

Gogama Local Services Board  
Monthly Board Meeting – October 5, 2023  
Community Centre – 6:00PM

MINUTES

1. **Call meeting to order and roll call**

Christine Bedard, Secretary Treasurer, presiding as Chairperson, called the first meeting of the 2023-24 Board to order at 6:00PM.

**Present**

Pete Corbiere – Board Member  
Lisa Fortin – Board Member  
Mark Legary – Board Member  
Mark Smith – Board Member (attending via phone)  
Edmond Chenier – Board Member  
Christine Bedard – Secretary Treasurer

**Absent with Regrets**

**Members of the public:**

Rachelle Minarik  
Mike Cooper

**1.1 Introduction**

The Secretary Treasurer provided an introduction.

**1.2 Board meeting etiquette**

The Secretary Treasurer reviewed some established Board meeting etiquettes with the Board.

2. **Declaration of conflict of interest**

The Secretary Treasurer reviewed the conflict-of-interest policy as it relates to Board meetings.

3. **Acceptance of agenda – Changes, additions and/or deletions**

The Secretary Treasurer asked the Board how they would like to receive their meeting agendas.

The Board discussed the matter.

**The motion to approve that all agendas will be provided to the Board members 6 days in advance of the meeting whenever possible and that new agenda items be brought forward by the Secretary Treasurer for Board consideration at the beginning of each meeting was moved by Lisa Fortin and seconded by Mark Smith.**

**Motion Carried**

**The motion to accept the agenda was moved by Lisa Fortin and seconded by Pete Corbiere. Mr. Chenier's decline to accept was noted.**

**Motion Carried**

4. **Acceptance of minutes**

**4.1 Acceptance of September 29, 2023 special meeting minutes**

The Secretary Treasurer asked for a motion to defer the review and approval of the September 29, 2023 special meeting minutes to the Board's November 2023 meeting.

**The motion to defer the review and approval of the September 29, 2023 special meeting minutes to the Board's November 2023 meeting was moved by Mark Legary and seconded by Lisa Fortin.**

**Motion Carried**

5. **Disbursement:**

**5.1 Monthly Budget Review**

The Secretary Treasurer asked for a motion to defer the monthly budget review to the Board's first budget meeting later in October 2023.

**The motion to defer the monthly budget review to the Board's first budget meeting later in October 2023 was moved by Lisa Fortin and seconded by Mark Legary. Motion Carried**

6. **Grants Update:** NONE

7. **Action Items: Old Business** NONE

8. **New Business:**

**8.1 Administrative Portfolio:**

**8.1.1 Review of Board Procedures**

The Secretary Treasurer provided a copy of the Board Procedures previously enacted.

**8.1.2 Board Positions, Portfolios and Banking Signatories**

The Secretary Treasurer advised the Board that, as per the Northern Services Board Act (NSBA), the new Board must select a Chairperson and a Vice Chairperson.

The Board discussed the matter.

**The motion to accept Lisa Fortin as the new Chairperson of the Gogama Local Services Board's 2023-24 fiscal year was moved by Mark Legary and seconded by Pete Corbiere. Motion Carried**

**The motion to accept Pete Corbiere as the new Vice Chairperson of the Gogama Local Services Board's 2023-24 fiscal year was moved by Lisa Fortin and seconded by Mark Legary. Motion Carried**

On the matter of;

- **Fire Protection Portfolio**

The Board discussed the matter.

**The motion to accept Pete Corbiere as the Fire Protection Portfolio Liaison was moved by Lisa Fortin and seconded by Mark Smith. Motion Carried**

On the matter of;

- **Recreation Portfolio**

The Board discussed the matter.

**The motion to accept Mark Legary as the Recreation Portfolio Liaison was moved by Pete Corbiere and seconded by Edmond Chenier. Motion Carried**

On the matter of;

- **Water/Sewer Portfolio**

The Board discussed the matter.

**The motion to accept Mark Smith as the Water/Sewer Portfolio Liaison was moved by Pete Corbiere and seconded by Edmond Chenier. Motion Carried**

On the matter of;

- **Garbage Collection/Disposal Portfolio**

The Board discussed the matter.

**The motion to accept Edmond Chenier as the Garbage Collection/Disposal Portfolio Liaison was moved by Pete Corbiere and seconded by Mark Legary. Motion Carried**

On the matter of;

- **Library**

The Board discussed the matter.

**The motion to accept Mark Smith as the Library Portfolio Liaison was moved by Pete Corbiere and seconded by Mark Legary. Motion Carried**

### **8.1.3 Board Annual Meeting Schedule**

The Secretary Treasurer requested that the Board decide on their annual meeting schedule so that it may be posted.

The Board discussed the matter and agreed to the next monthly meeting, outside of the budget meetings, be held on November 9<sup>th</sup> at 6:00PM.

**The motion to defer the scheduling of the rest of the monthly meetings to the next meeting was moved by Pete Corbiere and seconded by Lisa Fortin. Motion Carried**

### **8.1.4 MND Board Training**

The Secretary Treasurer requested to know some dates for the training.

The Board discussed the matter and provided the Secretary Treasurer with two dates and times.

### **8.1.5 2023-2024 Contracts**

On the matter of the Secretary Treasurer Contract,

- **Secretary Treasurer Contract – Christine Bedard**

**Based on the Board's quorum agreement, the motion to post the Secretary Treasurer contract and defer the decision on the same contract until more discussion could be had at the November 9<sup>th</sup> meeting was moved by Mark Smith and seconded by Edmond Chenier. Motion Carried**

On the matter of the Business Administration Consulting Contract,

- **Business Administration Consulting Contract – Contractor – Natalie Gaudette**

**The motion to approve the Business Administration Consulting Contract and to award said contract to Natalie Gaudette was moved by Mark Smith and seconded by Mark Legary. Motion Carried**

On the matter of the Manager Custodian contract,

- **Manager Custodian Contract – Alice Jodouin**

**The motion to approve the posting of the manager custodian contract and that the posting include snow clearing duties was moved by Mark Smith and seconded by Edmond Chenier. Motion Carried**

On the matter of the Garbage Collection/Disposal contract,

- **Garbage Collection/Disposal Contract – I Do Construction**

**The motion to approve the award of the Garbage Collection/Disposal contract to I Do Construction including the 3% increase was moved by Mark Smith and seconded by Edmond Chenier.**

**Motion Carried**

On the matter of the Grounds Care contract,

- **Grounds Care Contract – Gogama Business Solutions – Marc Beland**

**The motion to approve and award the Grounds Care contract to Gogama Business Solutions was moved by Mark Smith and seconded by Edmond Chenier.**

**Motion Carried**

On the matter of the Snow Clearing contract,

- **Snow Clearing Contract – Tates Inc.**

**The motion to approve and award the Snow Clearing contract to Tate's Inc. was moved by Pete Corbiere and seconded by Lisa Fortin.**

**Motion Carried**

On the matter of the Valve Operator contract,

- **Valve Operator Contract – Claude Secord**

**The motion to approve and award the Valve Operator contract to Claude Secord was moved by Mark Legay and seconded by Pete Corbiere.**

**Motion Carried**

On the matter of the Maintenance Contract,

**The motion to approve the posting of the Maintenance Contract was moved by Lisa Fortin and seconded by Pete Corbiere.**

**Motion Carried**

#### **8.1.6 2023-24 By-Laws**

The Secretary Treasurer advised the Board of the following by-laws that have been drafted for review and approval via motion.

- **By-Law 2023-2024-1 – Approval of Insurance Policy**

**The motion to approve by-law 2023-2024-1, Approval of Insurance Policy, was moved by Mark Smith and seconded by Lisa Fortin.**

**Motion Carried**

- **By-Law 2023-2024-2 – Approval to maintain bank accounts**

**The motion to accept the Chairperson, Lisa Fortin, and the Vice Chairperson, Pete Corbiere, as banking signatories on the Board's bank accounts alongside the Secretary Treasurer and to approve by-law 2023-2024-2, Approval to maintain bank accounts was moved by Lisa Fortin and seconded by Pete Corbiere.**

**Motion Carried**

- **By-Law 2023-2024-3 – Appointment of Secretary Treasurer**  
The motion to defer the enactment of the by-law 2023-2024-3 – Appointment of Secretary Treasurer was moved by Lisa Fortin and seconded by Pete Corbiere. **Motion Carried**
- **By-Law 2023-2024-4 – Approval of Business Administrative Consulting Contract**  
The motion to approve by-law 2023-2024-4 – Approval of Business Administrative Consulting Contract was moved by Lisa Fortin and seconded by Edmond Chenier. **Motion Carried**
- **By-Law 2023-2024-5 – Approval of Manager Custodian Contract**  
The motion to defer the enactment of by-law 2023-2024-5 – Approval of Manager Custodian Contract until such time as the contract was filled was moved by Pete Corbiere and seconded by Lisa Fortin. **Motion Carried**
- **By-Law 2023-2024-6 – Approval of Garbage Collection/Disposal Contract**  
The motion to approve by-law 2023-2024-6 – Approval of Garbage Collection/Disposal Contract was moved by Pete Corbiere and seconded by Edmond Chenier. **Motion Carried**
- **By-Law 2023-2024-7 – Approval of Grounds Care Contract**  
The motion to approve by-law 2023-2024-7 – Approval of Grounds Care Contract was moved by Pete Corbiere and seconded by Mark Legary. **Motion Carried**
- **By-Law 2023-2024-8 – Approval of Water Valve Operator Contract**  
The motion to approve by-law 2023-2024-8 – Approval of Water Valve Operator Contract was moved by Pete Corbiere and seconded by Lisa Fortin. **Motion Carried**
- **By-Law 2023-2024-9 – Approval of Snow Clearing Contract**  
The motion to defer the reading and enactment of by-law 2023-2024-9 – Approval of Snow Clearing Contract until such time as the contract was accepted and approved by the Board was moved by Mark Legary and seconded by Lisa Fortin. **Motion Carried**
- **By-Law 2023-2024-10 – Approval of Library Annual Operating Funding Grant (PLOG)**  
The motion to approve by-law 2023-2024-10 – Approval of Library Annual Operating Funding Grant (PLOG) to enable the Secretary Treasurer to process the application and bind the Board to the agreement was moved by Mark Smith and seconded by Pete Corbiere. **Motion Carried**
- **By-Law 2023-2024-11 – Appointment of Auditor**  
The Motion to approve by-law 2023-2024-11 – Appointment of Auditor was moved by Lisa Fortin and seconded by Mark Smith. **Motion Carried**

**8.2 Financial Portfolio:** NONE

**8.3 Garbage Collection/Disposal Portfolio:** Update

The Secretary Treasurer provided the Board with the existing process.

**8.4 Fire Protection Portfolio: Update**

The Secretary Treasurer provided the Board with the recommended meeting process between the Fire Department and the Board Liaison, the agreed upon addition of a Fire Chief's Report agenda item and the existing preferred communication method between the Fire Department and the Board.

**8.5 Library Portfolio: Update**

The Secretary Treasurer provided the Board with an update on maintenance work still required at the Library.

**8.6 Recreation Portfolio: Update**

The Secretary Treasurer provided the Board with an update on the process for the monthly Fire Extinguisher and alarms inspections.

**8.7 Water/Sewer Portfolio:**

**8.7.1 Current Process:**

The Secretary Treasurer provided the Board with the current process.

**8.7.2 Water valves**

The Secretary Treasurer provided the Board with the current process.

**8.7.3 Service Line Break – Update**

The Secretary Treasurer provided the Board with an update.

**9. Deputations or Delegations or Discussions from the floor**

The Board agreed to open discussions to the floor.

**10. Adjournment**

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

**The motion to adjourn the meeting at 9:34PM was moved by Pete Corbiere, and seconded by Lisa Fortin.  
Motion Carried**

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**Christine Bedard – Secretary Treasurer**

  

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**Lisa Fortin - Chairperson**