

Gogama Local Services Board
Monthly Board Meeting – September 13, 2018
Gogama Community Centre at 7:00 P.M.

MINUTES

1. Call meeting to order and Roll Call

Andre Jodouin, presiding as Chairperson, called the meeting to order at 7:07 P.M.

Present

Andre Jodouin – Chairperson
Gilles Veronneau – Vice Chairperson
Rachelle Minarik – Board Member (arrived at 8:40 PM)
Daniel Mantha – Board Member
Paul Derkacz – Board Member
Christine Bedard – Secretary

Absent with Regrets

Eleven (11) members of the public present.

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 Gilles Veronneau and seconded by Daniel Mantha.

Motion Carried

4. Acceptance of minutes

- 4.1 August 16, 2018 Meeting Minutes

The Chairperson asked for a motion to approve the August 16, 2018 meeting minutes.

The motion to approve the August 16, 2018 meeting minutes was moved by Gilles Veronneau and seconded by Daniel Mantha.

Motion Carried

- 4.2 August 23, 2018 Meeting Minutes

The Chairperson asked for a motion to approve the August 23, 2018 meeting minutes.

The motion to approve the August 23, 2018 meeting minutes was moved by Gilles Veronneau and seconded by Daniel Mantha.

Motion Carried

5. Disbursement:

- 5.1 Monthly Budget Review

Having reviewed the monthly budget report prior to the meeting and having no questions or concerns regarding the report, the Chairperson asked for a motion to approve the monthly budget report as provided to the Board by the Bookkeeper.

The motion to approve the monthly budget report was moved by Daniel Mantha and seconded by Gilles Veronneau.

Motion Carried

6. **Grants Update:**

The Chairperson asked for a motion to defer the Grants Update item to the October 2018 meeting.

The motion to defer the Grants Update item to the October 2018 meeting was moved by Gilles Veronneau and seconded by Paul Derkacz.

Motion Carried

7. **Action Items:**

The Chairperson asked for a motion to defer the Action Items portion to the October 2018 meeting.

The motion to defer the Action Items portion to the October 2018 meeting was moved by Gilles Veronneau and seconded by Paul Derkacz.

Motion Carried

8. **New Business**

8.1 Correspondence:

8.1.1 Hydro One Class Environmental Assessment

The Secretary advised the Board that this item was forwarded to the Board Office by resident Gerry Talbot and was meant as an informational item only, no action required.

This is regarding the proposed transmission line re-energization and refurbishment to facilitate the IAMGOLD Cote Gold Project.

8.1.2 HWY 144 & 661 Update

The Secretary advised the Board that this item was also forwarded to the Board Office by resident Gerry Talbot and was meant as an informational item only, no action required.

8.2 Administrative Portfolio:

8.2.1 Contractor Letters of Intent to Renew

The Secretary advised the Board that all renewal letters have been received for the exception of the Bookkeeper and Business Consultant letters. The Secretary went on to advise the Board that the Contractor had requested an in-camera meeting with the Board to speak to this. The Chairperson advised that since this was regarding contracts, the Board will hear the request in-camera at the end of the meeting. The Chairperson also advised the members of the public in attendance that should anyone wish to stay until the Board comes out of in-camera to hear the motions if there are any, are welcomed.

8.2.2 Community Beautification Discussion

The Secretary asked that members of the Local Roads Board and the Chamber of Commerce please have a seat at the table to discuss the next item on the agenda. The Floor was turned over to Recreation Portfolio Liaison, Daniel Mantha, to lead the group through the next portion.

Present for the Gogama Local Roads Board were Paul Veronneau, Dale Dean, Jacqueline Gravelle and Natalie Gaudette.

Present for the Gogama Chamber of Commerce were Christine Bedard, Daniel Mantha, Don Beauchamp and Gerry Talbot.

Daniel Mantha, speaking as Recreation Portfolio Liaison for the GLSB thanked everyone for attending the meeting and advised that the reason for the short notice was due to a grant deadline of September 28, 2018. He stated that there existed a grant named Rural Economic Development Fund (RED) that would fund community beautification projects that could include cleaning of ditches, deforestation of roads, for example the Poplar Point road, and the Public Beach road as well as clearing signage that is currently obstructed by overgrowth. Daniel Mantha suggested to the group that all three Boards apply in partnership.

There was discussion on who would be taking the lead on the grant application. The Secretary for the Gogama Chamber of Commerce, Gerry Talbot stated that the Chamber had already spent funds on the Economic Development Strategy 2017-2021 and had purchased and installed signage but would need additional funds for new pamphlets and website enhancements as well as additional promotional, marketing and outreach projects. It was mentioned that the public boat launch could use some work repairs but it was clarified by Christine Bedard that this type of repair or retrofit fell under capital asset repairs and did not qualify for this type of grant.

The GLSB Secretary advised the group that this grant required a 50% community contribution which was far too high. She stated she had enquired and it was highly likely that the 50% community contribution could be reduced to as little as 10% by completing the exemption portion of the grant application.

Gerry Talbot stated that he had a volunteer from the Venture Centre Board that would fill out the grant application on behalf of the group but would need an extension to the September 28, 2018 deadline in order to do this as he was away on other business for the following week and would be returning only on September 24, 2018 leaving only 4 days in which to prepare the application. The GLSB Secretary was asked to reach out to the grant's contact person to request an extension.

The Boards agreed that should an extension date for submission be granted, the groups would reconvene the following week to discuss the grant specifics in-depth and begin the application steps. Should an extension date not be provided, the group would reconvene the following evening at 6:00 PM and go from there.

Action Item: Christine reach out to Brian Bell to request an extension to the grant submission deadline.

8.2.3 Helipad Tender Poster

The Secretary advised the Board that, at the direction of the Board, she had met with ORNGE Inspector, David Phillips, at the Helipad landing site to review what the Board was proposing as a repair project. The Inspector recommended that the repairs to the Helipad be deferred to early Spring so that contractors were not doing a hurried job in order to beat fast approaching cold weather. The Secretary advised that she had prepared a draft tender poster to be reviewed and approved by the Board in anticipation that they may want to move ahead immediately as opposed to waiting to Spring. The Board discussed the matter and reviewed the draft tender poster submitted by the Secretary and agreed that the project should wait until Spring and approved the draft poster in preparation.

The Chairperson asked for a motion to approve the draft Helipad Tender poster and to defer the Helipad repair project to next Spring.

The motion to approve the draft Helipad Tender poster and to defer the Helipad repair project to next Spring was moved by Paul Derkacz and seconded by Daniel Mantha. **Motion Carried**

8.2.4 Vulnerable Sector Check – Update

The Secretary advised the Board that, as per the Board's direction, the letters requesting submission of Vulnerable Sector Checks to the Library and Recreation Committee had been sent out. The Secretary went on to advise the Board that the office was currently in receipt of the volunteers list from the Library and had received some record checks. She also advised that the Recreation Committee was still yet to submit their list of volunteers so that she could prepare the letters required.

Daniel Mantha stated he was not aware and did not recollect the Board approving the letters before being sent out and that this posed an issue for the Recreation Committee. Other Board members advised Daniel Mantha that the draft letter had been approved at a prior meeting.

The Secretary advised the Board that the record checks would be put on next month's meeting agenda for review.

8.2.5 Annual Board Meeting Schedule

The Secretary advised the Board that they would require to schedule their monthly meetings for the following year. The Board discussed their availability and provided the Secretary with the following meeting dates;

The monthly meetings will be held on the first Thursday of each month at 7:00 PM.

October 4, 2018
November 1, 2018
December 6, 2018
January 3, 2019
February 7, 2019
March 7, 2019
April 4, 2019
May 2, 2019
June 6, 2019
July 4, 2019
August 1, 2019
September 5, 2019

The Chairperson asked for a motion to approve the monthly meeting schedule for the following year.

The motion to approve the monthly meeting schedule for the following year was moved by Paul Derkacz and seconded by Gilles Veronneau. **Motion Carried**

8.3 Garbage Collection Portfolio:

The Chairperson asked Gilles Veronneau if there was any new business concerning the Garbage Collection Contract, Gilles states that he had recently spoken with Mr. Hotchkiss and that there were no issues.

8.4 Financial Portfolio:

The Chairperson advised the Board that there was no new business concerning the financial portfolio.

8.5 Fire Protection Portfolio:

8.5.1 Response to GLSB email from GFD

The Secretary advised the Board that the office had received a response from the GFD on the health & safety concerns identified by the Board and sent to the Fire Chief via email. The Chairperson

asked for a motion to defer this item for further review and discussion to the next meeting in order to provide the Board with the opportunity to review the emailed response in-depth.

The motion to defer the response to the GLSB from the GFD to the next meeting was moved by Paul Derkacz and seconded by Gilles Veronneau. **Motion Carried**

8.6 Library Portfolio:

The Chairperson asked Daniel Mantha if there was any new business concerning the Library that he would like to discuss. Daniel Mantha stated there was no new business to discuss at this time.

8.7 Recreation Portfolio:

8.7.1 Manager/Custodian Monthly Report

Paul Derkacz stated that he had not received a monthly report from the Manager/Custodian but had noticed that the soap dispenser in the men's washroom may be broken as there was a bottle of dishsoap that had been placed on the sink. He stated he would check the soap dispenser and advise the Secretary if a new one was required.

The Secretary advised the Board that it had been observed during the last rain storm that the roof of the generator shed was leaking and required fixing to stop water from falling on the generator inside. Paul Derkacz advised the Board that he would have a look at it and fix it.

Action Item: Paul Derkacz to fix the roof of the generator shed.

8.7.2 Manager/Custodian Tender Poster

The Secretary advised the Board that, at their direction, a Tender Poster draft for the Manager/Custodian contract had been prepared for their review and approval. The Board reviewed the draft Tender Poster and agreed that the poster be approved and posted the following Monday.

The Chairperson asked for a motion to approve the Manager/Custodian Tender Poster and have the Secretary post it the following Monday.

The motion to approve the Manager/Custodian Tender Poster and have the Secretary post it the following Monday was moved by Paul Derkacz and seconded by Daniel Mantha. **Motion Carried**

8.7.3 Manager/Custodian Contract

The Secretary advised the Board that, at their direction, the draft Manager/Custodian contract had been prepared for their review. She further advised that this draft contract would serve as a sample to be made available to those who would be bidding the contract. The Board reviewed the draft and discussed some items to be moved from the manager/custodian duties to the maintenance contract duties and approved the draft with the changes.

The Chairperson asked for a motion to approve the draft manager/custodian contract with the changes discussed and agreed upon.

The motion to approve the draft manager/custodian contract with the changes discussed and agreed upon was moved by Paul Derkacz and seconded by Daniel Mantha. **Motion Carried**

8.7.4 Maintenance Contract Tender Poster

The Secretary advised the Board that, at their direction, a Tender Poster draft for the Maintenance contract had been prepared for their review and approval. The Board reviewed the draft Tender Poster and agreed that the poster be approved and posted the following Tuesday.

The Chairperson asked for a motion to approve the Maintenance Tender Poster and have the Secretary post it the following Tuesday.

The motion to approve the Maintenance Tender Poster and have the Secretary post it the following Tuesday was moved by Paul Derkacz and seconded by Daniel Mantha. **Motion Carried**

8.8 Water/Sewer Portfolio:

The Chairperson asked Paul Derkacz if there was any new business to discuss regarding the water/sewer portfolio. Paul Derkacz advised the Board there was no new business to discuss at this time.

9. Deputations or Delegations or Discussions from the floor

The Chairperson opened the floor to questions from the public.

Q. Estelle Constantin asked if the Board puts forward a motion to create a by-law, does the town not get to vote on it?

A. The Chairperson advised that no, the public does not vote on by-laws.

Q. Estelle Constantin stated that previously, the town always got to vote on by-laws passed by the Board.

A. The Chairperson asked the Secretary to get the NSBA act in order to confirm this. The Secretary read from the NSBA, section 12(2);

- Unless a vote of Inhabitants is conducted, all decisions by the Board are done under "By-Law".
- All by-laws should be signed wither by the Secretary and one (1) Board Member or two (2) Board members with signing authority.
- All by-laws of the Board shall be under seal (NSBA, Sub-section 12(1)).
- All by-laws passed or repealed by the Board shall be referenced in the Minutes of the Board Meeting at which the by-law as approved by the Board.

Q. Estelle Constantin stated that when she attends public meetings of the Board, she would like to be referred to by her proper name and not as "a fire fighter's wife" as was done in an email from the Board to Fire Chief Mike Benson. She stated that she would be reviewing the minutes to ensure that this was done properly.

A. Daniel Mantha stated that he was unaware of any instance whereas Ms. Constantin had been referred to as anything other than by her name. Gilles Veronneau stated that an email from the Board to the Fire Chief is not made public in minutes therefore would not be an issue.

Q. Tracy Malcom asked where the Board posts the meeting dates of the Board meetings?

A. Daniel Mantha stated that the Board posts it's meeting dates on the website, the Corner Store, the Post Office, J&L Lakeview Retreat, Miros Gas Station and on the bulletin board of the community centre.

Q. MaryAnn Dean stated she was not given a poster of the meeting dates for her establishment and would like one.

A. Daniel Mantha asked the Secretary to provide one to Mrs. Dean to post in her establishment. The Secretary advised Mrs. Dean that she would get her email address immediately following the meeting and would send her one the following morning.

- Q. Paul Veronneau brought up the Board's decision to remove the cleaning of the coolers and freezer from the Manager/Custodian's duties and put the responsibility to the hall renters to clean them. He stated that this responsibility should remain the responsibility of the Manager/Custodian and suggested that hall renters be advised that anything left behind would be thrown out.
- A. Daniel Mantha clarified that when hall renters book the hall, the expectation is that the coolers and freezer are empty and clean and should be returned in the same condition.
- Q. Marc Constantin suggested to the Board that should items be left behind after an event, the Board should call the renter to ask if they want the items before throwing them out as a courtesy.
- A. The Chairperson agreed that should any items be left behind after events, the hall renter would have to make arrangements to pick up the items the next day or they will be thrown out.
- Q. Tracy Malcom asked when the August minutes would be made available for public viewing?
- A. The Chairperson advised that the August minutes were approved earlier in the meeting and would be posted either Friday or Monday.
- Q. Estelle Constantin stated that the Board should put the minutes out for public viewing before each meeting.
- A. The Chairperson advised that all minutes need to be approved by the Board first before being posted. Paul Derkacz advised the Secretary to look into having an alternative person, other than Eldon Mantha, to have access to the website to post meeting minutes in the event that Eldon is not able to do it. The Secretary advised the Board that the website is owned and managed by the Gogama Chamber of Commerce therefore the suggestion could be made to the Chamber to consider having an alternate back up person.
- Q. Donna Gareau asked who currently posts the minutes online?
- A. The Chairperson advised Donna that the minutes are posted online by the Chamber of Commerce at the Board's request and that the Board posts the minutes online as a courtesy only.
- Q. Donna Gareau read from the NSBA Act that all minutes of the Board are to be posted in at least 6 conspicuous places.
- A. The Secretary advised the Board that she can confirm that the Act does state this but this has not been the Board's past practice. The Secretary stated that, at the Board's direction, she could contact MNDM for a written clarification to Mrs. Gareau's request to have the minutes posted in 6 places. The Board discussed the matter and agreed that the Secretary will enquire with MNDM on the process and will post in 6 conspicuous places as the Act states moving forward in order to please the public. The Chairperson further stated that should the administrator of the website become unavailable to post items to the website for any reason including discontinuing the service, the Board would no longer be posting the minutes online.
- Q. Estelle Constantin asked "Are you children? Act like a Board."
- A. The Chairperson stated the Board was acting as a Board and simply advising the public that they will post the meeting minutes as the Act states but that the online posting was simply a courtesy that, should the service be interrupted or discontinued by the Chamber of Commerce, the Board would not be responsible to find an alternative online posting site.

- Q. John Harvey clarified that currently, the Board posts meeting dates and times in 6 conspicuous places, it only stands to reason that the Act would dictate that the minutes of these meeting also be posted in the same manner.
- A. Donna Gareau stated that currently, members of the public are asked to sign a request sheet for minutes of meetings. She was advised by MNDM that there was no such requirements. John Harvey clarified that as of late, anyone requesting copies of the meeting minutes are asked to sign a request form in order to obtain them.
- Q. The Secretary reminded the Board that this is currently the process being followed as per the Freedom of Information Act. The Secretary explained to the Board that the Board must provide a report annually disclosing the types of information requested from the office by the public and this was a way to track these requests for the annual report.
- Q. Marc Constantin asked the Secretary "When you fill out your report to the Freedom of Information Commissioner, is my name included in that report if I sign one of those request forms?"
- A. The Secretary stated that initially, names are not included unless the commissioner requests additional information on a specific request. Historically, the reports from the Board to the Commissioner have always reported zero requests so there has not yet been an instance where this could be the case. The Secretary stated that, at the Board's direction, she will enquire from MNDM, clarification of this process.

The Secretary read from the NSBA, page 6, under Freedom of Information;

- LSBs are subject to the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 ("FIPPA") and therefore should familiarize themselves with the requirements and implications of FIPPA.

The Secretary asked for the Board's direction on how she would track these enquiries moving forward. The Chairperson advised, with the Board's agreement, that minutes of meetings be given to anyone requesting them without signing for them and keep a tracking sheet for the purpose of submitting the annual report.

- Q. Donna Gareau stated that she heard that the water pipes in the town are going to be lifted and replaced. Is this a fact or is this a rumor?
- A. The Chairperson clarified that not all water pipes were going to be fixed, that only a small section in the area where Mrs. Gareau lives were scheduled to be replaced as this was the last of the old water pipes to be retrofitted. Gilles Veronneau clarified that the only section left to be replaced are the old MNR water pipes that are in excess of 70 years old.
- Q. Donna Gareau asked what the details were on this? Where are these pipes?
- A. The Secretary provided the Board with a map of the section scheduled to be worked on in early Spring 2019 and provided copies for members of the public present at the meeting. Daniel Mantha stated that the work being done is only on the Board-owned property and will not infringe on private property whatsoever.
- Q. Marc Constantin asked a question regarding the community centre generator. Why does the Board not look into buying a generator that starts automatically when the power goes out? This way, there would be no issues with assigning the starting of the generator by the manager/custodian or the maintenance contractor.
- A. The Secretary stated that this issue was discussed by a previous Board and the previous Secretary, Gerry Talbot, had obtained quotes that ranged between \$25,000.00 to \$30,000.00 dollars. The

Secretary went on to explain that the Board had brought in an electrician who had advised the Board that this kind of setup would require a change in panel and re-wiring which would be very costly and was not in the budget to do at that time.

Mr. Constantin stated this was a lie, and that an automatic generator setup could be installed without all the additional cost explained by the Secretary. The Board stated they would look into the matter.

- Q. Donna Gareau stated that the generator that runs the water treatment plant would likely need to be replaced as well as it sounds like it's forcing and makes a lot of noise when it goes on. She suggested the Board look into a likewise set up for the community centre because that old generator goes on automatically and it's way older than the one at the community centre.
- A. The Board stated they would look into it and add it to their Asset Management Plan.
- Q. MaryAnn Dean wanted to suggest to the Board that pertained to the Board's earlier discussion of town beautification. She suggested that the Board make a by-law whereas property owners would be made to clean up the junk in their yards in order to make it more appealing to visitors.
- A. The Board agreed that they could make such a by-law but having no by-law enforcement officer, would not be able to enforce any clean up on private property. The hiring of a by-law enforcement officer is not in the budget at this time. The Board also explained that the community being in an unorganized township, made it challenging to try to impose and enforce such actions as Mrs. Dean was suggesting.

Having no further questions from the public at this time, the Chairperson asked for a motion to move the meeting in-camera to discuss agenda items 10.1, 10.2 and 10.3.

The motion to move the meeting in-camera to discuss agenda items 10.1, 10.2 and 10.3 was moved by Daniel Mantha and seconded by Gilles veronneau. **Motion Carried**

The Chairperson announced to the members of the public in attendance that they could remain while the Board went in-camera so that they may hear any motions resulting from in-camera discussions when the Board resumed.

10. In Camera Discussion

10.1 Contractor request for an in-camera discussion

10.2 Taxpayer request results

10.3 New Board term position selection

The Chairperson asked for a motion to bring the meeting out of in-camera.

The motion to bring the meeting out of in-camera was moved by Paul Derkacz and seconded by Gilles Veronneau. **Motion Carried**

Motions resulting from the in-camera portion were as follows;

10.3. On the matter of the taxpayer request, the Chairperson asked for a motion to grant the taxpayer what was requested.

The motion to grant the taxpayer's request as presented to the Board was moved by Paul Derkacz and seconded by Rachelle Minarik. **Motion Carried**

11. Adjournment

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

The motion to adjourn the meeting at 10:20 P.M. was moved by Gilles Veronneau and seconded by Paul Derkacz.

Motion Carried.



Christine Bedard – Secretary



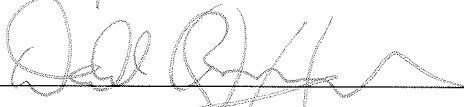


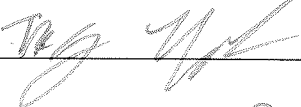
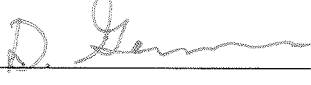





Andre-Jodouin - Chairperson

Daniel Martha

**Gogama Local Services Board
 Monthly Board Meeting – September 13, 2018
 Gogama Community Centre – 7:00 P.M.**

SIGN IN SHEET

PRINT NAME	SIGNATURE
Natalie Gaudette	
GERRY TALBOT	
Donald Beachamp	
MARC CONSTANTINO	
Estelle Constantino	
	TRACY NELSON
DONNA GAREAU	
MARYANN DEAN	
DALE DEAN	
JOAN HARVEY	
PAUL VERONNEAU	