

Gogama Local Services Board
Monthly Board Meeting – January 5, 2017
Gogama Community Centre at 7:00 p.m.

AGENDA

Call meeting to order and Roll Call

Present

Mike Benson - Chairperson
Tracey Smith – Vice Chairperson
Mark Smith - Member
Richard Gravelle – Member
Christine Bedard - Secretary

Absent with Regrets

Michel Veronneau - Member

2. Declaration of conflict of interest – To be declared

3. Acceptance of agenda

Acceptance of the January 5, 2017 agenda was moved by Tracey Smith and seconded by Mark Smith.

Motion Carried

4. Acceptance of minutes

Acceptance of the December 1, 2016 monthly meeting minutes moved by Mark Smith and seconded by Richard Gravelle.

Motion Carried

5. Disbursements:

Monthly Budget Review

The Secretary advised the board that since the Bookkeeper was away for the holidays, there is no new monthly budget report.

6. Asset Management Planning

Repair & Maintenance Review

Tracey advised the Board that she had placed a call to Hydro One enquiring on the steps required for funding to change existing lighting to more efficient lighting. She stated that someone only needs to contact Hydro One and request they schedule the request. Tracey will provide the Secretary with the contact number so that this can move forward. The Board did not choose another item off the AMP list at this time.

7. Unfinished Business

7.1 Administrative Portfolio:

Community of Gogama Safety Plan

The Chairperson advised the Board that the Board is not the party responsible for updating or making changes to the Community of Gogama Safety Plan. He stated that this was the responsibility of the Emergency Operations Committee and that at this time, the Committee is in the process of making some minor changes to the document and will forward an updated copy to the Board as soon as it is ready.

Joint Letter from Chamber of Commerce and LSB (IAMGOLD)

As agreed upon during the December 1, 2016 board meeting, a joint letter from the Chamber of Commerce and the Gogama Local Services Board was written on behalf of IAMGOLD. This letter outlines the community's support in elevating awareness and appealing for a decision on the project. The Chairperson asked if there was any feedback or news on the status. None has been received at this time.

OCIF Top up grant for 2017/2018

The Secretary advised the Board that new information has been received regarding the OCIF Top Up grant that will be available during the 2017/2018 fiscal year. In the past, application for the top up grant needed to be submitted for the full amount of the allocation making it challenging for small LSBs such as Gogama to find the community contribution portion within its already meager budget. In the coming fiscal year, this top up grant will allow for small LSBs to submit grant proposals in smaller amounts and up to the full allocation. The Secretary advised the Board

that in light of this new information, she will monitor the grant for the next opening and will advise the Board when the next submission opens.

Photocopier – existing lease agreement

At the direction of the Board, the Secretary looked into the lease agreement for the office photocopier. The lease runs until 2018 and can only be bought out if the Board wishes to opt out. Issues with the scanner is what prompted the Board's decision to look into a less costly alternative as the scanner ceased to work due to incompatibilities with the new updated operating system of the office computer. The Secretary advised the Board that a work around may be possible but this would require the purchase of a router and network cable and the cost of a few hours labor for the technician. It is the technician's opinion that since the initial work around using a USB connection was no longer working, there is a possibility that the new work around with the router may also fail as the photocopier's manufacturer has not provided a patch for this issue since operating system Windows XP was in use. The Board discussed the matter of approving up to 3 hours of work for the technician but opted to have the Chairperson contact the leasing company once again. The request to approve up to 3 hours of work by the technician to install the work around was tabled and denied at this time.

7.2 Garbage Collection Portfolio:

Garbage Collection and Disposal Contract 2016/2017

The Secretary advised the Board that the Garbage Collection and Disposal contract was signed and on file including Liability Insurance and Clearance Certificates.

7.3 Financial Portfolio: - None

7.4 Fire Protection Portfolio:

Warning Tag update

The Secretary advised the Board that the Warning Tag that had been issued on the Fire Hall Main Building tanks had been lifted. Superior Propane had tagged the new tanks until the furnace installer could return to purge the lines. The Secretary worked with Superior Propane to coordinate with one of Superior's technicians who was passing through the area. The technician was able to purge the lines and lift the warning tag at no additional cost to the Board.

7.5 Library Portfolio:

OCLF Grants

The Secretary advised the Board that the OCLF Grant Funding in the amount of \$1338.00 and the OCLF ITS Grant Funding in the amount of \$3725.00 were both received on Dec 21/16. The Chairperson, who currently holds the Library portfolio, can now set a meeting date with the Head Librarian to discuss how the grant monies will be spent.

7.6 Recreation Portfolio:

Moving of low water cut off valve – Update

Richard advised the Board that moving the low water cut off valve would require the water to be turned off and lines drained. He suggests that it may be more prudent for the Board to table this project to sometime in the spring when the temperatures weren't so low and hall rentals weren't as frequent. The Board discussed the matter and since the current state of the low water cut off valve did not put the new pumps in danger of burning out, the project would be suspended until spring.

Circulation pump replacement – hot water tank – Update

Tracey advised the Board that the replacement of the circulation pump for the Community Centre's hot water tank is now complete and functional.

Community Centre Roof Insulation (RFT) – Update

Due to unforeseen circumstances, the public opening of bids scheduled for December 15, 2016 was cancelled. The Secretary reported to the Board that no member of the public presented themselves for the bid opening on that day and only one bidder had enquired on the reschedule date and had been advised that the opening of bids would take place at the January 2017 meeting. The Chairperson asked the Secretary for the bids submitted. Only one bid was submitted by the closing date of the RFT and that was from Glen MacDonald Construction. The Chairperson asked for a motion to accept the bid.

A motion to accept the bid submitted by Glen MacDonald Construction was moved by Tracey Smith and seconded by Mark Smith. **Motion Carried**

Glen MacDonald Construction had submitted two bids, the first one for \$7,900.00 plus taxes and a second bid for \$8,900.00 plus taxes if more vents were needed. The Board discussed the matter and opted to accept the first bid in the amount of \$7,900.00 plus taxes as additional vents were not required. The Chairperson asked for a motion to accept the bid for \$7,900.00 from Glen MacDonald Construction.

A motion to accept the bid submitted by Glen MacDonald Construction in the amount of \$7,900.00 was moved by Mark Smith and seconded by Richard Gravelle. **Motion Carried**

The Chairperson directed the Secretary to inform Glen MacDonald Construction of the acceptance of the bid. As per the RFT, the contract will be drafted, signed and work will commence within 7 calendar days or as soon as all required documents have been received. Work on site will be coordinated through Tracey Smith or her designate.

Leaking vent – Community Centre hall – Update

Tracey advised the Board that a quote from Kevin VanMierlo had been received in the amount of \$147.55 to fix the leak in the vent in the community center hall and block the vent off. She states that she approved this quote and had advised Kevin that he could move ahead with the project. The project has since been completed to Tracey's satisfaction. No issues have been reported since the work was completed.

Repair of Sink in Community Centre ladies washroom – Update

Tracey reported that the sink in the community center's ladies washroom had been fixed. No further issues reported by the Manager/Custodian.

7.7 Water/Sewer Portfolio:

Manhole damage on Poupore Street – Update

Mark reported to the Board that as per OCWA, the damage to the manhole on Poupore Street has been completed. The Secretary advised the Board that no invoice had yet been received for the work done by OCWA and its contractor.

8. New Business

8.1 Correspondence:

- 8.1.1** Notice of Name Change – Pepco/formally known as Swish
- 8.1.2** Christmas Card – Marc Serre's office
- 8.1.3** Christmas Card – Mattagami First Nation
- 8.1.4** E-Christmas Card – France Gelin
- 8.1.5** OCWA Newsletter & Christmas Card
- 8.1.6** Superior Propane Newsletter
- 8.1.7** Kresin Engineering Christmas Card
- 8.1.8** Testmark Laboratories E-Christmas Card
- 8.1.9** CN Environmental Update Newsletter
- 8.1.10** Letter of Direction from Bell – Bell Canada purchase of O.N.Tel Inc. (Ontera).

8.2 Administrative Portfolio:

Canada Summer Jobs (CJS) Program

The Board discussed making application for the CJS Program but decided against it as it requires the students to be on Payroll. The Gogama Local Services Board does not have a payroll.

Review of current Board Meeting Schedule for 2016/2017

Board Member, Michel Veronneau, requested a review of the current Board Meeting Schedule as several meetings conflicted with work. Since Michel was unable to attend the meeting, the Board decided to table the discussion to next month.

OPTA Adjustments

The Secretary advised the Board that the OPTA Adjustment documents had been received and forwarded to the Bookkeeper for review. As per the Bookkeeper, the Secretary requested that the Board consider approval of 4 extra hours for the Secretary in order to input data into the OPTA system. The Board discussed the matter and denied the Secretary the request for extra hours stating the Bookkeeper should be able to handle the data input herself.

8.3 Garbage Collection Portfolio: - None

8.4 Financial Portfolio:

2016-2017 MPAC

The Secretary advised the Board that the MPAC Certification of Notice of Delivery and the 2016-2017 MPAC Roll have been received and set aside for the Bookkeeper.

8.5 Fire Protection Portfolio: Item added to the agenda for discussion by the Chairperson

Snow Removal

It has been brought to the Board's attention by the Fire Chief that there are issues with the Fire Hall's snow removal. Snow is not being removed close enough to the building and will cause future issues with opening/closing the Fire Hall's bay doors. This issue will directly impact the Fire Hall's ability to respond to emergencies in a timely manner. The Board discussed the issue and Richard stated he would speak with the Contractor to have this issue corrected. The Board also discussed the issue of a snow bank impairing visibility of drivers looking to exit the community center parking lot. This issue will also be brought to the contractor's attention by Richard.

8.6 Library Portfolio: - None

8.7 Recreation Portfolio:

Ontario Sport and Recreation Communities Fund (OSRCF) 2017/18

Tracey advised the Board that the Secretary had forwarded her information on a grant that is available to the LSB entitled the Ontario Sport and Recreation Communities Fund (OSRCF). This is a grant program that supports a vision of getting and keeping Ontarians active in community sport, recreation and physical activity. The fund increases opportunities for physical activity in sport and recreation by developing new programs or increasing access to existing programs to encourage individuals to become more active and keep those who are, engaged throughout their lives.

The Secretary advised the Board of additional information pertaining to the grant; the grant is devised into an 80/20 split. 10% of the total grant amount requested is required as a community contribution in cash, 10% is required as an 'in kind' donation. The Secretary also advised the Board that 10% of the total funds received are held back until the projects' completion. The 10% community contribution can be made up of sponsorship/registration fees and fundraisers. The Board discussed the matter of applying for this grant and directed the Secretary to go ahead with drafting the project proposal which is due February 1, 2017.

A motion to approve the application to the Ontario Sport and Recreation Communities Fund (OSRCF) was moved by Tracey Smith and seconded by Mark Smith. **Motion Carried**

Centre de Sante Communautaire de Sudbury (clinic)

The Secretary advised the Board that the Certificate of Insurance from the Clinic for 2016-2017 fiscal year has been received and filed. The Board was also advised that the clinic's rental agreement is due to be renewed April 1, 2017.

Custodian Monthly Report – Item added to the agenda by Tracey Smith

Tracey advised the Board that, in the Manager/Custodian's monthly report, it was reported that there is an issue with the outdoor lights at the Library as well as at the Clinic. The lightbulb at the Library entrance has been replaced twice in the past 40 days and keeps burning out. The light outside the Clinic entrance is flickering and going out. The Manager/Custodian is requesting that an electrician have a look at the lights to rule out ballast issues. She is also requesting that the Board approve the purchase of two additional bulbs for the lights as they are

more expensive than regular bulbs. The Board discussed the matter and agreed that electrician, Nick McLeod, be contacted to look at the lights and purchase any parts required to fix the lights as well as purchase the two additional bulbs. Richard stated he would speak to the electrician on behalf of the Board.

A motion to approve electrician, Nick McLeod, to look at and repair the light at the Library and the Clinic entrances as well as purchase any required parts and two bulbs for the lights was moved by Mark Smith and seconded by Richard Gravelle. **Motion Carried**

The Manager/Custodian has also requested that the picnic tables be moved from the Library entrance and stored out of the way in order to enable the contractor to better remove the snow at the Library entrance. The Board discussed the matter and agreed that they should be relocated to another area that wouldn't impede on the contractor's ability to properly clear snow from the entrance. The tables were moved by the Board members, Mike, Mark and Richard, at the end of the meeting.

8.8 Water/Sewer Portfolio:

Water Valve turn on & off process

Mark advised the Board that OCWA had requested a change to the water valve turn on & off process starting this spring. Currently, residents are able to request water valve turn on & offs at no charge once per calendar year providing that the request is scheduled between the hours of 7:30 a.m to 4:30 p.m on weekdays. Because the requests are more frequent than anticipated, OCWA has requested that a new scheduled time of 9:00 a.m to 12:00 noon on weekdays be put in effect starting this spring in order to not impede on the Water Operator's ability to perform other duties and tasks. The Board discussed the matter and agreed that the scheduling time be changed to accommodate this request and directed the Secretary to publish this change in the LSB's Newsletter which is mailed out in early April.

Changes to Several Drinking Water Regulations

Mark advised the Board that the Secretary had forwarded him a document from Testmark Laboratories Ltd. That outlined finalized proposed changes for several drinking water regulations. Although the document is extremely technical in nature, Mark thought it prudent that the Board read and be aware of the changes. The Board reviewed the document and had no questions on the finalized changes at this time.

2016 DWS Inspection

The Secretary advised the Board that MOECC Inspector, Janet Recoskie, had contacted the office to advise that she would be in Gogama to conduct her Annual 2016 DWS Inspection on January 11, 2016 at 10:00 a.m and would require the Secretary to provide her with necessary documents. The Secretary advised the Board that last year, OCWA was also present at the inspection to provide their documents and assist the inspector in her inspection. The Secretary advised the Board that although last year's inspection began at 10:00 a.m, it did not conclude until later in the afternoon therefore, the Secretary requested that the Board consider approving a few extra hours in the event the inspection ran longer than the regular office hours. The Board discussed the matter and denied the Secretary's request for extra hours. The Secretary will endeavor to prepare all required documents in advance so that the inspection can conclude in a timely manner and within regular office hours.

9. Deputations or Delegations or Discussion from the floor


Mark Smith announced to the Board that he and Tracey would be resigning as Board Member and Vice Chairperson of the Board respectively in May. The Chairperson noted their resignation with regret and stated the Board would confer with the Act to confirm the proper steps to be taken to replace the two Board members.

10. Adjournment

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

A motion to adjourn the meeting at 8:12 p.m was moved by Mark Smith and seconded by Richard Gravelle.

Motion Carried


Christine Bedard
Secretary


Edward Benson
Chairperson