

Letter from the 2017/2018 current Local Services Board to the citizens of Gogama;

The previous Local Services Board from 2016/2017 where the Chairperson of the Board was Mr. Edward Benson, the following meeting minutes had to be posted as drafts as they had not been approved by the Mr. Benson's Board;

- June 1, 2017 Monthly Board Meeting
- July 6, 2017 Monthly Board Meeting
- July 6, 2017 Special Board Meeting
- August 11, 2017 Special Board Meeting
- September 1, 2017 Monthly Board Meeting
- September 8, 2017 Elections Meeting

For the purpose of remaining transparent to the members of the public, the current members of the Gogama Local Services Board, at the direction of the Ministry of Northern Development and Mines, have agreed to post the drafts and accept that the contents remain unapproved by the previous Board.

The members of the current Board would like to advise members of the public that posting meeting minutes here online is simply a courtesy. All meeting minutes can be requested at the office by filing out a request for information sheet. All requests will be answered according to the Freedom of Information Act.

Gogama Local Services Board
Monthly Board Meeting – April 12, 2018
Gogama Community Centre at 7:00 P.M.

MINUTES

1. Call meeting to order and Roll Call at 7:00 PM

Present

Andre Jodouin – Chairperson
Gilles Veronneau – Vice Chairperson
Rachelle Minarik – Board Member
Daniel Mantha – Board Member
Paul Derkacz – Board Member

Natalie Gaudette – Bookkeeper
Christine Bedard - Secretary

Absent with Regrets

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

3. Acceptance of agenda

The Chairperson asked for a motion to accept the agenda.

A motion to accept the agenda was moved by Gilles Veronneau and seconded by Rachelle Minarik.

Motion Carried

4. Acceptance of Minutes:

The Chairperson asked for a motion to defer the approval of the minutes to the May 10, 2018 meeting.

A motion to defer the approval of the minutes to the May 10, 2018 meeting was moved by Paul Derkacz and seconded by Rachelle Minarik.

Motion Carried

5. Disbursement:

- 5.1 Monthly Budget Review - CWWF correct budget

Bookkeeper, Natalie Gaudette, presented the Board with the correct CWWF budget sheet that had not printed properly in last month's report. The Bookkeeper requested that the Secretary provide her with the five individual project titles that pertained to this grant so that she may separate the report by project for better understanding.

Action Item: Christine – to email the Bookkeeper the individual titles of the CWWF projects.

5.2 Annual Audit – Update

Bookkeeper, Natalie Gaudette advised the Board that she had reached out to MNP to check on the status of the audit. The auditor requested re-verification from the Board to remove the Gogama Fire Department from the GLSB audit.

The Board stated that the previous motion to move ahead with the audit without the GFD financials had not changed as the GFD had not provided the Board with their financials since the decision had been made. The Board directed the Bookkeeper to advise MNP to move forward as previously agreed upon.

Action Item: Natalie – to reach out to MNP and advise of Board decision.

4.3 MNDM 1st request for payment – update

The Bookkeeper advised the Board that the 1st request funding from MNDM had been received.

4.4 Ministry of Finance – OPTA – update

The Bookkeeper advised the Board that OPTA had successfully been entered, closed and processed and the funds had been received.

4.5 Service Fees Invoices

The Bookkeeper advised the Board that all Service Fees Invoices had been prepared and sent to the Secretary for mailing. The Secretary advised the Board that all invoices had been sent out and some payments had been received.

5. Asset Management Planning

5.1 Repair & Maintenance Review

Community Centre Kitchen Renovation - Update

The Chairperson provided the Board with a progress report on the status of the Community Centre kitchen renovations.

The Chairperson asked for a formal motion to approve the most recent materials expenditure.

The formal motion to approve the most recent materials expenditure was moved by Rachelle Minarik and seconded by Paul Derkacz.

Motion Carried

5.2 Disposal of Kitchen Counters

The Chairperson asked for the Board's input on the matter of disposing of the two old kitchen counters that had been replaced during the kitchen renovations. The Board discussed the matter and agreed to follow the disposal of assets policy and put the items up for sale to the public via bid starting at \$50.00. The public opening of bids would be held April 23, 2018 at 12:00 noon at the Board office.

The Chairperson asked for a motion to approve that the two old kitchen counters be disposed of via the disposal of assets policy in a public bid starting at \$50.00.

The motion to approve that the two old kitchen counters be disposed of via the disposal of assets policy in a public bid starting at \$50.00 was moved by Rachelle Minarik and seconded by Daniel Mantha.

Motion Carried

Action Item: Christine – to prepare a bid poster for the disposal of the two old kitchen counters removed from the Community Centre Kitchen during renovations.

5.3 Quote – TNT Heating

The Chairperson advised that the Board had received a quote from TNT Heating for the purchase and installation of a range hood for the stove in the Community Centre kitchen. This quote included venting the hood outside as per Fire Code so that the stove could be used for cooking and not just warming. The quote was for \$1500.00 plus tax.

The Chairperson asked for a motion to approve and accept the quote from TNT heating for the purchase and installation of a range hood for the stove in the Community Centre kitchen at \$1500.00 plus Tax.

The motion to approve and accept the quote from TNT heating for the purchase and installation of a range hood for the stove in the Community Centre kitchen at \$1500.00 plus tax was moved by Gilles Veronneau and seconded by Paul Derkacz.

Motion Carried

Action Item: Christine – to contact TNT Heating and advise to go ahead with the purchase and schedule the installation.

6. Unfinished Business

6.1 **Administrative Portfolio:**

6.1.1 **Elections Ontario – update**

As per Board direction, the Secretary advised the Board that she had reached out to Elections Ontario regarding the clarification requested. The Secretary advised that Elections Ontario confirmed they will only need the hall for the day of June 7, 2018 and that all other requirement items had been addressed.

6.1.2 **Wyatt Image Solution – Photocopier update**

The Secretary advised the Board that she had reached out to Wyatt Image Solutions once again for consistent issues with the photocopier's functionality. She stated Wyatt had replaced the unit with a new one that is compatible with the Board's updated equipment and met the office's technological needs. The Secretary further advised that the new photocopier did not require a new lease and the remaining payments would stay the same until the end of the lease in April 2019.

6.1.3 **Travel Rates – update**

The Bookkeeper advised the Board, that as per their request, she had researched travel rates for three separate organizations in order to provide the Board with the information they needed to update travel rates by-law. The Bookkeeper recommended the Board go with the Government of Ontario rates on travel mileage with a separate rate for meals on a case by

case basis with Board approval. The Board discussed the matter and agreed to accept the Bookkeeper's recommendation.

The Chairperson asked for a motion to approve the creation of a Travel Rates By-Law that would consist of Government of Ontario rates on travel mileage with a separate rate for meals on a case by case basis with Board approval.

The motion to approve the creation of a Travel Rates By-Law that would consist of Government of Ontario rates on travel mileage with a separate rate for meals on a case by case basis with Board approval was moved by Daniel Mantha and seconded by Paul Derkacz.

Motion Carried

Action Item: Christine – to create a Travel Rate By-law including the information within the Board's motion.

6.2 Garbage Collection Portfolio:

6.2.1 Spring Clean-Up

Gilles Veronneau advised the Board that he had spoken to the Garbage Collection/Disposal Contractor regarding the Spring clean up and stated that the Contractor had posted the date advising the Community.

6.3 Financial Portfolio

6.3.1 Revised Statement – GFD

The Bookkeeper advised the Board that she would revise the Gogama Fire Department's outstanding invoices statement and would be providing it to the Secretary to send out to the GFD. The Board discussed the matter and agreed that the Board would issue the GFD their cheque for the HST rebate and send it along with the newly revised statement from the Bookkeeper. The Board felt it prudent to keep both matters recorded separately as opposed to the Fire Chief's request to simply deduct the HST rebate amount owed from the outstanding balance the GFD owed the Board. The Board also agreed that the items be mailed to the GHD via registered mail as the contents would also include original receipts being returned.

The Chairperson asked for a motion to approve the Bookkeeper to revise the outstanding invoices statement owed by the GFD, issue the HST rebates cheque separate from the statement and send the envelope to the GFD via registered mail.

The motion to approve the Bookkeeper to revise the outstanding invoices statement owed by the GFD, issue the HST rebates cheque separate from the statement and send the envelope to the GFD via registered mail was moved by Rachelle Minarik and seconded Gilles Veronneau.

Motion Carried

Action Item: Natalie – to revise the outstanding invoices statement owed by the GFD, issue the HST rebates cheque separate from the statement

6.4 Fire Protection Portfolio

6.4.1 FM/GLSB/GFD Agreement – Update

The Secretary provide the Board a copy of the proposed draft agreement to review in preparation for the second meeting with the Fire Marshal.

The Secretary advised the Board that she had received an email shortly before the meeting advising that ADFM Booth would not be attending the meeting due to an unexpected family emergency. The Board deferred the FM meeting a time suitable to the ADFM upon his return to work.

6.5 Library Portfolio:

6.5.1 ILDS Grant – Update

The Secretary advised the Board that the Head Librarian had been successful in meeting the ILDS expenditure deadline of March 31, 2018. The Secretary will compile the final report due April 25, 2018. The Secretary requested that the Board approve her request for an additional three hours of approved time in order to complete and submit the report outside of regular Board Business hours. The Board discussed the matter and agreed to approve the Secretary's request for three extra hours to complete and submit the report.

The Chairperson asked for a motion to approve the Secretary's request for an additional three hours of approved time in order to complete and submit the report outside of regular Board Business hours.

The motion to approve the Secretary's request for an additional three hours of approved time in order to complete and submit the report outside of regular Board Business hours was moved by Paul Derkacz and seconded by Rachelle Minarik. **Motion Carried**

Action Item: Christine – to complete and submit the ILDS report.

6.6 Recreation Portfolio

6.6.1 Manager/Custodian monthly report – Update of old items

Paul Derkacz updated the Board on how the meeting with the Manager/Custodians gone. He stated that all issues and Health & Safety concerns had been identified. He stated that the Manager/Custodians would get all identified issues addressed and would meet again at the end of April 2018 to review.

The Bookkeeper asked Daniel Mantha if he had an opportunity to speak with the Recreation Committee on the matter of who purchased the Keurig coffee machine. Daniel Mantha stated he had asked but it was still unclear as to what the Recreation Committee wanted to do. The Bookkeeper asked Daniel Mantha if he would like her to take on the action item, Daniel stated he would appreciate her taking this on.

Action Item: Natalie – to reach out to Andrea Beaton on the matter of the Keurig machine.

The Bookkeeper advised the Board that there were still two outstanding invoices from Recreation Committee current and past members. She stated that both Andrea Beaton and Cheryl Secord had been sent invoices for outstanding amounts owed to the GLSB for cash advances for Canada Day 2017. She asked the Board if they would like her to prepare reminder invoices and provide them to the Secretary to send out. The Board discussed the matter and agreed that the Bookkeeper prepare the reminder invoices.

Action Item: Natalie – to prepare reminder invoices for Andrea Beaton and Cheryl Secord.

Daniel Mantha requested approval from the Board to wax the new kitchen floor of the Community Centre. He stated this would be done on a volunteer basis.

The Chairperson asked for a motion to approve Daniel Mantha's request to wax the new kitchen floor of the Community Centre was moved by Rachelle Minarik and seconded by Paul Derkacz. Daniel Mantha declared a conflict. **Motion Carried**

6.7 Water/Sewer Portfolio: None

New Business

7.1 Correspondence: None

7.2 Administrative Portfolio:

7.2.1 AMP Inspection

The Bookkeeper explained to the Board the AMP Inspection process and recommended to the Board that, in light of all the grants the Board had received and would likely continue to want to apply for, the Asset Management Plan would need to have a new inspection done. The Board discussed the matter and agreed that the Secretary should reach out to Timmins City Hall in search of a list of certified inspectors and reach out to them for quotes.

The Chairperson asked for a motion to approve the Secretary reach out to Timmins City Hall in search of a list of certified inspectors and reach out to them for quotes.

The motion to approve the Secretary reach out to Timmins City Hall in search of a list of certified inspectors and reach out to them for quotes was moved by Paul Derkacz and seconded by Gilles Veronneau. **Motion Carried**

Action Item: Christine – to reach out to Timmins City Hall in search of a list of certified inspectors and reach out to them for quotes.

7.3 Garbage Collection Portfolio: None

7.4 Financial Portfolio:

7.4.1 Enabling Accessibility Fund (EAF)

The Secretary provided the Board an overview of the EAF Grant and requested the Board's approval to submit an application for this grant on behalf of the Board. She stated she would need an additional 10 hours of extra time outside regular Board hours to accomplish this. The Board discussed the matter and agreed.

The Chairperson asked for a motion to have the Secretary apply for the EAF Grant and be approved for an additional 10 extra hours outside of regular Board hours.

The motion to approve the Secretary apply for the EAF Grant and be approved for an additional 10 extra hours outside of regular Board hours was moved by Rachelle Minarik and seconded by Paul Derkacz. **Motion Carried**

8.5 Fire Protection Portfolio:

8.5.1 Superior Propane

The Secretary advised the Board that she had received a call from a Superior Propane Manager stating her concern for the security of the account. She stated that an individual identifying himself by name had called to make changes to the account. She also stated that an individual who identified himself as the Fire Chief was requesting to have the delivery of propane to the 2nd building at the Fire Hall stopped. She stated that he called back a second time stating he was the chairperson of the GLSB Board and wanted the propane tank for the second building removed. She advised the Secretary that since he was unable to provide the account passcode, no changes could be made and that he should contact the GLSB. The Secretary asked the manager to please provide her case notes of the calls. She stated it would take a few weeks but she would put in the request and have them sent.

8.6 Library Portfolio:

8.6.1 Ontera/Internet – update

The Secretary advised the Board that the second line of Ontera Internet Service had now been moved to the Library.

8.6.2 Location of 2nd Surveillance Camera

The Secretary asked the Board to consider a location for the second security camera that had been purchased for the office in October 2017. The Board discussed the matter and decided to have the second camera installed to have a view of the back of the Community Centre where the Generator and clinic were located. The Secretary advised the Board she would ask the Library computer technician to install it.

Action Item: Christine – to reach out to computer technician to install second camera.

8.7 Recreation Portfolio:

8.7.1 Manager/Custodian Monthly Report

The Secretary advised that no new report had been submitted to the Board from the Manager/Custodians in advance of the meeting.

Daniel Mantha advised the Board that he had asked the Recreation Committee on the status of the Easter Bunny Brunch report. He stated that the Treasurer of the Recreation Board was waiting on receipts before she could complete it.

Action Item: Daniel – to reach out to Andrea Beaton and arrange to get the receipts.

8.8 Water/Sewer Portfolio: None

9. Deputations or Delegations or Discussions from the floor - None

10. In-Camera

The Chairperson asked for a motion to move the meeting in-camera for the following items.

The motion to move the meeting in-camera was moved by Rachelle Minarik and seconded by Gilles Veronneau. **Motion Carried**

10.1 Notice of Legal Action

10.2 Taxpayer Request

10.3 Background Check – update

The Chairperson asked for a motion to move the meeting out of in-camera.

The motion to move the meeting out of in-camera was moved by Gilles Veronneau and seconded by Rachelle Minarik. **Motion Carried**

Motions from in-camera;

10.1 Notice of Legal Action

The Chairperson asked for a motion to approve payment in the amount of \$1200.00 plus HST to legal counsel for retainer.

The motion to approve payment in the amount of \$1200.00 plus HST to legal counsel for retainer was moved by Paul Derkacz and seconded by Rachelle Minarik. **Motion Carried**

10.2 Taxpayer Request

The Chairperson asked for a motion to approve the taxpayer request as it was presented to the Board by the Bookkeeper.

The motion to approve the taxpayer request as it was presented to the Board by the Bookkeeper was moved by Paul Derkacz and seconded by Rachelle Minarik. Gilles Veronneau declared a conflict and left the room at 9:36 PM and returned at 9:42PM. **Motion Carried**

10.3 Background Check

The Chairperson asked for a motion to approve all background checks be submitted directly to the office by the person only.

The motion to approve all background checks be submitted directly to the office by the person only was moved by Paul Derkacz and seconded by Rachelle Minarik.


Motion Carried

11. Adjournment

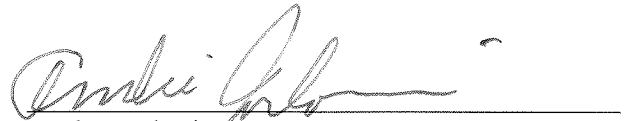
Having no further Board business to discuss, the Chairperson asked for a motion to adjourn the meeting at 10:05 PM

The motion to adjourn the meeting at 10:05 PM was moved by Gilles Veronneau and seconded by Paul Derkacz.

Motion Carried



Christine Bedard
Secretary



Andre Jodouin
Chairperson