVED THAT The Minutes of the Regular Board Meeting of February 24, 2004 be adopted as circulated."

CARRIED

(V) **BUSINESS ARISING FROM THE LAST REGULAR MEETING**

There was no Business Arising From the Last Regular Meeting to discuss at this time.

(VI) ACTION ITEMS

1) **2003 AUDIT REPORT**

Ms. Moskal was in attendance and provided the Board Members with copies of Auditors' Report on Financial Information contained in the Annual Information Return and the Financial Statements of the Greater Sudbury Housing Corporation.

Ms. Moskal explained to the Members of the Board, the reporting format and the changes to the regulations. She indicated that, due to the liability attached to the Derivative Reports, KPMG had a general directive not to issue them for any Non-Profit Housing providers. She then provided a verbal summary to the submitted reports explaining that the GSHC came in under the total net bottom line by \$753,250. and has appropriate controls in place that work very well.

The Board commended the Staff on coming in underbudget for 2003.

Motion #04-39

Moved by Mr. D. Kilgour and seconded by Mr. A. Fasciano:

"BE IT RESOLVED THAT the Greater Sudbury Housing Corporation Board of Directors accept, approve, and authorize for distribution, the submitted KPMG Audit Report for the 2003 Year Operations of the Greater Sudbury Housing Corporation."

CARRIED

(VI) **ACTION ITEMS** (Continued)

2) **5 YEAR PLAN FOR SHAREHOLDER'S AGM APPROVAL**

The submitted report was reviewed by the Members of the Board with the General Manager providing a verbal explanation.

The General Manager informed the Board members on the recommendation regarding the Ontarian Disabilities Act provided by Mr. Black and explained that he will include this suggestion in the 5 Year Plan.

Motion #04-40

Moved by Mr. D. Kilgour and seconded by Mr. A. Fasciano:

"BE IT RESOLVED THAT the Greater Sudbury Housing Corporation Board approves the attached 5 Year Business Plan covering the years 2004 to 2009, for inclusion in the Annual General Report for subsequent submission to the sole Shareholder – the City of Greater Sudbury."

CARRIED

3) **ANNUAL GENERAL MEETING REPORT APPROVAL**

The submitted report was reviewed by the Members of the Board with the General Manager providing a verbal explanation.

Motion #04-41

Moved by Mr. R. Bradley and seconded by Ms. M. Rochon:

"BE IT RESOLVED THAT the Greater Sudbury Housing Corporation Board of Directors approves the attached Annual General Meeting Report of the Greater Sudbury Housing Corporation covering the years 2001 to 2003, for submission to its sole Shareholder – the City of Greater Sudbury."

CARRIED

(VI) **ACTION ITEMS** (Continued)

4) NOTICE OF ANNUAL GENERAL MEETING

The General Manager informed the Members of the Board that the Annual General Meeting of the Greater Sudbury Housing Corporation Shareholder is recommended by the CGS Housing Services to be scheduled for Wednesday, April 14, 2004 at 6:00 p.m.

Motion #04-42

Moved by Ms. M. Rochon and seconded by Mr. D. Kilgour:

“BE IT RESOLVED THAT the Greater Sudbury Housing Corporation Board of Directors move that the Annual General Meeting of the Greater Sudbury Housing Corporation be held on Wednesday, April 14, 2004 starting at 6:00 p.m. in Room C11 at Tom Davies Square, 200 Brady Street, Sudbury, Ontario for the following purposes:

- 1) Approval of the Minutes of the Special Shareholder Meeting of September 23, 2003
- 2) Present Chair’s Report
- 3) Presentation / Adoption of Audited Statements
- 4) Confirmation of New Board Members
- 5) Appointment of Auditors
- 6) To transact such further or other business as may properly come before the meeting or any adjournment or adjournments thereof.

AND THAT the Chair of the Board of Directors of the Greater Sudbury Housing Corporation be appointed Chair of the Annual General Meeting of the Shareholder;

AND THAT the Secretary be authorized to prepare and issue notice of same, not less than 10 days and not more than 50 days before the meeting, to:

- a) to each shareholder entitled to vote at the meeting;
- b) to each director; and
- c) to the auditor of the Corporation.”

CARRIED

(VI) ACTION ITEMS (Continued)

5) REPORT ON SOLIDARITY LODGE PROPERTY MANAGEMENT BID

The General Manager provided a verbal update on the Property Management Bid for Solidarity Lodge Seniors Apartments (Sudbury) Inc., explaining that to date he has not received notification from the Board of Solidarity Lodge as to whether they have made a decision of not with regards to the submitted property management bids.

(IX) MOVE TO IN-CAMERA SESSION

Motion #04-43

Moved by Mr. R. Bradley and seconded by Mr. D. Kilgour:

“BE IT RESOLVED THAT the GSHC Board of Directors move in-camera.”

CARRIED

MOVE OUT OF CAMERA SESSION

Motion #04-44

Moved by Mr. D. Kilgour and seconded by Mr. A. Fasciano:

“BE IT RESOLVED THAT the GSHC Board of Directors move out of camera.”

CARRIED

(XI) BUSINESS ARISING OUT OF THE IN-CAMERA SESSION

The following motions resulted from the In-Camera session of the Board meeting.

Motion #04-045

Moved by Ms. M. Rochon and seconded by Mr. R. Bradley:

“BE IT RESOLVED THAT the GSHC Board of Directors approve a merit increase for Mr. J.R. Sutherland to step 2 of the pay grid and that his salary be adjusted accordingly effective January 1, 2004.”

CARRIED

Motion #04-046

Moved by Mr. D. Kilgour and seconded by Ms. M. Rochon:

“THAT the report on the CGS Provided Corporate Services and the GSHC / CGS GAP exercise be received for information.”

CARRIED

Motion #04-047

Moved by Mr. R. Bradley and seconded by Mr. D. Kilgour:

“BE IT RESOLVED THAT the GSHC Board of Directors approve staff’s recommendation That, based on her satisfactory performance, Ms. Bonnie Reid receive a merit increase to the step 3 of the pay grid and that her salary be adjusted accordingly effective March 1, 2004.”

CARRIED

The formal Board meeting adjourned due no longer having a quorum of the Board. The group that was still in attendance decided to proceed with the remainder of the agenda in an informal manner and decisions would be ratified at the next regular Board meeting.

(VII) REPORTS

1) Chair's Report

The Chair dispensed with his report.

2) General Manager's Report

The submitted report was reviewed and noted with the General Manager providing a verbal explanation to the report.

3) Financial Report

The Members of the Board reviewed the Financial Report with the Manager of Finance & Admin. providing a verbal summary on the submitted report.

4) Technical Services Manager's Report

The Members of the Board reviewed the Technical Services Manager's Reports with the Technical Services Manager providing a verbal summary to the submitted reports.

5) Tender Committees

5a) Tender Opening Committee

The Members of the Board reviewed the submitted the minutes of the Tender Opening Committee meetings of February 4, 2004 and February 25, 2004 for information purposes.

5b) Public Tender Committee

The Members of the Board reviewed the submitted minutes of the Public Tender Committee meeting of February 5, 2004 for information purposes.

(VII) REPORTS

6) Tenant Placement Activity Report

The Members of the Board reviewed the Tenant Placement Activity Report with the Manager of Operations providing a verbal summary to the submitted report.

7) Operational Arrears Report

The Members of the Board reviewed the Operational Arrears Report with the Manager of Operations providing a verbal summary to the submitted report.

(VIII) ITEMS FOR INFORMATION

The following items were reviewed by the members in attendance.

- 1) CGS Council Report on GSHC Citizen Nominations
- 2) Housing Services 2004 Budget (includes GSHC)
- 3) Minutes of Labour/Management Committee Meeting of December 3, 2003
- 4) Minutes of Joint Health & Safety Committee Meeting of February 26, 2004
- 5) Summary of Minutes of Internal Review Committee Meetings of
- February 10th, 17th, 24th, March 1st, 2nd, 4th, and 9th. 2004

(X) OTHER BUSINESS

There was no other business to discuss at this time.

(XII) DATE OF NEXT MEETING

The next regularly scheduled Board Meeting is Tuesday, April 27, 2004 at 5:00 p.m.

(XIII) ADJOURNMENT OF MEETING

The Meeting adjourned as there was no longer a quorum of the Board.

Meeting Adjourned: 6:30 p.m.



Alex Fex
Chair



Robert Sutherland
General Manager

**MINUTES OF THE SPECIAL BOARD MEETING
OF THE GREATER SUDBURY HOUSING CORPORATION
HELD ON TUESDAY, APRIL 13, 2004
AT 100 GEORGES RESTAURANT
AT 6:00 P.M.**

RECEIVED

APR 29 2004

HOUSING SERVICES

In Attendance:

Mr. Alex Fex	-	Chair
Mr. David Kilgour	-	Vice Chair
Mr. Ronald Bradley	-	Board Member
Mr. Anthony Fasciano	-	Board Member
Ms. Madeleine Rochon	-	Board Member
Mr. Mart Kivistik	-	Board Member
Ms. Rita Clifford	-	Board Member

Regrets:

Mr. Earl Black	-	Board Member
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Attending in a Staff Capacity:

Mr. Robert Sutherland	-	General Manager
Mr. Richard Munn	-	Manager of Technical Services
Ms. Debbie Cleaver	-	Executive Assistant (Recording Secretary)

(I) **CALL TO ORDER**

The Chair called the Special Board Meeting to order.

(II) **DECLARATION OF CONFLICT OF INTEREST**

There were no conflicts of interest declared at this time.

(III) **APPROVAL OF AGENDA**

The agenda was reviewed and accepted as distributed.

Motion #-04-48

Moved by Ms. M. Rochon and seconded by Mr. D. Kilgour:

"RESOLVED THAT the agenda be accepted as distributed."

CARRIED

(IV) **BUSINESS ARISING FROM THE LAST REGULAR MEETING**

As a result of losing quorum of the Board during the review of the Staff Reports at the Board Meeting of March 23, 2004, the Board ratified the staff reports that were presented and reviewed at the March 23, 2004 Regular Board Meeting.

Motion #04-49

Moved by Mr. D. Kilgour and seconded by Ms. R. Clifford:

"BE IT RESOLVED THAT the Greater Sudbury Housing Corporation Board of Directors ratify the approval of the following Staff Reports of as submitted at the March 23, 2004 Board meeting:

- (VII) 2) General Manager's Report
- 3) Financial Report - *January 1, 2004 to February 29, 2004*
- 4) Technical Services Manager Report
- 5) Tender Committee – a) Tender Opening Committee – *February 4th & 25th, 2004*
- b) Public Tender Committee – *February 5th, 2004*
- 6) Tenant Placement Activity Report - *February, 2004*
- 7) Operational Arrears Report - *February, 2004*"

CARRIED

(V) OTHER BUSINESS

The Chair presented a small token to express appreciation for past volunteer service to each of the Board Members that are not renewing their term as a member of the GSHC Board.

The Board Members also expressed their appreciation on the commitment of Staff over their past term of office on the GSHC Board.

The Board was advised on the rescheduling of the Annual General Meeting to April 28, 2004.

The Members of the Board discussed and agreed that the Board Meeting for April will be held at the regularly scheduled time on Tuesday, April 27, 2004.

(VI) DATE OF NEXT MEETING

The next regularly scheduled Board Meeting is Tuesday, April 27, 2004 at 5:00 p.m.

(VII) ADJOURNMENT OF MEETING

Motion #04-050

Moved by Ms. R. Clifford and seconded by Mr. R. Bradley:

“RESOLVED THAT, there being no further business to bring before the Board, the meeting be adjourned.”

CARRIED

Meeting Adjourned: 6:30 p.m.



Alex Fex
Chair



Robert Sutherland
General Manager

**MINUTES OF THE FIRST MEETING OF THE
CITY OF GREATER SUDBURY PUBLIC LIBRARY BOARD**

Friday, February 20, 2004
Main Branch

Commencement: 8:05 a.m.
Adjournment: 10:10 a.m.

PRESENT

Councillor T. Callaghan (d. 8:50 a.m.); M. Holouka; V. Gutsch; S. Roy;
F. Cormier; V. Gilhula (d. 9:40 a.m.); J. Rodrigues

REGRETS

Councillor L. Reynolds

CITY STAFF

C. Hallsworth, General Manager of Citizen & Leisure Services; R. Henderson, Director of Libraries & Citizen Services; D. Kennedy, Administrative Assistant-Director of Libraries & Citizen Services; C. Zuliani, Manager Library and Heritage Resources; M. Hardie, Manager-South Citizen Service Centres and Neighbourhood Libraries; R. Clouthier, Manager-North Citizen Service Centres and Neighbourhood Libraries

**DECLARATIONS OF
PECUNIARY INTEREST**

None

ELECTION OF THE CHAIR

The General Manager of Citizen and Leisure Services called the meeting to order.

The Board approved a three-year term of office for the Chair of the Board. Councillor Callaghan nominated M. Holouka. Nominations were closed and M. Holouka accepted the position.

Callaghan/Roy Resolution No. 2004-01

That Marte Holouka be appointed Chair of the Greater Sudbury Public Library Board for the 3 year term ending November 30, 2006.

CARRIED

MARTE HOLOUKA IN THE CHAIR

The Chair welcomed everyone to the meeting.

**ELECTION OF
VICE CHAIR**

Councillor Callaghan nominated V. Gutsch as Vice Chair of the Board. Nominations were closed and V. Gutsch accepted the position.

Callaghan/Roy Resolution 2004-02

That Verna Gutsch be appointed Vice Chair of the Greater Sudbury Public Library Board for the 3 year term ending November 30, 2006.

CARRIED

MINUTES

The following motion was presented:

Gutsch/Roy Resolution 2004-03

That the minutes of the Twenty-Second Meeting of the Greater Sudbury Public Library Board held on December 18, 2003, be adopted.

CARRIED

PRESENTATIONS

Board Orientation Manual

The Director of Libraries and Citizen Services reviewed the board orientation manual with the members highlighting board policies, the Branch Space Needs Study, the Public Library Act and statistics. A question and answer period took place throughout the review. It was a consensus of the Board that the next meeting would be held March 18, 2004, at 3:00 p.m. at the Main Branch. The Director to prepare a list of future meeting dates for the next meeting.

2004 Budget

The General Manager gave an overview of the Libraries and Citizen Service Department 2004 Current Budget. The presentation detailed current budget highlights, along with budget options. A question and answer period took place after which the Board members discussed the library budget option. The board concurred that the library option to reduce the number of hours of service at Chelmsford and Lively CSC/Libraries by 11 hours from 65 hours per week to 54 hours per week was achievable.

The Chair advised that the Board's recommendation on the budget option would be provided to City Council through Councillors Callaghan and Reynolds. The Chair to also prepare a letter to Council regarding the Board member's recommendations on the library options.

REPORTS

Report dated February 5, 2004, from the General Manager of Citizen and Leisure Services regarding Greater Sudbury Library accomplishments since amalgamation.

The report was deferred to the next meeting.

NEW BUSINESS

A brief discussion ensued regarding protocol for board members when responding to questions from the public and the media.

ADJOURNMENT

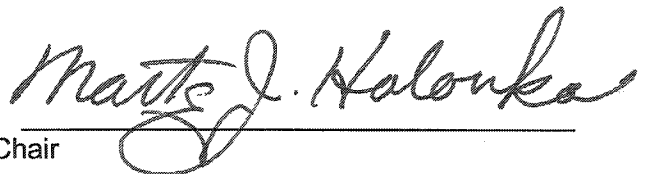
Cormier/Gutsch Resolution 2004-04

That this meeting does now adjourn. Time 10:10 a.m.

CARRIED



Secretary



Chair

**MINUTES OF THE SECOND MEETING OF THE
CITY OF GREATER SUDBURY PUBLIC LIBRARY BOARD**

March 18, 2004
Main Branch

Commencement: 3:05 p.m.
Adjournment: 5:45 p.m.

PRESENT

V. Gutsch; S. Roy; F. Cormier; V. Gilhula J. Rodrigues

REGRETS

Councillor L. Reynolds; Councillor T. Callaghan; M. Holouka

CITY STAFF

R. Henderson, Director of Libraries & Citizen Services; D. Kennedy, Administrative Assistant-Director of Libraries & Citizen Services; M. Hardie, Manager-South Citizen Service Centres and Neighbourhood Libraries; R. Clouthier, Manager-North Citizen Service Centres and Neighbourhood Libraries

ALSO PRESENT

D. Wilkinson, L. Bryant, M. Mueller

**DECLARATIONS OF
PECUNIARY INTEREST**

None

VICE-CHAIR VERNA GUTSCH IN THE CHAIR

The Chair welcomed everyone to the meeting.

With the concurrence of the members of the Board, the order of the agenda was changed to allow a presentation by Mr. Derek Wilkinson, Friends of the City of Greater Sudbury Library.

PRESENTATIONS

Mr. Derek Wilkinson, Friends of the City of Greater Sudbury Public Library

In support of the library, Mr. Wilkinson presented 13 copies of three colourful Dewey Decimal posters for each of the 13 library branches, along with complimentary Dewey Decimal book marks for the board members. On behalf of the Board members, the Chair gratefully acknowledged the useful donation and thanked Mr. Wilkinson for his attendance.

MINUTES

The following motion was presented:

Roy/Cormier Resolution 2004-05

That the minutes of the First Meeting of the Greater Sudbury Public Library Board held on February 20, 2004, be adopted as amended.

CARRIED

The minutes to reflect that resolution #2004-03 was seconded by S. Roy.

DEFERRED AND REFERRED MATTERS

**Library Accomplishments
Since Amalgamation**

The Director presented a report outlining the Greater Sudbury Library accomplishments since amalgamation. A lengthy discussion, along with a question and answer period took place during the review of the following twelve improvements and achievements that have occurred within libraries and museums. Highlights of the report included:

- Library Automation
- Collections
- Homebound Services
- Virtual Library
- Archives
- Services to Teens
- Community Outreach
- Purchase of South Branch
- Library Branch Space Needs Study
- Citizen Service Centre Model
- Museums
- Special Projects

Board member F. Cormier initiated a lengthy discussion on the direction of museums in the future.

PRESENTATIONS

**Virtual Library, On Line Data Base
Community Information Data Base**

The Board welcomed Ms. L. Bryant, Virtual Librarian and Ms. M. Mueller, Co-ordinator Library Collections, to the meeting. Ms. Bryant, with the aid of a slide presentation, demonstrated to the board members the features of the virtual library. Ms. Mueller followed with a demonstration of the on line data bases and the community information data base. A question and answer session took place during both demonstrations. The Chair on behalf of the members thanked staff for the very impressive presentation.

CORRESPONDENCE

The board received the following correspondence: a letter from Chair M. Holouka regarding the proposed budget option to close the museums; a letter from Mr. B. Michelutti regarding the budget proposal to close Sudbury owned and operated museums, an updated library board meeting/member list and an announcement of the Learning Disabilities Section at the Library.

NEW BUSINESS

none

ADJOURNMENT

F. Cormier/J. Rodrigues 2004-06
That this meeting does now adjourn. Time 5:45 p.m.

CARRIED



Secretary



Vice- Chair