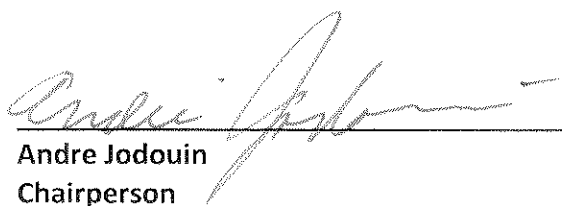


DISCLAIMER

The following meeting minutes are DRAFTS of minutes and NOT minutes approved by the 2016-2017 Board of the Local Services Board of Gogama.

- 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 purposes of remaining transparent to the members of the public, the 2017-2018 members of the Local Services Board of Gogama, at the direction of the Ministry of Northern Development and Mines, have agreed to post the drafts and accept that the content remains unapproved by the previous Board.



Andre Jodouin
Chairperson

Gogama Local Services Board
Monthly Board Meeting – July 6, 2017
Gogama Community Centre at 7:00 p.m.
Minutes

1. Call meeting to order and Roll Call – 7:12 P.M

Meeting called to order by the vice chairperson, Tracey Smith.

Present

Absent

Mike Benson – Chairperson - 7:25 P.M
Tracey Smith – Vice Chairperson (via conference call)
Michel Veronneau – Member
Mark Smith – Member
Richard Gravelle – Member

4 members of the public in attendance

2. Declaration of conflict of interest – None declared

3. Acceptance of agenda

The chairperson asked for a motion to accept the July 6, 2017 agenda.

The motion to accept the July 6, 2017 meeting agenda was moved by Michel Veronneau and seconded by Mark Smith.

Motion Carried

4. Acceptance of minutes

4.1 The chairperson moved on to state that he had an opportunity to quickly look at the minutes of the June 1, 2017 meeting and found, at a glance some errors that needed to be amended therefore he asked that the board consider deferring the acceptance of these minutes to the August meeting. No board members were opposed.

5. Disbursements:

5.1 Monthly Budget Review

The chairperson stated there was nothing to report on the matter of the monthly budget report.

6. Asset Management Planning

6.1 Repair & Maintenance Review

The chairperson recapped the changes made by the board to the Asset Management Plan during the June 1, 2017 meeting and explained that the changes would be reflected in the meeting minutes with board reasons on why each item was either changed or removed. The Secretary explained that the master copy of the Asset Management Plan still included all items, but that the fresh draft now before the board was a clean draft of items left.

The chairperson asked Tracey Smith for an update on quotes for the community centre roof replacement. Tracey Smith stated that two of the three contractors she had reached out to had stated they would likely attend the site at some time next week. One contractor stated he would also require a building plan and Tracey asked if one could be supplied by the manager/custodian. The chairperson stated that he would take on the task of either finding one or creating one for the contractor. The chairperson stated that Mr. VanMierlo has requested that he be allowed to submit a bid on the community centre roofing tender. Tracey Smith stated that she had not thought to reach out to Mr. VanMierlo but if the board was in agreement, she would include him as one of the three quotes. No board member was opposed.

7. Unfinished Business

7.1 Administrative Portfolio: - None

7.2 Garbage Collection Portfolio: - None

7.3 Financial Portfolio:

7.3.1 MNDM 2nd Request for Payment

The chairperson advised the board that the 2nd request for payment to MNDM had been signed and sent to the Ministry and that the board had received a confirmation letter July 5, 2017 that the request had been approved and that a cheque would follow within a few weeks.

7.4 Fire Protection Portfolio: - None

7.5 Library Portfolio:

7.5.1 Cash advance request – Change

The chairperson advised the board that the Library would be invoiced for the swag they ordered as opposed to using the \$1000.00 cash advance that was previously approved by the board therefore; the chairperson asked that the Secretary void the cheque he had previously signed. The Secretary advised the chairperson that the cheque was never drafted as the librarian had advised her of the invoicing change before the cheque could be written.

7.6 Recreation Portfolio:

7.6.1 Manager/Custodian Monthly Report

Tracey Smith stated that other than the items previously brought up at the last meeting, the manager/custodian had no new information to report.

7.6.2 (i) Light repairs for Library and Clinic update – deferred from the June 1, 2017 meeting. Tracey Smith stated she was unaware of where the electrician was at with the light repairs as she had not received an update other than he had been paid for the job. The chairperson advised her that as per the email sent on June 12, 2017, all lights had been fixed including the lights at the pumping station and that everything was very well illuminated now. Tracey Smith asked that this item be removed from further agendas as it had been addressed.

7.6.2 (ii) Ontario Sport & Recreation Communities Fund (OSRCF) – deferred from the June 1, 2017 meeting.

The chairperson asked the board if everyone had an opportunity to review the documents sent to them by the Secretary on this matter. The board members stated they had not. The chairperson went on to remind the board that they were to pick a project to base the application on and went on to provide a brief description of the grant and asked the board if anyone had any ideas to contribute. The Secretary provided additional information on the previous recipients' awards and suggested that the board consider using the grant to hire an events coordinator who would be in charge of creating events for members of the community, young or old, to keep them active. No project was decided upon and the item was not deferred by the chairperson to a later date.

7.6.4 Community Centre Roof Tender

The chairperson advised the board that the board had received a tender bid from Mr. Marc Beland after the fact and was unsure of why the bid had been submitted but that he had hired Kevin VanMierlo to cut the grass at the community centre, baseball field and fire hydrants prior to the Canada Day long weekend. He stated that since the amount being charged by Mr. VanMierlo was not one that required a quote, he had proceeded with having Mr. VanMierlo cut the grass at the aforementioned areas. As for the matter of the other areas such as the lift stations, this would be substantially more therefore, he asked the board to consider allowing Mr. VanMierlo to continue with cutting the grass at the other locations listed on the previously

posted tender. No board member was opposed. The chairperson asked Richard Gravelle if he would mind showing Mr. VanMierlo the other areas and Richard stated he would do so.

7.7 Water/Sewer Portfolio:

- 7.7.1** Water Treatment Plant – Operation & Maintenance Manual – Update – MOECC Compliance deadline April 28, 2017
Mark Smith advised the board that the manual was not complete as of yet, but he was confident that OCWA has been keeping the MOECC current on the situation. Richard Gravelle stated that OCWA had asked him what levels of chlorine were in relation to the manual and that he would be providing the answer promptly.
- 7.7.2** Exceedance of the annual average daily flow - Gogama Exfiltration Lagoon – Notification of violation of ECA No. 3-0926-88-896 and the Ontario Water Resources Act.
The chairperson reiterated that he had sent MOECC an email last month stating the board's position. He stated that MOECC has provided him with the form for the new C of A and that he would be making application through Kresin Engineering as soon as possible. Richard Gravelle advised the board that he had expected a call back from Kresin on the matter before now but would follow up.
- 7.7.3** OCWA – Renewal of Partnership –
The item was deferred from the June 1, 2017 meeting in order for the board to have an opportunity to review the options put forward by OCWA. The board stated they were not ready to make a decision on the matter. The chairperson stated he is apprehensive in binding the next board to a financial commitment at this time and would like to defer the matter to the next meeting for a decision. The chairperson deferred the matter to the August meeting. No board member was opposed.

8. New Business

8.1 Correspondence:

- 8.1.2** France Gelinias – Newsletter
- 8.1.3** IAMGOLD – Letter advising of amalgamation
- 8.1.4** CBRE – Notice of Change in Address Leased Location
The chairperson stated the change only impacts OPTA when LSB directly invoices ministries and governmental agencies. He stated the information has been passed on to the bookkeeper for her information.
- 8.1.5** MOECC – Letter from Caroll Leith
The chairperson advised the board that the office had received an email from MOECC on the topic of cost recovery related to the two 2015 train derailments. MOECC advises that CN has requested a hearing before the Environmental Review Tribunal to appeal portions of the costs for which recovery is being sought by the province. The appeal is being heard in Timmins and is open to the public on July 24, 25, 26, 2017 at the Sportsplex Arena. The chairperson stated he was displeased that the hearing was being held in Timmins as opposed to Gogama and asked the board if they would object to him writing a formal letter to the ministry on the board's behalf. No board member was opposed.

8.1.6 MNDM – LSB MFIPPA Training

The Ministry of Northern Development and Mines is offering a training session to the board on the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). This recommended training is being offered to representatives of the LSBs to help increase LSB knowledge of its rights and responsibilities under the Act. The chairperson asked if anyone wished to attend this MNDM training. The Secretary pointed out that the webex conference had been held June 27, 2017 and was only an informational item at this time to be listed with received correspondence.

8.2 Administrative Portfolio:

8.2.1 Letter to Watershed Fuels Ltd.

The chairperson advised the board that he had drafted and sent a letter to Watershed Fuels requesting that they keep the fuel tank located at the sewer pumping station fueled at a minimum of once per month. He went on to state that OCWA had also sent an email stating they would be monitoring the fuel tank and taking appropriate steps to ensure it was always fueled therefore, the chairperson stated that the OCWA letter would stand and that he would advise Watershed Fuels of the change. The chairperson confirmed with Richard Gravelle that he would be responsible for monitoring the fuel tank and that, in the meantime, Watershed Fuels would also top off the tank whenever they were in the vicinity. Richard Gravelle confirmed this was correct.

8.2.2 MNDM – LSB Complaint Process

The chairperson advised the board that he had received an email from MNDM representative, Ms. Tallia Damini, clarifying that unless the board was stealing money, MNDM really does not get involved. He stated that the office had received correspondence from MNDM on the matter of the act's complaint process. The correspondence related to the matter of MNDM having received numerous complaints from residents against the board and, in light of this, was sharing the formal LSB Complaint Process, which was requested be printed and made available to any member of the public who wished to have one. The chairperson went on to state that he has made numerous enquiries via email, requesting that the board be made aware of the nature of the complaints but has received no response to date. He explained that the Complaint Process outlines financial matters only and that the board will run itself on other matters as the board sees fit. MNDM only has jurisdiction over how the board spends its money but would accept any complaint and would address only those that were financial in nature. He elaborated that the process would be for residents to deal with the board directly in writing and if not satisfied with the board's answer, may approach MNDM as they have a very limited scope of what they may deal with.

8.3 Garbage Collection Portfolio: - None

8.4 Financial Portfolio:

- 8.4.1** Top up application component of OCIF
The chairperson advised the board that correspondence has been received by the Ministry of Agriculture, Food and Rural Affairs (OMAFRA) stating they have now opened the application to the top up component of the Ontario Community Infrastructure Fund (OCIF), and that the deadline for submissions is September 27, 2017. The Secretary confirmed for the chairperson that this grant is for \$1.9 million for water/waste water infrastructure renovation/retrofitting projects. The chairperson requested that Mark Smith, with the assistance of Richard Gravelle, look into selecting projects that would fit the grant criteria with the intention to involve the engineers to evaluate cost.

8.5 Fire Protection Portfolio: - None

8.6 Library Portfolio:

- 8.6.1** The chairperson advised the board that the library is anticipating a visit from Ms. Asu Marjatta of Ontario Library Services North (OLS) on or about August 21, 2017. She is currently visiting libraries in the area to provide assistance and information regarding setup, processes, policies and projects.

8.7 Recreation Portfolio:

- 8.7.1** Manager/Custodian Monthly Report
Tracey Smith reiterated that the manager/custodian had nothing new to report. She also asked that the manager/custodian monthly report segment be removed from the new business section of the agenda as she felt it was redundant since she reported unfinished and new business related to this section in the unfinished business section of the agenda. No board member was opposed.
- 8.7.2** Superior Propane – Leak Test – Update
The chairperson advised the board that a leak test needed to be performed on the boilers as the installer's tag had been lost. The test would be performed by a Superior Propane Technician at no charge. Boiler #2 failed the leak test and was shut down and tagged by the technician.

Tisdale Plumbing is Superior Propane's contractor of record therefore; the part was ordered by the technician and sent to Tisdale Plumbing. The chairperson directed the Secretary to enquire if there would be a charge from Tisdale Plumbing to fix this, and if so, they would get their own contractor (TNT Heating). The Secretary advised Superior Propane of the board's decision on the matter at the request of the chairperson. Tisdale Plumbing has requested an update on whether they are to schedule an onsite visit to fix the boiler. The chairperson further advised the board that he had received confirmation that TNT Heating does not hold the appropriate licensing to work on boilers of this size therefore the board may not have a choice but to make arrangements with Tisdale Plumbing to fix the issue. No board member was opposed therefore the chairperson instructed the Secretary to reach out to Tisdale Plumbing to make the appropriate arrangements to have boiler #2 fixed.

8.8 Water/Sewer Portfolio:

8.8.1 OCWA – Review of Invoice # 139407

The chairperson advised the board that this invoice was billed to the board from TestMark Laboratories Ltd on behalf of OCWA for the shipping of a cooler authorized by Richard Gravelle. Since the board had not received invoices for shipping costs in the past, the Secretary was requesting board direction/clarification on whether the invoice should be paid or contested. Richard Gravelle explained that these coolers are ordered only very sporadically and is a valid invoice. The chairperson instructed the Secretary to prepare the cheque for signatures. No board member was opposed.

10. Deputations or Delegations or Discussion from the floor

The chairperson opened the floor to the public for any questions they may have;

Charmaine Mantha asked Recreation Portfolio holder, Tracey Smith, to explain her earlier comment during which the board had addressed agenda item 7.6.2 (ii) of the board not being able to run a social club, much less hire an event organizer. The board clarified that due to the current organizational issues being met by the social club, it would be unlikely that an event organizer would resolve the issue.

Andrea Beaton voiced her disappointment in the board regarding the delay in the board releasing the funds needed for the Recreation Committee to properly set up their Canada Day event. She made specific mention to an email sent to her by the bookkeeper outlining the chairperson's question regarding funds and the bookkeeper's answer dated June 8, 2017. She requested to know the board's reason for delaying the cheque for nearly three weeks as her last attempt to pick up the cheque was on June 27, 2017. The board stated that the Recreation Committee was often late on providing their reports after events, more specifically, the three months the board waited for the committee to submit their New Years' Eve Dance report. The board stated that all board members are volunteers and it is sometimes challenging when trying to balance personal lives and board business.

Charmaine Mantha stated to the board that the Recreation Committee did well in the past year, ensuring that events for the community were planned well in advance. She went on to state that she is disappointed that the Committee weren't advised of the board's decision to change the support system in place to help them with their reports. The board stated this board made the decision early on to remain hands off whereas the Recreation Committee was concerned in order to afford them the freedom to carry out events unhindered. They went on to state that the board had notified Cheryl Secord of the change as the board recognized her as the President of the group and the events license holder.

Andrea Beaton read for the board, a letter written by Cheryl Secord outlining a few requests, as she was unable to attend the meeting. Cheryl requested in writing a copy of the manager/custodian current contract and job description. She stated the manager/custodian had requested that the group clean the bathrooms during the Canada Day event, replenishing bathroom supplies and taking out garbage but leaving the group with no access to supplies to do so. Cheryl also addressed the board's statement in the April 20, 2017 minutes whereas the group was advised that the board had changed the support structure in order to provide the group the freedom they had requested. Cheryl stated that she had not asked the board for such freedoms and was asking the board today to clarify this for the group.

The board invited the Recreation Committee to correspond with the board, whether in whole or individually, through the office via the Secretary so that all their questions or concerns could be addressed in a timely manner in order to avoid any future delays. The board encouraged the Recreation Committee to continue their event planning and reminded the committee that all event reports were due as soon as possible following each event. Charmaine Mantha acknowledged the board and stated that as per the Fundraising By-Law and Guidelines, the group had ten days following the date of the event to submit their reports and would govern themselves accordingly to ensure they met all facets of the guidelines.

Edmond Chenier addressed the board on the matter of the Local Services Board Act, more specifically section 14. As Mr. Chenier was unsure whether his copy of the Act was current, he requested that the Secretary verify the version. The Secretary advised Mr. Chenier that there was a newly amended version of the Act now in place but the board invited Mr. Chenier to state his concerns first and the wording in the current act could be verified after. Mr. Chenier

went on to state that in his interpretation of the act, a board cannot operate with only two people. Mr. Chenier was referring to several meetings he had attended whereas board members were present via phone conferencing. In his opinion, being on the phone did not constitute being present and didn't feel the board's current process was correct. Andrea Beaton, who had the current copy of the act in hand, read the new excerpt to the act that stated it was acceptable for board members to be present via teleconferencing or telecommunication means. Mr. Chenier apologized for not having the current act with him and requested that the board provide him with a copy as he did not have a computer or internet at home. Mr. Chenier also requested a copy of the LSB Complaint Process.

Edmond Chenier read for the board, an excerpt in the act that outlined and defined an inhabitant. He stated that as per the act's definition, two members of the current board did not meet the criteria. The board stated this matter had been previously discussed at length and the board would not entertain the topic any further.

On this note, the board moved for a motion to adjourn the meeting.

II. Adjournment

Having no other business to attend to the Chairperson asked for a motion to adjourn the meeting at 8:18 pm.

The motion to adjourn the meeting at 8:18 pm was moved by Mark Smith and seconded by Richard Gravelle.

Motion Carried

Christine Bedard
Secretary

Edward Benson
Chairperson