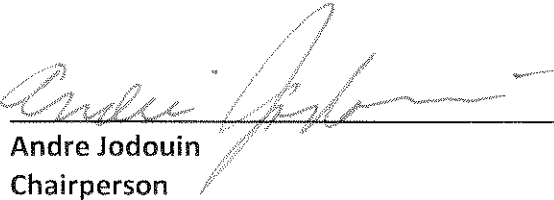


DISCLAIMER

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 – June 1, 2017
Gogama Community Centre at 7:00 p.m.
Minutes

1. Call meeting to order and Roll Call – 7:10 P.M

Present

Mike Benson – Chairperson
Tracey Smith – Vice Chairperson (via conference call)
Michel Veronneau – Member (via conference call)
Mark Smith – Member
Richard Gravelle – Member

Absent

4 members of the public in attendance

2. Declaration of conflict of interest – None

3. Acceptance of agenda

The Chairperson asked for a motion to accept the agenda.

The motion to accept the June 1, 2017 meeting agenda was moved by Mark Smith and seconded by Michel Veronneau

Motion Carried

4. Acceptance of minutes

4.1 The Chairperson moved on to request that members present at the April 20, 2017 meeting approve the minutes which now include the changes and amendments made by the board. Mark Smith and Tracey Smith were asked to move to accept the minutes. At this time, Tracey Smith asked to be put on record stating she did not want to see detailed minutes, as previously prepared by the Secretary, to repeat itself in future meetings. The expectation for minutes was to be kept to summary of key discussions only.

The Chairperson once again asked for a motion to accept the minutes of the April 20, 2017 meeting.

The motion to accept the minutes of April 20, 2017 was moved by Tracey Smith and seconded by Mark Smith.

Motion Carried

4.2 The Chairperson moved on to the meeting minutes of the May 4, 2017 meeting. He pointed out to the Secretary that the top of the minutes should read “minutes” not “agenda”. The Secretary noted the change. The Chairperson asked if anyone on the board wished to make any other changes. The Chairperson asked for a motion to accept the minutes of the May 4, 2017 meeting.

The motion to accept the minutes of the May 4, 2017 meeting was moved by Michel Veronneau and seconded by Mark Smith.

Motion Carried

5. Disbursements:

5.1 Monthly Budget Review – Item not reviewed by the board at this time.

6. Asset Management Planning

6.1 Repair & Maintenance Review – deferred from May 4, 2017 meeting.

The Chairperson stated he had reviewed the document as it pertained to the recreation and fire hall portfolios, itemized the following and requested they be amended in the master copy by the Secretary;

- The handrail at the fire hall has been installed
- New step and ramp has been built on the rink side of Community Centre
- Lights at the fire hall changed to more efficient LED lighting in the fall of 2013

- Covers for lights have been installed at the fire hall
- Recommendation to remove the carpeting at the fire hall – The fire Chief and portfolio holder, Richard Gravelle have inspected the carpeting and have found it to be adequate - remove item
- Recommendation to change fuse box panel at the fire hall – The fire Chief and portfolio holder, Richard Gravelle have stated that the fuse box panel is adequate - remove item
- Recommendation to remove carpet on the stairs at fire hall – The fire Chief and portfolio holder, Richard Gravelle have inspected the carpeting on the stairs and found it to be adequate with no tripping hazards - remove item
- Recommendation to remove carpet downstairs at the fire hall – The fire Chief and portfolio holder, Richard Gravelle, have inspected the carpeting downstairs at the fire fire hall and have found it to be adequate - remove item
- Recommendation to replace outdated hot water tank at fire hall – The fire Chief and portfolio holder, Richard Gravelle, have inspected the hot water tank and found it to be within code and functioning properly - remove item
- Recommendation to bring firewalls at community centre to code – The fire Chief has stated that the existing firewalls at the community centre are currently meeting code and do not need to be updated - remove item
- Recommendation to change existing lighting at community centre – Secretary to call Hydro One and request Hydro One change them
- Recommendation to modify existing generator building – Completed August 2016
- Recommendation to replace exterior doors at fire hall – The fire Chief and portfolio holder, Richard Gravelle, have inspected the doors and found them to be adequate. Replacement not required - remove item
- Recommendation to fix cracked concrete supports at fire hall – The fire Chief and portfolio holder, Richard Gravelle, have inspected the concrete supports and have found them to be adequate with no need to fix or replace - remove item
- Recommendation to close off vehicle area from rest of building/offices at fire hall – amend
- Recommendation to fix cracks in concrete flooring at fire hall – The fire Chief and portfolio holder, Richard Gravelle, have inspected the concrete flooring and have found it to be adequate, not a tripping hazard – remove item
- Recommendation to remove items from around water tank at fire hall – Items cleared
- Recommendation to fix leaking toilet on second floor of fire hall – toilet repaired

The Chairperson asked Tracey Smith for an update on quotes for the community centre roof replacement. Tracey Smith stated she was still waiting for the quotes to come in.

7. Unfinished Business

7.1 Administrative Portfolio: - None

7.2 Garbage Collection Portfolio: - None

7.3 Financial Portfolio:

7.3.1 HST Rebate

The Chairperson advised the board that the HST rebate has been received in the amount of \$21,094.93.

7.3.2 CWWF Allocation Grant

The Chairperson advised the board that the office had received a request from CWWF administration and review office to further expand on item 3 of the proposed projects list. This item is in reference to further upgrades to the Water Treatment Plant/Generator Building. The Secretary consulted with Water Treatment Operator, Richard Gravelle, for specifics relating to the current monitoring systems housed within the building in order to provide the required update. The information was confirmed as accepted by CWWF and their review and approval process is continuing.

7.3.2 OCIF Funding

The Chairperson advised the board that the OCIF funding has been received in the amount of \$50,000.00.

7.4 Fire Protection Portfolio: - None

7.5 Library Portfolio: - None

7.6 Recreation Portfolio:

7.6.1 Manager/Custodian Monthly Report

7.6.2 (i) Light repairs for Library and Clinic update – deferred from the May 4, 2017 meeting. Tracey Smith stated she was unaware of where the electrician was at with the light repairs.

7.6.2 (ii) Ontario Sport & Recreation Communities Fund (OSRCF) – deferred from the May 4, 2017 meeting.

The Chairperson stated he had looked at the grant information and had a few ideas, the rest of the board stated they had not had the opportunity to look into it as of yet. The board decided to defer the item to the July 6, 2017 meeting.

7.6.2 GAMS – Kelly Lamontagne

The Chairperson read the letter he had written to GAMS on behalf of the board following up on Ms. Lamontagne's request for a formal response.

7.6.3 Chamber of Commerce - Light at Junction of Hwy 661 & Hwy 144

The Chairperson advised the board that the Chamber of Commerce had submitted a request to have a street light installed at the junction of Hwy 661 & 144. The request was reviewed and denied based on historical information regarding vehicular accidents in this area that stated the number of accidents reported in the area was not sufficient to merit such a project. The Chamber has forwarded the information to MPP France Gelinias who has suggested that letters of support from various organizations within the community could go a long way to having this decision reversed. The Chamber has requested a letter of support from the Local Services Board. Topic was discussed briefly at the May 4, 2017 meeting and the statement was made that the board would agree to provide the support letter.

The Chairperson read the support letter he had written for the Chamber of Commerce on behalf of the board.

7.6.4 Community Centre Roof Tender

As the item was previously handled during the board's discussion of the Asset Management Plan, the Chairperson moved on to the next item on the agenda.

7.7 Water/Sewer Portfolio:

7.7.1 Water Treatment Plant – Operation & Maintenance Manual – Update – MOECC Compliance deadline April 28, 2017 – Mark to enquire with OCWA on status.

Mark Smith advised the board that the manual was not complete as of yet, OCWA had confirmed that they had secured an extension from MOECC on the matter and that he would follow up on the status.

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.

An email drafted by the Chairperson was forwarded to Janet Recoski of MOECC. New C of A link for online application was forwarded from MOECC to the board in an effort to assist the board with moving forward to the next step in resolving the matter. Inspector Janet Recoski also advised the board that a new inspector, Mr.

Paul Crosier would be replacing her effective immediately with matters of Water/Sewer and also advised that she would be available in the event the board or Mr. Crosier required consults on previous on-going matters to which she was directly involved.

- 7.7.3 OCWA – Renewal of Partnership –
The item was deferred from the May 4, 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 deferred the matter to the July meeting.

8. New Business

- 8.1 Correspondence:
- 8.1.2 Mattagami Region Conservation Authority – Flood watch
 - 8.1.3 Chamber of Commerce – email regarding Canada Day donation
 - 8.1.4 VFIS News – Spring 2017 issue

8.2 Administrative Portfolio:

- 8.2.1 Request from Gogama Nursing Station
The Gogama Nursing Clinic has requested that the board consider soundproofing the conference room from the recreation hall. There have been two instances recently whereas the clinic has been hosting medical, specialist conference calls and court has been in session. The court-recording device is extremely sensitive and has been picking up the medical conference calls and has asked that the clinic turn the volume down. The clinic states this does not work for them and court reporter states she is still picking up auditory segments on her recorder. In an effort to protect patient confidentiality, the clinic is requesting that the board consider soundproofing the attached wall.

The Chairperson asked the Secretary if the Clinic had submitted a formal request in writing. The Secretary stated that the request was made over the phone. The Chairperson asked that the Clinic put the request in writing at which time, the board would consider the matter.

8.3 Garbage Collection Portfolio:

- 8.3.1 Spring/Fall Clean up
Michel Veronneau stated that he had been unable to reach the contractor for the garbage contract. Mark Smith stated he had noticed signs in the community that had been posted by the contractor already therefore, Michel would not need to follow up on the matter as the matter has been resolved.

8.4 Financial Portfolio:

- 8.4.1 MNDM – 2nd Request for Payment
The Chairperson advised the board that the MNDM – 2nd Request for Payment package is due to the Ministry June 10, 2017. The Secretary requested an additional 3 hours of uninterrupted work time in order to put the package together and prepare it for board signatures once she receives the interim budget worksheet from the Bookkeeper. The board denied the request for extra hours and advised the Secretary to close the office for the day in order to provide the uninterrupted time required. The board agreed to meet on June 8, 2017 to review the package for the required approvals.

The Chairperson asked for a motion to approve that the office remains closed for one day to allow the Secretary to prepare the required paperwork.

A motion to approve the office closure for one day for the Secretary to prepare the MNDM 2nd request for payment paperwork was moved by Mark Smith and seconded by Richard Gravelle. **Motion Carried**

8.5 Fire Protection Portfolio:

8.5.1 Delnite Fire Extinguisher Sales & Service Inc

The Chairperson advised the board that Delnite Fire Extinguisher Sales & Service Inc. was onsite at the community centre mid-May to perform the annual system inspection. Although the final report has not yet been received, the inspector reports all presented fairly but brought to the board's attention that the emergency exit light inside the hall main entrance doors had a broken ground wire. The wire was temporarily fixed. The Chairperson asked the Secretary to reach out to the company and request that the Water Treatment and Sewage Treatment Plants be included in the inspection. The Chairperson also requested that the Secretary enquire on the cost to have the company come do the inspection at the plants this year.

8.6 Library Portfolio:

8.6.1 Gogama Public Library – Cash advance request

The Chairperson advised the board that the Gogama Public Library has requested a cash advance of \$1000.00 to purchase swag items they would like to hand out at the Canada Day/Gogama 100th Birthday Celebration Event. The head librarian, Gisele Constantin, states the library staff/volunteers are planning to participate in this year's event with hosting a grand re-opening of the facility in the hopes of attracting more patrons.

The Chairperson requested a motion to approve the Gogama Public Library's request for \$1000.00 cash advance.

Board member Michel Veronneau lost his connection to the meeting at 8:22 pm and was reconnected to the meeting at 8:25 pm.

The motion to approve the \$1000.00 cash advance to Gisele Constantin for the purchase swag items they would like to hand out at the Canada Day/Gogama 100th Birthday Celebration Event was moved by Richard Gravelle and seconded by Mark Smith. **Motion Carried**

8.7 Recreation Portfolio:

8.7.1 Manager/Custodian Monthly Report

Tracey Smith stated there were two issues to report. The first being one of the fans in the community centre hall was not working and the second being the lights and decorations still in the Christmas tree at the community centre. The recreation committee stated that they would remove the items from the tree as soon as possible. The Chairperson stated the lights could remain but the decorations would need to be removed.

8.7.2 Rock-a-thon Fundraiser

The Chairperson advised the board that Mr. Gerry Talbot has requested, on behalf of a group of residents, to hold a rock-a-thon fundraiser at the community centre hall on June 24, 2017 to raise funds for the purchase of placards for graves with no headstones. He states the old wooden markers have gravely deteriorated and some have gone missing over the years and this group would like to purchase new markers

to identify the graves. The group is requesting that the regular hall rental fees be waived in order to be able to put 100% of the proceeds towards the purchase costs.

The Chairperson asked for a motion to approve the waiving of the hall rental fee for this event.

The motion to approve the waiving of the hall rental fee for the group organizing the Rock-A-Thon was moved by Michel Veronneau and seconded by Richard Gravelle.

Motion Carried

8.7.3 Donation for Canada Day Event

The Chairperson advised the board that the office had received a donation from Hotchkiss Forestry Enterprise for the recreation committee's 2017 Canada Day Event.

Donation for Canada Day Event

A donation of \$3000.00 with the possibility of an additional \$2000.00 was offered by the Chamber of Commerce for expenditures related to the recreation committee's 2017 Canada Day Event.

8.7.4 2016-2017 Grass Cutting Tender

A draft of the Grass Cutting Tender has been submitted to the board for review. The Chairperson asked for a motion to approve the draft. The Chairperson directed the Secretary to post the tender June 2, 2017 for 5 days with a closing date of June 9, 2017 at 11:00 am and that the board would hold the public opening of bids on the same day at 11:30 am.

A motion to approve the draft of the Grass Cutting Tender was moved by Mark Smith and seconded by Michel Veronneau.

Motion Carried

8.7.5 Community Centre Lighting Retrofit

The Chairperson advised the board that the office has been contacted by CLEARresult, a company subcontracted by Hydro One to assist organizations with the process of retrofitting existing lighting to one that is more energy-efficient. The information to begin the process has been received and was forwarded to the board for review. The board decided not to move forward with CLEARresult but directed the Secretary to simply call Hydro One and request they attend the community centre to retrofit the existing lighting to LED.

8.8 Water/Sewer Portfolio:

8.8.1 OCWA – Review of Invoice #INV000094574

The office has received an invoice for \$400.00 for billable callouts for the WTP. The billable callout is regarding a low heat alarm due to power outage.

A 10 minute break was called by the Chairperson before proceeding to agenda item 10. Deputations or Delegations or Discussion from the floor. The break was called at 8:32 pm and the board resumed the meeting at 8:42 pm.

The Chairperson proceeded to open the floor to the public.

A resident enquired on previous meeting minutes availability. The board advised the minutes from April 20, 2017 and May 4, 2017 which were approved by the board earlier in the meeting would be made available shortly.

A resident enquired on the status of Mark and Tracey Smith's residency. Mark Smith responded that he currently lives at the Gogama Lodge and that he and his wife had purchased a home in the Parry Sound area.

A resident asked Mark Smith to sign an Affidavit of Residency form. The Chairperson stated that he had spoken to MNDM representative, Tallia Damini, as well as her direct supervisor and states the form relates to election day only and right or wrong, he will not entertain the motion.

A resident asked the board why the Gogama Nursing Clinic was not open 5 days a week. The board stated the operational hours of the clinic are not the board's mandate.

A resident asked if the work done at the Fire Hall and the Community Centre had been tendered out. The Chairperson stated it was not as no fee for labor was ever charged to the board.

A member of the recreation committee submitted an event proposal to the board for review. The event proposal pertained to the upcoming Artisan Market they would like to hold. The Chairperson stated he would ensure Tracey Smith received the proposal as she had lost her connection to the meeting at some point.

A resident asked the board if they would allow the public's questions and the board's answers to be recorded in the minutes. The Chairperson advised that, as agreed upon by the board, the minutes would contain only a brief summary of key topics discussed.

9. In Camera portion of meeting

9.1 Motion to bring the meeting in camera

The Chairperson asked for a motion to bring the meeting in-camera to discuss the matter of a taxpayer request.

The motion to move the meeting in-camera was moved by Richard Gravelle and seconded by Mark Smith. **Motion Carried**

9.2 Taxpayer Request – deferred from May 4, 2017 meeting was discussed and a decision was made.

9.3 The motion to come out of in-camera was moved by Michel Veronneau and seconded by Mark Smith. **Motion Carried**

The motion to approve the taxpayer's request as outlined by the bookkeeper in previous discussions was moved by Michel Veronneau and seconded by Mark Smith. **Motion Carried**

10. Deputations or Delegations or Discussion from the floor

11. Adjournment

Having no other business to attend to the Chairperson asked for a motion to adjourn the meeting at 9:03 pm.

The motion to adjourn the meeting at 9:03 pm was moved by Michel Veronneau and seconded by Mark Smith. **Motion Carried**

Christine Bedard
Secretary

Edward Benson
Chairperson