

Gogama Local Services Board
Monthly Board Meeting – May 12, 2016
Gogama Community Centre at 7:00 p.m.

AGENDA:

1. Call meeting to order and Roll Call

Attendance;

Present

Andre Jodouin	Chairperson
Claude Secord	Vice Chairperson
Gilles Veronneau	Member
Christine Bedard	Secretary

Absent with regrets

Michel Veronneau	Member
Roxanne Veronneau	Member

2. Declaration of conflict of interest - No conflicts declared

3. Acceptance of agenda

Acceptance of May 12, 2016 agenda moved by Claude Secord and seconded by Gilles Veronneau.

Motion Carried

4. Acceptance of minutes of April 7, 2016

Acceptance of April 7, 2016 minutes moved by Christine Bedard as proxy and seconded by Gilles Veronneau.

Motion Carried

5. DISBURSEMENTS:

2015/2016 Budget - UPDATE

Due to the increase in fundraising events from the Recreational Committee, the Treasurer has added a new class to the existing budget. This new class is named Recreation – Fundraising and can now be viewed in the “All Classes” portion of the budget report.

6. UNFINISHED BUSINESS

6.1 Administrative Portfolio

CN Financial assistance request – UPDATE

The final paperwork for the CN donation was emailed April 28, 2016. CN have verified in writing that they are sending a donation to the GLSB, for the community of Gogama. The funds should be received within the next few weeks.

Asset Management Plan – UPDATE

Consultant, Natalie Gaudette has submitted the draft revised copy of the Asset Management Plan to the Board for review. Once approved, a final copy will be uploaded to the website. The upload is scheduled for June 2016.

- 6.1 Garbage Collection Portfolio** No unfinished business
- 6.2 Financial Portfolio** No unfinished Business
- 6.3 Fire Protection Portfolio** No unfinished business
- 6.4 Library Portfolio** No unfinished business

6.5 Recreation Portfolio

Fundraising Events – FINANCIAL UPDATE

Treasurer, Natalie Gaudette, has completed her review of the last few fundraising reporting packages. She would like to advise the Board she will be requesting a meeting with Roxanne and the Recreation Committee members to review their fundraising budget update as she wants to ensure that all members of the committee understand and are aware of where they stand. At that meeting she will be requesting that moving forward someone else from their group help Cheryl with the reports. She is also asking the Board for the Secretary to be present at that meeting in order to ensure that everyone is on the same page with this.

With ongoing bingos planned, as well as other activities, the Board will need to keep a very close eye on those monies to ensure that they are not given cash advances higher than the cash they have, including expenses paid for by the Board. This situation reinforces the importance of the “Fundraising Event Proposal” form being given and reviewed by the Board before they approve events. Natalie is hoping that the Board will make a decision regarding hall rental costs as that may have an immediate impact on their available dollars for future activities.

**A motion for the Secretary to attend the Recreation Committee meeting scheduled by Natalie Gaudette moved by Claude Secord and seconded by Gilles Veronneau.
Motion Carried**

6.6 Water/Sewer Portfolio

OCWA – Additional Invoices

An invoice was received from OCWA for the purchase/installation of the chlorine analyzer for the WTP as well as a 4 inch gate valve. OCWA has clarified that these expenditures were not included in the last upgrades invoice and are not double charges. The Board can expect one final invoice for the programmer once it is purchased and installed.

7. NEW BUSINESS

8.0 CORRESPONDENCE:

- France Gelinias – Community Clinics & May 2016 Newsletter
- Ministry of Citizenship – Nomination for the Ontario Medal for Good Citizenship
- The Venture Centre – Youth Enterprise Camp

- 8.1 Administrative Portfolio** No new Business
- 8.2 Garbage Collection Portfolio** No new Business

8.3 Financial Portfolio

Ontario Community Infrastructure Fund (OCIF) – Formula Component 2016 Operations Transition to Ontario Clean Water Agency (OCWA)

On March 21, 2016, an application for funds was submitted in order to secure funding to put against costs incurred by the LSB/OCWA for misc. repairs and or purchases for the WTP. The application was approved and funds in the amount of \$25,000.00 were received May 11, 2016.

8.4 Fire Protection Portfolio No new Business

8.5 Library Portfolio No new Business

8.6 Recreation Portfolio

Recreation Committee - Fundraising Event Proposals Review

Car Wash/BBQ – June 18, 2016

50/50 Draw – June 18, 2016

Canada Day Weekend – July 1-2-3, 2016

Raffle – July 1-2-3, 2016

Bingo 50/50 – July 3, 2016

Gogama 1st Annual Farmers' Market – September 17, 2016

In light of having two board members absent from this meeting, the Board decided to table the review of above scheduled Fundraising Event Proposal reviews to the next scheduled board meeting. No reviews/approvals were done at this time.

Fundraising Cash Advance Request - Bingo – May 29, 2016 - \$300.00

The recreation committee have requested a \$300.00 cash advance for door float and canteen incidentals for the May 29, 2016 Bingo.

A motion to approve the \$300.00 cash advance to Cheryl Secord for the May 29, 2016 Bingo was moved by Claude Secord and seconded by Gilles Veronneau.

Motion Carried

8.7 Water/Sewer Portfolio

OCWA – Requests to turn on/off water – Change in process

An email from OCWA was received asking that all requests to turn water on/off be emailed directly to Richard Gravelle as of May 11, 2016. OCWA was not anticipating such a high volume of requests and were missing/falling behind on requests being emailed to OCWA representative, Dale Waghorn. In an attempt to make the process more efficient, this change was requested.

A motion to accept OCWA's proposed changes in process was moved by Claude Secord and seconded by Gilles Veronneau.

Motion Carried

Water/Sewer curbside valve on Beatrice Street

The curbside valve on Beatrice Street by Richard Secord's house is leaking and needs to be changed. A certified contractor will be retained by the GLSB in August 2016 to repair/change the faulty water valve and OCWA will need to be notified in order to close the valve temporarily while the work is being done and re-open the valve once work has been completed.

A motion to change/repair curbside valve on Beatrice Street was moved by Gilles Veronneau and seconded by Claude Secord. Motion Carried

Water Valve at 93 Miller Street

The water valve located at 93 Miller Street is not one belonging to GLSB – Since the valve is on private property and is privately owned, the Board have clarified that any future requests by the owner to turn water on/off will be left to their discretion and will be subject to any applicable charges should there be any. The owner may choose to turn valve on/off, at their own risk, and are responsible for any property or structure damage this may cause.

Reminder Notice – Reporting Obligations under the Ontario Regulation 387/04 – Water Taking Regulation

An email was received stating the GLSB had not submitted this report by the required deadline of March 31, 2016. It was clarified that this report is the responsibility of OCWA as per the GLSB/OCWA agreement. Since the data was filed at the GLSB office, the Secretary completed and submitted this report and has advised Eric Neilson of OCWA. Moving forward, it is OCWA's responsibility to complete and submit the report by the mandated deadline and will be verified by the GLSB.

In-Camera Board review of Secretary Position

The Chairperson wished to review the Secretary position as the contractual three month probation ended April 25, 2016. At this time, the Secretary, Christine Bedard, was asked to leave the room so that the board members could freely discuss/review the Secretary contract. Christine Bedard left the room at 6:45 pm and was invited back in at 7:00 pm. The Chairperson, Andre Jodouin, advised Christine Bedard of the results of the Board's review and the Board's decision to adjust the Secretary honorarium to reflect the level of services rendered to date. The adjustment to the secretary honorarium will be made effective June 1st, 2016 and should be reflected in an amended secretary contract.

A motion to adjust the secretary honorarium following completion of the three month probationary period was moved by Gilles Veronneau and seconded by Claude Secord. Motion Carried

9. Deputations or Delegations or Discussion from the floor

None received.

10. Adjournment

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

A motion to adjourn the meeting at 7:10 pm was moved by Gilles Veronneau and seconded by Claude Secord. Motion Carried