

Gogama Local Services Board  
Monthly Board Meeting – August 1, 2019  
Gogama Community Centre at 7:00 P.M.

MINUTES

1. **Call meeting to order and Roll Call**

Gilles Veronneau, Vice Chairperson, presiding as Chairperson, called the meeting to order at 7:01PM.

**Present**

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

**Absent with Regrets**

Daniel Mantha – Chairperson

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 Rachelle Minarik and seconded by Andre Jodouin.

**Motion Carried**

4. **Acceptance of minutes**

4.1 July 4, 2019 meeting minutes

The Chairperson asked for a motion to accept the July 4, 2019 meeting minutes.

The motion to accept the July 4, 2019 meeting minutes was moved by Rachelle Minarik and seconded by Gilles Veronneau.

**Motion Carried**

5. **Disbursement:**

5.1 Monthly Budget Review

The Chairperson asked for a motion to accept the monthly Budget Report.

The motion to accept the monthly budget report was moved by Andre Jodouin and seconded by Rachelle Minarik.

**Motion Carried**

6. **Grants Update:**

The Chairperson turned the floor over to the Secretary to take the Board through the remaining agenda items.

**6.1 OCIF Top-Up – Water Infrastructure Project**

The Secretary advised the Board that the OCIF Top-Up – Water Infrastructure Project was moving along as per the outlined work schedule set out by the Engineer. Barring no further issues, the contractor should have Barnes/Conrad Crescent and Clark Street prepped and ready for asphalt and surface treatment by August 23, 2019. The Secretary further advised the Board that the asphaltting of the Barnes Street and Clark Street intersections will be done by a sub-contractor of Miller Paving by end of second week in September. Once asphaltting is complete, Duncor Ltd. will be laying down surface treatment of Barnes Street, Conrad Crescent and Clark Street. Once complete, Northec will return to hydroseed lawns and ensure final walk about is completed with the Kresin Engineering, GLSB and GLRB representative. Northec is expecting to de-mobilize their equipment by August 23, 2019.

The Secretary advised the Board that MTO had been contacted and have been asked to provide culverts for the intersections of Barnes Street and Clark Street. MTO supervisor, Richard Lamothe attended the work site and advised the Board that a culvert at the intersection of Clark Street was not required. The Secretary advised the Board that she has emailed Mr. Lamothe requesting this information in writing, she awaits his answer.

### **Green Stream Funding**

The Secretary advised the Board that the Green Stream Funding expected to be released on April 30, 2019 is still not open for applications. She advised that her quotes are ready to go for the generator at the water treatment plant building as well as the lighting change to LED at the Community Centre.

### **Enabling Accessibility**

The Secretary advised the Board that the Enabling Accessibility Funding is not yet open. She is prepared to submit an application for this grant as soon as it is released. This funding will allow the Board to install automatic door opener on the main entrance at the community centre as well as retrofitting washrooms for disability accessibility.

## **7. Action Items:**

### **7.1 Ongoing action items;**

#### **Canadian Experience Fund**

The Secretary advised the Board that she had met with Chamber of Commerce Secretary, Gerry Talbot and Minakwa Lodge owner, Patrick DeBlois regarding the Canadian Experience Fund program. This program would enable the GLSB to partner with the Chamber of Commerce for brochures and website updates, beach road and beach resurfacing, Minakwa Lodge for the build of a bridge that would connect existing snowmobile trails for ATV use and the Board for the refurbishing of the public dock and boat launch at the end of Poupore Street. The Secretary explained that she has most of the information required to fill out the application but now needs to set up a call with Funding Coordinator, Tallia Damini, to ensure all components are properly represented for consideration. The Secretary advised that she hopes to submit the application by end of August or early September.

## **8. New Business**

### **8.1 Correspondence:**

The Secretary advised the Board that there was no new correspondence to review at this time.

### **8.2 Administrative Portfolio:**

#### **8.2.1 2019-2020 Elections**

The Secretary advised the Board that as per the NSBA, an election must be called between August 1<sup>st</sup> and September 30<sup>th</sup>. Posters must be posted two weeks in advance of the election date.

The Board discussed the matter and decided that the 2019-2020 election date would be set for Monday, August 26, 2019 at 7:00PM.

The Chairperson asked for a motion to approve the 2019-2020 election date for Monday August 26, 2019.

The motion to approve the 2019-2020 election date for Monday, August 26, 2019 was moved by Rachelle Minarik and seconded by Andre Jodouin. **Motion Carried**

The Chairperson asked for a motion to approve the election poster and posting date of August 9, 2019.

The motion to approve the election poster and posting date of August 9, 2019 was moved by Andre Jodouin and seconded by Paul Derkacz. **Motion Carried**

### **8.2.2 Letters to contractors**

The Secretary asked the Board for direction on the matter of sending letters of intent to renew contracts to all current contractors or did the Board wish to re-tender all contracts.

The Board discussed the matter and agreed that the Secretary would send out letters of intent to renew contracts to all current contractors with a due date of September 1, 2019.

The Chairperson asked for a motion to approve that the Secretary send out letters of intent to renew contracts to all current contractors with a due date of September 1, 2019.

The motion to approve that the Secretary send out letters of intent to renew contracts to all current contractors with a due date of September 1, 2019 was moved by Andre Jodouin and seconded by Paul Derkacz.

**Motion Carried**

### **8.2.3 CBRE – Court Agreement**

The Secretary advised the Board that the lease agreement for the Court through CBRE has been received, signed and returned to CBRE. Once executed, one copy will be returned to the office for Board files.

### **8.2.4 Secretary- Treasurer hours breakdown**

The Secretary advised the Board that the last few months had been extremely hectic in the office therefore, she wished to provide the Board with a breakdown of her hours for clarification purposes;

- 9:00AM- 12:00 noon Secretary (Board daily business, office open to public)
- 12:00 noon – 3:00PM Secretary (Grant work and office tasks)
- Bookkeeping is mostly done on weekends
- Ongoing Bookkeeping training is done during evening hours to accommodate business consultant
- Project Managing – requires 24/7 on-call, 1 touch base meeting per day with engineer and 1 meeting per week with engineer and contractor.

During the TIM002 forest fire, 4 of the 9 days were weekend hours that didn't affect the Board, during the remaining 5 business days, board business, grant work, bookkeeping and prep work for grants were done daily and separate from Incident Command duties and were paid separate one from the other.

The Secretary explained that, in a perfect world, each section outlined above would happen within their specific hours allocation, however, all duties listed are touched upon every day at different times as they arise and as they are required to meet specific deadlines.

### **8.2.5 Office Closure**

The Secretary reminded the Board that this weekend is the long weekend therefore, the office would be closed on Monday unless otherwise directed by the Board. The Secretary also advised the Board that she is in constant contact with the engineer and contractor during hours away from the office in the event they would require assistance.

### **8.2.6 Photocopier**

The Secretary reminded the Board that the photocopier lease expired in April 2019. Since then, Wyatt Image Solutions has been billing the Board for monthly usage only. The company has contacted the office a few weeks ago wanting to know the Board's intention regarding the photocopier and offered a renewal lease.

The Secretary advised the Board that the photocopier that had been donated to the Board one year ago is yet to be serviced and cleaned and it is still unknown whether it will be compatible with the office computer's operating system. The Secretary asked for the Board's direction whether they wished to move ahead with the servicing/cleaning of the donated photocopier.

The Board discussed the matter and directed the Secretary to source out a company to have the donated photocopier serviced/cleaned.

The Chairperson asked for a motion to approve the Secretary source out a company to have the donated photocopier serviced/cleaned.

The motion to approve the Secretary to source out a company to have the donated photocopier serviced/cleaned was moved by Paul Derkacz and seconded by Rachelle Minarik.

**Motion Carried**

### **8.3 Garbage Collection Portfolio:**

#### **8.3.1 Key for Dump**

The Secretary advised the Board that the dump manager has provided the Board with a key to the dump gate for use by the Board and its contractors. The Secretary further advised the Board that currently, Northec has the dump gate key for the duration of the project and will be returning the key along with the three keys to the community centre once the project is complete.

### **8.4 Financial Portfolio:**

#### **8.4.1 Meeting with MNP**

The Secretary advised the Board that the Business Consultant and herself will be attending a meeting in Timmins with MNP auditors to further discuss the last audit and plan for the upcoming one to better align the Board's financials and financial statements with MENDM's changes in budget spreadsheets. The Secretary further explained that they would be discussing the possibility of an earlier audit (December instead of February), longer review periods between audit and board approval of financial statements and detailing financial statements to look more like the Board's QuickBooks reports and Ministry budget sheets. The Secretary asked the Board to consider closing the office for that day and to approve hours for the Business Consultant.

The Board discussed the matter and agreed the office will be closed on August 22, 2019 and approve the hours required for the Business Consultant to accompany the Secretary to the meeting.

The Chairperson asked for a motion to close on August 22, 2019 and approve the hours required for the Business Consultant to accompany the Secretary to the meeting.

The motion to close on August 22, 2019 and approve the hours required for the Business Consultant to accompany the Secretary to the meeting was moved by Rachelle Minarik and seconded by Paul Derkacz.

**Motion Carried**

### **8.5 Fire Protection Portfolio:**

#### **8.5.1 OFMEM Meeting – update**

The Secretary reminded the Board of the emails sent to OFMEM on May 29, 2019 requesting resolution of outstanding issues. These emails were followed up on June 6, 2019 with no response from the OFMEM.

The Secretary requested Board direction on whether they would like to reschedule the OFMEM/GLSB/GFD meeting.

The Board discussed the matter and agreed that the Secretary would arrange a new meeting with the OFMEM/GLSB/GFD and request that it be in person and not teleconference.

The Chairperson asked for a motion to approve the Secretary schedule a new meeting with OFMEM/GLSB/GFD.

The motion to approve the Secretary schedule a new meeting with OFMEM/GLSB/GFD was moved by Andre 'odouin and seconded by Rachelle Minarik.

**Motion Carried**

### **8.5.2 OFMEM Risk Assessment – Treatment Dialogue – update**

The Secretary advised the Board that OFMEM have cancelled the scheduled meeting set for July 31, 2019. OFMEM anticipates rescheduling the meeting in the next 1-2 weeks.

### **8.6 Library Portfolio:**

#### **8.6.1 Library Purchases – update**

The Secretary advised the Board that the new shelf and 4 benches requested by the Librarian have been ordered as approved at the last meeting. All items have been received and delivered to the Library and Librarian has been notified.

#### **8.6.2 Inappropriate Use of Computers**

The Secretary advised the Board that she had received a complaint from the Librarian stating that the public computers at the library have been used to access inappropriate materials. The library's technician has been advised and is currently looking into the matter to find what dates and times this inappropriate activity took place. The technician has advised the Librarian that blocking software can be purchased and installed on the public computers but that doing this would create more work for the librarian and volunteers to monitor. The Librarian will advise whether she requires such software to be installed.

### **8.7 Recreation Portfolio:**

#### **8.7.1 Manager/Custodian Monthly Report**

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

#### **8.7.2 Letter of Intent to Renew**

The Secretary advised the Board that the office has received the Manager/Custodian's letter of intent to renew for the fiscal year of 2019-2020. The letter has been stamped as received and filed for later review by the new Board on October 1, 2019.

#### **8.7.3 Maintenance Monthly Report**

The Secretary advised the Board that the Maintenance Contractor has reported all fire extinguishers to be out of date and require re-certification. As per Board approval last month, Cain Safety from Timmins was contacted and they are expected to be onsite to conduct a full system and fire extinguisher inspection on August 8, 2019 at 9:00AM.

#### **8.7.4 Canadian Flag – Community Centre**

The Secretary advised the Board that the Maintenance Contractor advised the office that the Canadian flag outside the community centre was flying half-mast last week as the rope/anchor mechanism had broken. The contractor has removed the flag for the time being while he gets the parts needed to fix and re-mount the flag.

#### **8.7.5 Change in Board Member Portfolio**

Rachelle Minarik requested a formal change in Board portfolio. Currently she is third on the Fire Protection Portfolio and wished to be removed from it and would like to take on the Recreation Portfolio until the end of term. This would include being the liaison for the Manager/Custodian and Maintenance Contractors.

The Board discussed the matter and agreed that Rachelle Minarik be removed from the Fire Protection Portfolio and be assigned the Recreation Portfolio effective immediately.

The Chairperson asked for a motion to approve Rachelle Minarik be removed from the Fire Protection Portfolio and be assigned the Recreation Portfolio effective immediately.

The motion to approve Rachelle Minarik be removed from the Fire Protection Portfolio and be assigned the Recreation Portfolio effective immediately was moved by Paul Derkacz and seconded by Andre Jodouin.

**Motion Carried**

## 8.8 Water/Sewer Portfolio:

### 8.8.1 Drinking Water Advisory – July 28, 2019

The Secretary advised the Board that on July 28, 2019, Hydro One scheduled a power interruption in order to perform required system maintenance. The water treatment plant generator did not automatically start causing a loss of pressure in the system. As required by law, OCWA reported the loss of system pressure to the Health Unit who in turn, issued a Drinking Water Advisory DWA.

It was determined that the generator didn't start because both backup batteries were dead. The Generator Maintenance Contractor stated that everything was functional at the beginning of the month. Two new batteries were purchased, one was installed at the water treatment plant, the other is being kept for backup by the contractor.

Protocol to contact the board member with the water portfolio was not followed and the Health Unit did not utilize the after hours contact numbers provided to advise the Board of the DWA. All appropriate steps have been taken to ensure that should there be another loss of pressure occurrence after hours, the proper board contacts will be notified immediately.

The Chairperson asked for a formal motion to approve the purchase of two new batteries for the water treatment plant generator.

The motion to approve the purchase of two new batteries for the water treatment plant generator was moved by Andre Jodouin and seconded by Paul Derkacz. **Motion Carried**

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

### 1. Adjournment

Having no other board business to discuss, the Chairperson asked for a motion to adjourn the meeting.

The motion to adjourn the meeting at 9:00PM was moved by Andre Jodouin and seconded by Rachelle Minarik. **Motion Carried**

  
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Christine Bedard – Secretary-Treasurer

  
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Gilles Veronneau – Vice Chairperson