

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 – May 10, 2018
Gogama Community Centre at 7:00 P.M.

Minutes

1. Call meeting to order and Roll Call

Present

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

Absent with Regrets

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

3. **Acceptance of agenda**

The Chairperson called the meeting to order at 6:56 PM and asked for a motion to approve the agenda for May 10, 2018 meeting.

The motion to approve the agenda for the May 10, 2018 meeting was moved by Gilles Veronneau and seconded by Paul Derkacz.

Motion Carried

The Chairperson advised the Board that the Secretary had devised a new agenda format for meetings moving forward. This new format would see a “Grants Update” document as well as an “Action Items” document that would allow the Board to review all items at a glance and would keep track of all on-going projects at a glance. The Chairperson asked for the Board to review the new format and a motion to approve the new format moving forward.

The motion to approve the new agenda format to include a “Grants Update” and an “Action Items” documents was moved by Rachelle Minarik and seconded by Paul Derkacz.

Motion Carried

4. **Acceptance of minutes**

The Chairperson asked for a motion to approve the minutes for the April 12, 2018 meeting.

The motion to approve the minutes of the April 12, 2018 meeting was moved by Gilles Veronneau and seconded by Rachelle Minarik.

Motion Carried

The Chairperson asked the Secretary to provide the Board with draft meeting minutes and an agenda 3 days prior to each meeting in order to provide the Board with adequate time to review the documents prior to each meeting.

Action Item: Christine to provide the Board with draft meeting minutes and agenda 3 days prior to meeting.

5. **Disbursement:**

Monthly Budget Review

The Chairperson asked that the Bookkeeper provide the Board with an updated monthly budget review document at least 3 days prior to each meeting so that the Board may review the monthly budget and come to the meeting with questions if there are any.

Action Item: Christine to send the request to the Bookkeeper.

Action Item: Natalie to prepare a monthly budget report 3 days in advance of each meeting.

6. **Grants Update:**

OCIF TOP UP – Project 1 – Replacement of water & wastewater infrastructure in Gogama

The Board reviewed the quote provided by Engineering Group, Kresin Engineering, for services related to Project #1. The Chairperson asked for a motion to approve the quote from Kresin Engineering and engage the engineering group to commence work on the project.

The motion to approve the quote from Kresin Engineering and engage the engineering group to commence work on the project was moved by Paul Derkacz and seconded by Gilles Veronneau. **Motion Carried**

Action Item: Christine to reach out to Kresin Engineering and set up an initial meeting time & date for first walk about.

7. **Action Items:**

The Board reviewed and discussed the Action Items document and approved all action items brought forward by the Secretary to date as of May 9, 2018.

Action Items: Christine to reach out to OCWA for the following;

1. **Project 3 – Replacement of pump at Well House – call OCWA for list**
2. **Project 4 – Repair/Cleaning of Clear Well Tanks – Call OCWA for quote**
3. **Project 5 – Monitoring Equipment Upgrades at WTP – Follow up with OCWA on status**
4. **Project 6 – Main Water Valve Rehabilitation/Replacement – Follow up with OCWA start date**
5. **Project 7 – Wastewater Lagoon Cells Clean-up – Follow up with OCWA on start date**

8. **New Business**

8.1 **Correspondence:** None

8.2 **Administrative Portfolio:**

8.2.1 **Administrative Workshop**

The Secretary reminded the Board that she will be away the week of May 21 through to May 24, 2018 as she will be attending a conference workshop in Timmins. The Secretary further advised the Board that Board Member, Daniel Mantha, will be the point of contact for any emergency related matters concerning the Tender for the Roofing project. The office will be closed Monday May 21, 2018 due to the statutory holiday and the answering machine message will be updated to reflect the office closure. The Secretary advised the Board that she will be bringing the office laptop with her and will be monitoring emails should there be anything that requires immediate attention.

8.3 **Garbage Collection Portfolio:** None

8.4 **Financial Portfolio:** None

8.5 Fire Protection Portfolio:

8.5.1 GFD Email Correspondence

Rachelle Minarik advised the Board that the office had received two emails from Fire Chief, Mike Benson. The first email was in regards to registered letters being sent to the GFD. The Fire Chief had notified the office that he will no longer be taking time off from other work to accommodate picking up registered letters being sent to the GFD as he deems them to be a 'waste of taxpayer dollars and unimportant". The second email from the Fire Chief stated the Board's request for the GFD's Articles of Incorporation would not be met as there had been no changes to the Letters Patent or Articles since 1993.

The Board discussed the matter of the registered letters and stated that as long as correspondence with the GFD is trackable and is able to be put on file, the Board agrees to correspond with the GFD via email. The Board stated that the only reason they had been opting to use registered letters was for tracking purposes and to impress the necessity of a response which the GFD was not providing.

The Board discussed the matter of their request for a copy of the GFD's Articles of Incorporation and decided to bring the matter to the Board's legal counsel to perform the search for the Articles so that they could be put on file should they be requested by funding ministries. The Board was hoping to obtain the copy without having to spend taxpayer dollars but the response from the GFD clearly indicated they would not provide the document.

8.5.2 FM/GLSB/GFD

The Secretary advised the Board that the Fire Marshal's office has sent a copy of the Mutual Aid Plan and advised that Gogama is not included in the Plan. The Fire Marshal advises that this will be rectified and is working on having Gogama added to the list. The Fire Marshal also stated that the requested Department Roster would be forwarded next week. The Secretary advised the Board that, the First Nations Fire Department held an informational booth at the Reserve Complex during Emergency Awareness Week whereas the GLSB's Bookkeeper was in attendance. The First Nation Fire Chief advised the Bookkeeper that the Reserve holds a Mutual Aid agreement with Gogama. The Secretary asked the Board if they would like to reach out to the First Nations Fire Chief to request a copy. The Board directed the Secretary to reach out to the Fire Marshal's office to request the copy and then to the First Nations Fire Chief should the Fire Marshal's office not have one on hand.

Action Item: Christine to request First Nation Mutual Aid Agreement from Fire Marshal first, First Nation Fire Chief second.

8.6 Library Portfolio: None

8.7 Recreation Portfolio:

8.7.1 Manager/Custodian Monthly Report

Paul Derkacz advised the Board that he did not receive a monthly report from the Manager/Custodian prior to the meeting therefore did not have anything to report.

Paul Derkacz advised the Board that during his follow up meeting on April 30, 2018 with the Manager/Custodian, Erin Bielhartz, he received a resignation letter from Manager/Custodian, Andrea Beaton. He requested that the Board formally accept Ms. Beaton's letter of resignation. He also advised the Board that all outstanding issues of Health & Safety had been addressed with Erin Beilhartz and that she had committed to seeing the contract through to September 30, 2018.

The Chairperson asked for a motion to formally accept Andrea Beaton's resignation from her position as 2nd Manager/Custodian.

The motion to formally accept Andrea Beaton's resignation from her position as 2nd Manager/Custodian was moved by Paul Derkacz and seconded by Daniel Mantha.

Motion Carried

Daniel Mantha volunteered his time to the Board to wax the kitchen floor after the event scheduled for May 12, 2018.

The Chairperson asked for a motion to accept Daniel Mantha volunteer to wax the kitchen floor after the event scheduled for May 12, 2018.

The motion to accept Daniel Mantha to wax the kitchen floor after the event scheduled for May 12, 2018 was moved by Rachelle Minarik and seconded by Paul Derkacz.

Motion Carried

Action Item: Paul to reach out to Manager/Custodian requesting monthly report

Action Item: Daniel to wax the kitchen floor after May 12, 2018 event.

8.7.2 Community Centre kitchen renovations

The Chairperson provided the Board with an update of the Community Centre's Kitchen renovations to date and took the Board through the kitchen to show them the renovations made to date. He advised the Board that the contractor was currently putting on the finishing touches and replacing the last counter top. The final piece to the renovations is the installation of the stove vent to which he reminded the Board that a quote of \$1525.00 had been received and approved from TNT Heating to purchase and install the requested vent. The vent would be vented outside, providing the Board with the ability to have its hall renters use the stove during functions.

The Chairperson asked for a formal motion to approve the expenditure of the stove, microwave and final finishing materials to be paid with the Board Visa in the amount of \$1748.92.

The formal motion to approve the expenditure of the stove, microwave and final finishing materials to be paid with the Board Visa in the amount of \$1748.92 was moved by Gilles Veronneau and seconded by Rachelle Minarik.

Motion Carried

The Chairperson asked for a motion to approve electrician, Frank McLeod, to come in and replace all outlets and light switches with new hardware.

The motion to approve electrician, Frank McLeod, to come in and replace all outlets and light switches with new hardware was moved by Rachelle Minarik and seconded by Daniel Mantha.

Motion Carried

Action Item: Christine to schedule the installation of the vent with TNT Heating.

8.7.3 Hydro One

The Chairperson asked the Secretary if there was anything out there to help offset costs for Hydro for non-profit organizations. The Secretary advised that there may be subsidies available to offset hydro costs, especially where Water Distribution Plants were concerned. She advised the Board that Hydro costs for the WTP ranged from \$2500.00 to \$3500.00 per month.

Action Item: Christine to look into obtaining subsidy monies to offset hydro costs for non-profits.

8.7.4 Roofing Tender – Bidder on-roof access

The Secretary advised the Board that on-roof access by bidders was being scheduled by the office until May 17, 2018. She went on to advise that while she was away, Daniel Mantha would be the point of contact for bidders and his contact number would be posted on the notice on the office door. She requested other Board volunteers should on-roof access be requested between May 17 and May 25, 2018. Andre Jodouin, Paul Derkacz and Gilles Veronneau stated they would also be available if needed.

8.7.5 Grounds Care Contract

Daniel Mantha asked the Board to consider adding a small section to be cleared by the contractor in front of the Recreation Committee storage shed in order to facilitate access to the building. He stated that as per the Board's request, the Recreation Committee was preparing to clean the office that is used by the committee and the court as well as clean out any other rooms they have been storing their events items in. He stated that the Recreation Committee was asking that a path be cleared to the storage building as the front of the building had overgrowth blocking the way.

The Board discussed the matter as the area was not one that had been identified by the Board to the Contractor at the time of signing the contract. Daniel Mantha stated he would ask the contractor if he would consider adding this area as a one-time pass to remove the vegetation. The Board agreed to have Daniel Mantha approach the contractor to enquire on cost.

Action Item: Daniel to reach out to grounds care contractor regarding clearing of path to storage building.

8.8 Water/Sewer Portfolio:

8.8.1 Chamber of Commerce

The Secretary advised the Board that the Chamber of Commerce had stated during their last meeting that Richard Gravelle had given them permission to use the fire hydrant near the Cenotaph to hook up a hose to water the flowers. The Chamber stated that Richard Gravelle had given them an adapter that attaches to the hydrant that would allow them to connect a hose for the purposes of watering the flowers. Neither the current, nor the past Secretaries have any knowledge of a permission being given to Richard Gravelle to authorize this. The Board discussed whether this practice may or should continue so that it can be documented in the minutes. Board Member, Rachelle Minarik, voiced her opposition of the Board authorizing fire hydrants to be used for any other purpose other than fires as she feels there could be other alternatives to watering flowers at the Cenotaph. The Board directed Christine to speak to the Chamber of Commerce Board on the GLSB's behalf regarding this matter at their next meeting as she is a Chamber Board member.


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

10. Adjournment

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

A motion to adjourn the meeting at 9:23 PM was moved by Paul Derkacz and seconded by Gilles Veronneau.
Motion Carried


Christine Bedard, Secretary


Andre Jodouin, Chairperson

Gogama Local Services Board
Monthly Board Meeting – June 6, 2018, 2018
Gogama Community Centre at 7:00 P.M.

GRANTS
As of June 5, 2018

OCIF TOP UP

PROJECT 1 - Updated

Replacement of water and wastewater infrastructure in Gogama

Maximum Provincial Contribution - \$894,096.00

Completed

- Received signed Transfer Payment Agreement (TPA)
- Received Aboriginal Consultation Review Letter
- Received Engineering quote
- **Decision/approval regarding engineering group (May 10, 2018)**
- **Approval to engage engineering group (May 10, 2018) (by-law)**
- **Establish start date for first survey (week of June 11, 2018)**

Next steps

1. **Scan and send all required documents to Kresin (ongoing)**
2. **Review/approval of Kresin Engineering Contract (ongoing)**
3. Review/Approve Tenders
4. Obtain all required permits
5. Review/Approve Tender Awards
6. Commence construction (anticipated start August 1, 2018)

OCIF FORMULA BASE

PROJECT 2 – No change

OCWA Agreement

Maximum Provincial Contribution - \$50,000 (3 yrs)

Completed

- Progress Reporting for 2018 – May 15, 2018

Next steps

1. Annual Reporting for 2018 – December 2018

CWWF (Clean Water Wastewater Fund)

PROJECT 3 - Updated

Replacement of 35 year old pump at wellhouse.

Maximum Provincial Contribution - \$8,500.00

Completed

- Transfer Payment Agreement (TPA), submitted/approved
- Received 2018 Capital Expenditures report from OCWA
- Letter sent to OCWA requesting confirmation of commitment
- Received commitment letter from OCWA, quote to come
- Interim Progress Report – deadline met
- Interim Baseline Report – deadline met
- **Requested list of replacement pumps required plus shelf pump**
- **Set commencement date for project (June 2018)**

Next steps

1. Review quote
2. Interim Progress Report
3. Claims submissions for payment of project phase completion
4. 2nd Interim Progress Report
5. Final Report

CWWF (Clean Water Wastewater Fund)

PROJECT 4 - Updated

Repair/cleaning of clear well tanks

Maximum Provincial Contribution - \$36,000.00

Completed

- Transfer Payment Agreement (TPA), submitted/approved
- Letter sent to OCWA requesting confirmation of commitment
- Received commitment letter from OCWA, quote to come
- Received quote from other company
- Interim Progress Report – deadline met
- Interim Baseline Report – deadline met
- **Review quotes**
- **Set commencement date for project (tentative June 15, 2018 start)**

Next steps

1. **Review new OCWA quote & information**
2. Interim Progress Report
3. Claims submissions for payment of project phase completion
4. 2nd Interim Progress Report
5. Final Report

CWWF (Clean Water Wastewater Fund)

PROJECT 5 - Updated

Monitoring equipment upgrades at Water Distribution Plant

Maximum Provincial Contribution - \$11,500.00

Completed

- Transfer Payment Agreement (TPA), submitted/approved
- Letter sent to OCWA requesting confirmation of commitment
- Received commitment letter from OCWA, quote to come
- Interim Progress Report – deadline met
- Interim Baseline Report – deadline met
- **Purchase of Sodium Hypochlorite Pump (May 24, 2018)**
- **Request for list of additional pumps required**

Next steps

1. Interim Progress Report
2. Claims submissions for payment of project phase completion
3. 2nd Interim Progress Report
4. Final Report

CWWF (Clean Water Wastewater Fund)

PROJECT 6 - Updated

Main water valve rehabilitation/replacement

Maximum Provincial Contribution - \$30,000.00

Completed

- Transfer Payment Agreement (TPA), submitted/approved
- Letter sent to OCWA requesting confirmation of commitment
- Received commitment letter from OCWA
- Received quote
- Reviewed quote/approved
- Interim Progress Report – deadline met
- Interim Baseline Report – deadline met
- **Set commencement date for project (tentative June 15,2018 start)**

Next steps

1. Interim Progress Report
2. Claims submissions for payment of project phase completion
3. 2nd Interim Progress Report
4. Final Report

CWWF (Clean Water Wastewater Fund)

PROJECT 7 - Updated

Wastewater lagoon cells clean up/deforestation

Maximum Provincial Contribution - \$10,000.00

Completed

- Transfer Payment Agreement (TPA), submitted/approved
- Letter sent to OCWA requesting confirmation of commitment
- Received commitment letter from OCWA
- Received quote
- Reviewed quote/approved
- Interim Progress Report – deadline met
- Interim Baseline Report – deadline met
- **Set commencement date for project (tentative June 15,2018 start)**

Next steps

1. Interim Progress Report
2. Claims submissions for payment of project phase completion
3. 2nd Interim Progress Report
4. Final Report

ILDS (Improving Library Digital Services)

PROJECT 8 – No change

Upgrading Library technology

Maximum Provincial Contribution - \$4525.00

Completed

- Transfer Payment Agreement (TPA) submitted/approved
- Head Librarian purchased items.
- Final Report deadline met

Next Step

1. Awaiting final confirmation from ILDS Ministry to close off project.

PROJECT 9 - New

Community Centre Roofing

Completed

- Draft/approval of Tender Poster
- Draft/approval of Roofing Contract
- **Posting of Tender Poster (closed May 25, 2018)**
- **Public Opening of Bids (May 28, 2018)**

- **Review/Selection of successful bidder (May 28, 2018)**
- **Draft/approve response letter to unsuccessful bidders**
- **Send response letter to unsuccessful bidders**
- **Signing of Roofing Contract (May 30, 2018)**
- **Set work commencement date**

Next Steps

1. **Commence work (June 11, 2018)**
2. Interim progress report
3. Inspection of completed work
4. Contract payout