

Gogama Local Services Board  
Monthly Board Meeting – October 8, 2019  
Gogama Community Centre at 6:00 P.M.

MINUTES

1. **Call meeting to order and Roll Call**

Daniel Mantha, Chairperson presiding, called the meeting to order at 6:24PM.

**Present**

**Absent with Regrets**

Daniel Mantha – Chairperson  
Gilles Veronneau – Vice Chairperson  
Rachelle Minarik – Board Member  
Andre Jodouin – Board Member  
Paul Derkacz – Board member  
Christine Bedard – Secretary-Treasurer

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 Andre Jodouin.

**Motion Carried**

4. **Acceptance of minutes**

4.1 **September 5, 2019 meeting minutes**

The Chairperson asked for a motion to defer the review and approval of the September 5, 2019 meeting minutes to the next meeting.

The motion to defer the review and approval of the September 5, 2019 meeting minutes to the next meeting was moved by Andre Jodouin and seconded by Gilles Veronneau.

**Motion Carried**

4.3 **September 30, 2019 Public Opening of Bids -  
Garbage Collection/Disposal Tender**

The Chairperson asked for a motion to approve the September 30, 2019 Public Opening of Bids – Garbage Collection/Disposal Tender meeting minutes.

The motion to approve the September 30, 2019 Public Opening of Bids – Garbage Collection/Disposal Tender meeting minutes was moved by Gilles Veronneau and seconded by Rachelle Minarik.

**Motion Carried**

5. **Disbursement:**

5.1 **Monthly Budget Review**

The Chairperson asked for a motion to defer the monthly budget report review to the next meeting in light of the 1<sup>st</sup> budget draft meeting.

The motion to defer the monthly budget report review to the next meeting in light of the 1<sup>st</sup> budget draft meeting was moved by Paul Derkacz and seconded by Rachelle Minarik.

**Motion Carried**

## 5.2 2019-2020 Budget Planning Meeting Schedule

Keeping in mind that the Secretary-Treasurer requires training on budget drafting and that the Interim budget due date to the Ministry is December 10, 2019, the Chairperson presented the Board with a proposed schedule of dates that accommodate the Board's Business Consultant in the event she is required to attend. The Board reviewed the proposed schedule of dates and agreed that it be adhered to.

## 6. Grants Update:

### 6.1 OCIF Top-Up – Water Infrastructure Project

The Secretary-Treasurer advised the Board that the Water Infrastructure Project is nearing completion. All in ground work and some restoration work has been completed by Northec, Miller Paving's sub-contractor has completed the asphalt laying and Duncor has completed the laying down of the double surface treatment to the affected area. In mid-October, Kresin Engineering and Northec will return to the site to perform some final restoration work and will do a final walk about of the area before signing off on this phase of the project. As agreed, the Secretary-Treasurer will reach out and include a member of the Gogama Local Roads Board to attend the final walk about to ensure the work meets their approval as it relates to roads.

### 6.2 Green Stream

The Secretary-Treasurer advised the Board that the Green Stream Grant is still not open.

## 7. Action Items:

7.1 None

## 8. New Business

### 8.1 Correspondence:

#### 8.1.1 Letter of Interest

The Secretary-Treasurer advised the Board that Mr. Dan Veronneau has submitted a letter of Interest to the Board for their review and consideration. Mr. Veronneau expresses an interested in bidding the Maintenance Contract for the Board.

The Secretary-Treasurer has explained the process to Mr. Veronneau and has advised him that the Board has already made the decision to not tender that contract this fiscal year but that his letter of interest will be kept on file when the Board reviews the tendering process next year.

### 8.2 Administrative Portfolio:

#### 8.2.1 Contractor letters of intent to renew

The Secretary-Treasurer advised the Board that the following letters of intent to renew have been received by the Board. All current Board Contractors have opted to renew their contracts for another fiscal year;

##### 8.2.1.1 Secretary-Treasurer Contract

The Board reviewed the letter of intent to renew submitted by Christine Bedard. The Chairperson asked for a motion to accept the letter of intent to renew from Christine Bedard.

The motion to accept the letter of intent to renew from Christine Bedard was moved by Andre Jodouin and seconded by Rachelle Minarik.

**Motion Carried**

##### 8.2.1.2 Business Administration Consulting Contract

The Board reviewed the letter of intent to renew submitted by Natalie Gaudette. The Chairperson asked for a motion to accept the letter of intent to renew from Natalie Gaudette.

The motion to accept the letter of intent to renew from Natalie Gaudette was moved by Rachelle Minarik and seconded by Gilles Veronneau.

**Motion Carried**

### **8.2.1.3 Manager/Custodian Contract**

Andre Jodouin declared a conflict and abstained from discussion and voting. The Board reviewed the letter of intent to renew submitted by Alice Jodouin. The Chairperson asked for a motion to accept the letter of intent to renew from Alice Jodouin.

The motion to accept the letter of intent to renew from Alice Jodouin was moved by Paul Derkacz and seconded by Rachelle Minarik. **Motion Carried**

### **8.2.1.4 Maintenance Contract**

The Board reviewed the letter of intent to renew submitted by Douglas Laird. The Chairperson asked for a motion to accept the letter of intent to renew from Douglas Laird.

The motion to accept the letter of intent to renew from Douglas Laird was moved by Rachelle Minarik and seconded by Paul Derkacz. **Motion Carried**

### **8.2.1.5 Grounds Care Contract**

The Board reviewed the letter of intent to renew submitted by Marc Beland. The Chairperson asked for a motion to accept the letter of intent to renew from Marc Beland.

The motion to accept the letter of intent to renew from Marc Beland was moved by Andre Jodouin and seconded by Paul Derkacz. **Motion Carried**

### **8.2.1.6 Snow Removal Contract**

The Board reviewed the letter of intent to renew submitted by Glen MacDonald. The Chairperson asked for a motion to accept the letter of intent to renew from Glen MacDonald.

The motion to accept the letter of intent to renew from Glen MacDonald was moved by Paul Derkacz and seconded by Gilles Veronneau. **Motion Carried**

### **8.2.1.7 Generator Insp.& Maintenance Contract**

The Board reviewed the letter of intent to renew submitted by Glen MacDonald. The Chairperson asked for a motion to accept the letter of intent to renew from Glen MacDonald.

The motion to accept the letter of intent to renew from Glen MacDonald was moved by Andre Jodouin and seconded by Paul Derkacz. **Motion Carried**

### **8.2.1.8 Water Valve Operator Contract**

The Board reviewed the letter of intent to renew submitted by Claude Secord. The Chairperson asked for a motion to accept the letter of intent to renew from Claude Secord.

The motion to accept the letter of intent to renew from Claude Secord was moved by Andre Jodouin and seconded by Rachelle Minarik. **Motion Carried**

## **8.2.2 Contracts review**

### **8.2.2.1 Secretary-Treasurer Contract**

The Secretary-Treasurer left the room at 7:18PM while the Board discussed the contract and returned to the room at 7:36PM.

The Board informed the Secretary-Treasurer that they had approved the amalgamated position of Secretary and Bookkeeper to now become Secretary-Treasurer and that these

changes should be reflected in the contract. The Board also advised the Secretary-Treasurer that her request for an hourly rate for the new position to be \$23.00 per hour had been approved to reflect the increase in duties from the Bookkeeper contract. The Board also informed the Secretary-Treasurer that her hours of work would be changed effective immediately to 9:00AM until 3:00PM Monday through to Thursday and from 9:00AM to 12:00 noon on Friday to accommodate the additional bookkeeping duties, grant related work and any additional duties required by the Board. The Board advised the Secretary-Treasurer that office hours open to the public would remain at 9:00AM to 12:00 noon Monday through to Thursday and that the duties pertaining to hall rentals would be moved back to the manager custodian.

The Chairperson asked for a motion to approve the newly re-amalgamated position of Secretary-Treasurer, the rate of pay of \$23.00 per hour, the hours of work being extended to 35 hours per week with public office hours remaining as they currently are and the duties of hall rentals to be removed from the Secretary-Treasurer and transferred to the Manager/Custodian.

The motion to approve the newly re-amalgamated position of Secretary-Treasurer, the rate of pay of \$23.00 per hour, the hours of work being extended to 35 hours per week with public office hours remaining as they currently are and the duties of hall rentals to be removed from the Secretary-Treasurer and transferred to the Manager/Custodian was moved by Paul Derkacz and seconded by Rachele Minarik.

**Motion Carried**

#### **8.2.2.2 Business Administration Consulting Contract**

The Board reviewed and discussed the draft Business Administration Consulting Contract.

Ms. Natalie Gaudette indicated on her letter of intent to renew that she is not requesting an increase to her current rate of \$33.19 plus HST per hour. The Board accepted and approved that Ms. Natalie Gaudette be awarded the Business Administration Consulting Contract at the rate of \$33.19 per hour plus HST.

The Chairperson asked for a motion to approve that Ms. Natalie Gaudette be awarded the Business Administration Consulting Contract at the rate of \$33.19 per hour plus HST.

The motion to approve that Ms. Natalie Gaudette be awarded the Business Administration Consulting Contract at the rate of \$33.19 per hour plus HST. was moved by Andre Jodouin and seconded by Gilles Veronneau.

**Motion Carried**

#### **8.2.2.3 Manager/Custodian Contract**

Andre Jodouin declared a conflict and abstained from discussion and voting.

The Board reviewed and discussed the draft Manager/Custodian contract. Ms. Alice Jodouin indicated on her letter of intent to renew that she is not requesting an increase to her current rate of \$750.00 per month. In light of the additional duty of managing the hall rental bookings, the Board refrained from making a final decision on the contract until Ms. Jodouin could be reached to discuss the additional duty being added to the contract.

The Board agreed that the Board Member holding the Recreation Portfolio would contact Ms. Jodouin to further discuss the contract change.

The Chairperson asked for a motion to defer the approval of the draft contract until the Recreation Portfolio Liaison could discuss the changes.

The motion to defer the approval of the draft contract until the Recreation Portfolio Liaison could discuss the changes was moved by Gilles Veronneau and seconded by Rachelle Minarik.

**Motion Carried**

#### **8.2.2.4 Maintenance Contract**

The Board reviewed and discussed the draft Maintenance Contract. Mr. Douglas Laird of I Do Construction indicated on his letter of intent to renew that he is not requesting an increase to his current rate of \$35.40 per hour plus HST.

The Board accepted and approved that Mr. Douglas Laird of I Do Construction be awarded the Maintenance Contract at the rate of \$35.40 per hour plus HST.

The Chairperson asked for a motion to approve that Mr. Douglas Laird of I Do Construction be awarded the Maintenance Contract at the rate of \$35.40 per hour plus HST.

The motion to approve that Mr. Douglas Laird of I Do Construction be awarded the Maintenance Contract at the rate of \$35.40 per hour plus HST was moved by Paul Derkacz and seconded by Gilles Veronneau.

**Motion Carried**

#### **8.2.2.5 Grounds Care Contract**

The Board reviewed and discussed the draft Grounds Care Contract. Mr. Marc Beland indicated on his letter of intent to renew that he is not requesting an increase to his current of \$1152.13 per occurrence.

The Board accepted and approved that Mr. Marc Beland be awarded the Grounds Care Contract at the rate of \$1152.13 per occurrence.

The Chairperson asked for a motion to approved that Mr. Marc Beland be awarded the Grounds Care Contract at the rate of \$1152.13 per occurrence.

The motion to approved that Mr. Marc Beland be awarded the Grounds Care Contract at the rate of \$1152.13 per occurrence was moved by Andre Jodouin and seconded by Gilles Veronneau.

**Motion Carried**

#### **8.2.2.6 Snow Removal Contract**

The Board reviewed and discussed the draft Snow Removal Contract. Mr. Glen MacDonald indicated on his letter of intent to renew that he is not requesting an increase to his current rates per location per occurrence for the following;

- Fire Hall \$175.00 per occurrence plus HST
- Community Centre \$215.00 per occurrence plus HST
- Helipad \$160.00 per occurrence plus HST
- Lift Stations \$ 75.00 per occurrence plus HST
- Well Building \$ 75.00 per occurrence plus HST
- Water Treatment Plant \$ 75.00 per occurrence plus HST
- Lagoon Road \$150.00 per occurrence plus HST
- Fire Hydrants \$ 85.00 per hour plus HST

The Board accepted and approved that Mr. Glen MacDonald be awarded the Snow Removal Contract at the following rates:

- Fire Hall \$175.00 per occurrence plus HST
- Community Centre \$215.00 per occurrence plus HST
- Helipad \$160.00 per occurrence plus HST

- Lift Stations \$ 75.00 per occurrence plus HST
- Well Building \$ 75.00 per occurrence plus HST
- Water Treatment Plant \$ 75.00 per occurrence plus HST
- Lagoon Road \$150.00 per occurrence plus HST
- Fire Hydrants \$ 85.00 per hour plus HST

The Chairperson asked for a motion to approve that Mr. Glen MacDonal be awarded the Snow Removal Contract at the following rates;

- Fire Hall \$175.00 per occurrence plus HST
- Community Centre \$215.00 per occurrence plus HST
- Helipad \$160.00 per occurrence plus HST
- Lift Stations \$ 75.00 per occurrence plus HST
- Well Building \$ 75.00 per occurrence plus HST
- Water Treatment Plant \$ 75.00 per occurrence plus HST
- Lagoon Road \$150.00 per occurrence plus HST
- Fire Hydrants \$ 85.00 per hour plus HST

The motion to approve that Mr. Glen MacDonald be awarded the Snow Removal Contract at the following rates;

- Fire Hall \$175.00 per occurrence plus HST
- Community Centre \$215.00 per occurrence plus HST
- Helipad \$160.00 per occurrence plus HST
- Lift Stations \$ 75.00 per occurrence plus HST
- Well Building \$ 75.00 per occurrence plus HST
- Water Treatment Plant \$ 75.00 per occurrence plus HST
- Lagoon Road \$150.00 per occurrence plus HST
- Fire Hydrants \$ 85.00 per hour plus HST

Was moved by Paul Derkacz and seconded by Gilles Veronneau.

**Motion Carried**

#### **8.2.2.7 Generator Insp. & Maintenance Contract**

The Chairperson asked for a motion to approve that Mr. Glen MacDonald be awarded the Generator Insp. & Maintenance contract at the following rates;

- Community Centre \$85.00 per hour plus HST
- Water Treatment Plant \$85.00 per hour plus HST

The motion to approve that Mr. Glen MacDonald be awarded the Generator Insp. & Maintenance contract at the following rates;

- Community Centre \$85.00 per hour plus HST
- Water Treatment Plant \$85.00 per hour plus HST

Was moved by Gilles Veronneau and seconded by Rachelle Minarik.

**Motion Carried**

#### **8.2.2.8 Water Valve Operator Contract**

The Chairperson asked for a motion to approve that Mr. Claude Secord be awarded the Water Valve Operator Contract at the following rate;

- \$20.00 per occurrence

The motion to approve that Mr. Claude Secord be awarded the Water Valve Operator Contract at the following rate;

- \$20.00 per occurrence

Was moved by Rachelle Minarik and seconded by Andre Jodouin.

**Motion Carried**

#### **8.2.2.9 Garbage Collection/Disposal Contract**

The Chairperson asked for a motion to approve that I Do Construction be awarded the Garbage Collection/Disposal Contract at the following rate;

- \$52,509.36 per year plus HST

The Motion to approve that I Do Construction be awarded the Garbage Collection/Disposal Contract at the following rate;

- \$52,509.36 per year plus HST

Was moved by Rachelle Minarik and seconded by Paul Derkacz.

**Motion Carried**

### **8.2.3 ByLaws**

#### **Bylaw 2019-2020-1 Approval of Insurance Contract**

The Secretary-Treasurer read by-law 2019-2020-1 Approval of Insurance Contract.

The Chairperson asked for a motion to approve by-law 2019-2020-1 Approval of Insurance Contract.

The motion to approve by-law 2019-2020-1 Approval of Insurance Contract was moved by Paul Derkacz and seconded by Gilles Veronneau.

**Motion Carried**

#### **Bylaw 2019-2020-2 Approval to Maintain Bank Accounts**

The Secretary-Treasurer read Bylaw 2019-2020-2 Approval to Maintain Bank Accounts.

The Chairperson asked for a motion to approve Bylaw 2019-2020-2 Approval to Maintain Bank Accounts.

The motion to approve Bylaw 2019-2020-2 Approval to Maintain Bank Accounts was moved by Rachelle Minarik and seconded by Paul Derkacz.

**Motion Carried**

#### **Bylaw 2019-2020-3 Appointment of Secretary-Treasurer**

The Secretary-Treasurer read Bylaw 2019-2020-3 Appointment of Secretary-Treasurer.

The Chairperson asked for a motion to approve Bylaw 2019-2020-3 Appointment of Secretary-Treasurer.

The motion to approve Bylaw 2019-2020-3 Appointment of Secretary-Treasurer was moved by Andre Jodouin and seconded by Gilles Veronneau.

**Motion Carried**

#### **Bylaw 2019-2020-4 Approval of Business Administrative Consultant Contract**

The Secretary-Treasurer read Bylaw 2019-2020-4 Approval of Business Administrative Consultant Contract.

The Chairperson asked for a motion to approve Bylaw 2019-2020-4 Approval of Business Administrative Consultant Contract.

The motion to approve Bylaw 2019-2020-4 Approval of Business Administrative Consultant Contract was moved by Gilles Veronneau and seconded by Paul Derkacz.

**Motion Carried**

**Bylaw 2019-2020-5 Approval of Garbage Collection/Disposal Contract**

The Secretary-Treasurer read Bylaw 2019-2020-5 Approval of Garbage Collection/Disposal Contract.

The Chairperson asked for a motion to approve Bylaw 2019-2020-5 Approval of Garbage Collection/Disposal Contract.

The motion to approve Bylaw 2019-2020-5 Approval of Garbage Collection/Disposal Contract was moved by Gilles Veronneau and seconded by Rachelle Minarik.

**Motion Carried**

**Bylaw 2019-2020-6 Approval of Generator Inspection & Maintenance Contract**

The Secretary-Treasurer read Bylaw 2019-2020-6 Approval of Generator Inspection & Maintenance Contract.

The Chairperson asked for a motion to approve Bylaw 2019-2020-6 Approval of Generator Inspection & Maintenance Contract.

The motion to approve Bylaw 2019-2020-6 Approval of Generator Inspection & Maintenance Contract was moved by Paul Derkacz and seconded by Andre Jodouin.

**Motion Carried**

**Bylaw 2019-2020-7 Approval of Grounds Care Contract**

The Secretary-Treasurer read Bylaw 2019-2020-7 Approval of Grounds Care Contract.

The Chairperson asked for a motion to approve Bylaw 2019-2020-7 Approval of Grounds Care Contract.

The motion to approve Bylaw 2019-2020-7 Approval of Grounds Care Contract was moved by Rachelle Minarik and seconded by Andre Jodouin.

**Motion Carried**

**Bylaw 2019-2020-8 Approval of Snow removal Contract**

The Secretary-Treasurer read Bylaw 2019-2020-8 Approval of Snow removal Contract.

The Chairperson asked for a motion to approve Bylaw 2019-2020-8 Approval of Snow removal Contract.

The motion to approve Bylaw 2019-2020-8 Approval of Snow removal Contract was moved by Andre Jodouin and seconded by Gilles Veronneau.

**Motion Carried**

**Bylaw 2019-2020-9 Approval of Water Valve Operator Contract**

The Secretary-Treasurer read Bylaw 2019-2020-9 Approval of Water Valve Operator Contract.

The Chairperson asked for a motion to approve Bylaw 2019-2020-9 Approval of Water Valve Operator Contract.

The motion to approve Bylaw 2019-2020-9 Approval of Water Valve Operator Contract was moved by Rachelle Minarik and seconded by Gilles Veronneau.

**Motion Carried**



**Bylaw 2019-2020-10 Approval of Manager/Custodian Contract**

The Secretary-Treasurer read Bylaw 2019-2020-10 Approval of Manager/Custodian Contract.

The Chairperson asked for a motion to approve Bylaw 2019-2020-10 Approval of Manager/Custodian Contract.

The motion to approve Bylaw 2019-2020-10 Approval of Manager/Custodian Contract was moved by Rachelle Minarik and seconded by Paul Derkacz. **Motion Carried**

**Bylaw 2019-2020-11 Approval of Maintenance Contract**

The Secretary-Treasurer read Bylaw 2019-2020-11 Approval of Maintenance Contract.

The Chairperson asked for a motion to approve Bylaw 2019-2020-11 Approval of Maintenance Contract.

The motion to approve Bylaw 2019-2020-11 Approval of Maintenance Contract was moved by Rachelle Minarik and seconded by Andre Jodouin. **Motion Carried**

**Bylaw 2019-2020-12 Approval to bind LSB for Library Annual Funding (PLOG)**

The Secretary-Treasurer read Bylaw 2019-2020-12 Approval to bind LSB for Library Annual Funding (PLOG).

The Chairperson asked for a motion to approve Bylaw 2019-2020-12 Approval to bind LSB for Library Annual Funding (PLOG).

The motion to approve Bylaw 2019-2020-12 Approval to bind LSB for Library Annual Funding (PLOG) was moved by Andre Jodouin and seconded by Gilles Veronneau. **Motion Carried**

**Bylaw 2019-2020-13 Approval to bind LSB for OCIF Formula Base Component Funding**

The Secretary-Treasurer read Bylaw 2019-2020-13 Approval to bind LSB for OCIF Formula Base Component Funding.

The Chairperson asked for a motion to approve Bylaw 2019-2020-13 Approval to bind LSB for OCIF Formula Base Component Funding.

The motion to approve Bylaw 2019-2020-13 Approval to bind LSB for OCIF Formula Base Component Funding was moved by Gilles Veronneau and seconded by Paul Derkacz. **Motion Carried**

**8.2.4 Board position assignments**

The Board discussed positions and portfolios of the Board. The following positions and portfolios were appointed;

- |                    |                  |  |
|--------------------|------------------|--|
| • Daniel Mantha    | Chairperson      | Administrative portfolio   |
| • Gilles Veronneau | Vice Chairperson | Financial portfolio<br>Garbage Collection/Disposal portfolio<br>Fire Protection portfolio (2 <sup>nd</sup> ) |
| • Andre Jodouin    | Board Member     | Library portfolio<br>Water/Sewer portfolio (2 <sup>nd</sup> )  |
| • Paul Derkacz     | Board Member     | Water/Sewer portfolio<br>Fire Protection portfolio   |

- Rachelle Minarik Board Member Recreation portfolio

The Chairperson asked for a motion to approve the Board positions and portfolio assignments as outlined above.

The motion to approve the Board positions and portfolio assignments as outlined above was moved by Rachelle Minarik and seconded by Gilles Veronneau. **Motion Carried**

### **8.2.5 Board annual meeting agenda**

The Board discussed their availability for the Board's monthly meeting schedule and agreed that regular monthly board meetings would be held every second Tuesday of the month for the Board's 2019/2020 fiscal year.

The Chairperson asked for a motion to approve the regular board meeting schedule to be every second Tuesday of the month.

The motion to approve the regular board meeting schedule to be every second Tuesday of the month was moved by Gilles Veronneau and seconded by Rachelle Minarik. **Motion Carried**

### **8.2.6 Garbage Collection/Disposal Tender results**

Present at the public opening of bids was Vice Chairperson, Gilles Veronneau via phone, and Board Members Paul Derkacz, Rachelle Minarik and Secretary-Treasurer, Christine Bedard. There was one bid received on this tender submitted by I Do Construction. The Secretary opened the sealed bid envelope. The Secretary-Treasurer confirmed that the bid envelope contained all required documents: Resume, Liability Certificate, WSIB Certificate and MNRF Agreement. The Secretary-Treasurer advised the Board that the total bid price was \$59,335.56, at no change from previous year's bid by previous contractor.

The Secretary-Treasurer advised the Board that the Liability and WSIB certificates have been vetted and confirmed as accurate and valid.

## **8.3 Garbage Collection Portfolio:**

### **8.3.1 First meeting with new Garbage Collection/Disposal Contractor**

As Garbage collection/disposal was slated to begin October 7, 2019 and the Board's first meeting was scheduled on October 3<sup>rd</sup> then was rescheduled to October 8, 2019, I Do Construction was asked to extend their Garbage Collection/Disposal to include Monday, October 7, 2019 as part of their interim contract until the Board could review the new contract draft. This would eliminate any disruption in service to residents. The Secretary-Treasurer advised the Board that I Do Construction agreed to extend their Garbage Collection/Disposal to include Monday, October 7, 2019 as part of their interim contract until the Board could review the new contract draft.

The Chairperson asked for a formal motion to approve I Do Construction's Garbage Collection/Disposal to include Monday, October 7, 2019 as part of their interim contract until the Board could review the new contract draft.

The motion to approve I Do Construction's Garbage Collection/Disposal to include Monday, October 7, 2019 as part of their interim contract until the Board could review the new contract draft was moved by Gilles Veronneau and seconded by Paul Derkacz. **Motion Carried**

## **8.4 Financial Portfolio:**

### **8.4.1 2019-2020 Budget Planning Meeting Dates**

The Chairperson advised the Board that budget season is once again upon us, the Secretary-Treasurer prepared a Budget planning meeting date schedule for the Board's review. In keeping with previous years, the Secretary-Treasurer would like to remind the Board that the deadline date for submission to the Ministry is December 10<sup>th</sup>.

Also, as this is the Secretary-Treasurer's first year at handling budget drafts, the Board's Business Consultant will be on hand to train the Secretary-Treasurer on this process therefore, the proposed meeting schedule was created with this in mind so to ensure that the Business Consultant is available should the Secretary-Treasurer require additional assistance.

The Chairperson asked for a motion to approve the proposed meeting schedule.

The motion to approve the proposed meeting schedule was moved by Andre Jodouin and seconded by Paul Derkacz. **Motion Carried**

The Chairperson asked for a motion to approve the necessary hours for the Business Consultant.

The motion to approve the necessary hours for the Business Consultant was moved by Rachelle Minarik and seconded by Gilles Veronneau. **Motion Carried**

The Chairperson asked for a motion to approve extra hours for the Secretary-Treasurer should they be required.

The motion to approve extra hours for the Secretary-Treasurer should they be required was moved by Paul Derkacz and seconded by Gilles Veronneau. **Motion Carried**

### **8.4.2 2019-2020 Insurance Policy Renewal**

The Secretary-Treasurer has been working with PBL insurance broker on the Board's insurance policy renewal. It was expected that there would be a minimum of 4% increase in premium rates due to annual inflation plus an increased percentage in premium costs due to the two claims submitted by the Board for the water pipe break in the furnace room and sewer back-up in the Clinic.

The insurance broker had advised the Secretary that numerous municipal policies had been denied a renewal this year as independent underwriters were not extending coverage to many municipalities that they considered higher risk.

The Secretary-Treasurer advised the Board that PBL is pleased to advise the Board that their policy renewal has been approved to move forward at an increase of 10.97%. This increase only reflects the increased cost to property assessments and does not include the expected increase to premiums for the two claims submitted in the last fiscal year. The insurance broker advises the Board that they should expect a like increase to next year's premiums as the claims will most surely be reflected in the premium costs at that time.

The Secretary-Treasurer recommends that the Board take this under consideration this year when drafting their budget so that user fee increases can take this in consideration in order to avoid a drastic increase next year.

The Secretary-Treasurer also advised the Board that in reviewing the information on file for the Board's existing structures and their coverage, it was discovered that the Wellhouse building coverage was in with the Water Treatment Plant building coverage. This means that should something have happened to the Wellhouse that required a rebuilding of the building, there would

not have been enough coverage to rebuild both buildings independently. This was caused by automatic renewal of the Board's policy without reviewing all information relating to independent buildings as this is only done once every ten years or so unless there is a drastic change to the Board's assets. In order to avoid this type of oversight in the future, the Secretary-Treasurer has requested that a full review of all assets be performed every year prior to renewal. The Wellhouse coverage has been separated from the Water Treatment Plant coverage and has been included in this year's policy renewal.

The insurance policy is expected to be received for review and signatures in the coming week.

#### **8.4.3 MENDM Agreement Extension**

The Secretary-Treasurer advised the Board that MENDM still has not released the Board's 2<sup>nd</sup> Request for payment as of yet. They still have concerns based on the Financial Summary provided by the auditor. On Thursday, October 3, 2019, the Secretary-Treasurer attended a teleconference call with Heather Chertow-MENDM, Paul Rokeby-MNP and Natalie Gaudette-Board Business Consultant to review the status of the GFD as it relates to the qualified opinion of the auditor in the Board's financial audit summary. There was some good discussion and to summarize, MENDM will continue to hold back the 2<sup>nd</sup> request for payment funds until further information is provided regarding the GFD/GFPT situation. Since the MENDM agreement with the Board expired September 30, 2019, MENDM sent the Board a request to extend the agreement until this can be resolved so that this issue did not negatively impact the new fiscal year. This document was required to be signed and sent back prior to September 30, 2019 therefore, was reviewed and signed by the Chairperson and sent back to MENDM on September 27, 2019.

### **8.5 Fire Protection Portfolio:**

#### **8.5.1 New Directives for Northern911**

As a result of a request from the GFD and OFMEM, the Board was asked to consider standing down Mattagami Fire Department as back up to the GFD fire calls and lift the ban on the use of the extrication vehicles outside of the Board's area boundary. On December 1, 2018, the Board had requested Mattagami Fire Department's assistance as back up to the GFD fire calls due to a depletion of fire fighter personnel at the GFD and banned the use of the board-owned extrication vehicles outside the Board's Fire Protection Area Boundary until the issue of liability and vehicle insurance be resolved. On September 4, 2019, the OFMEM advised the Board that the GFD personnel was back up to an acceptable number to safely resume fire calls without back up, that recruitment and training of new fire fighters was underway and the Board announced that the issue of insurance/liability regarding the use of the extrication vehicle outside the Board's boundary had been resolved.

Based on this new information, the Board discussed the GFD/OFMEM requests and agreed to stand down Mattagami Fire Department as back up to GFD fire calls and lift the ban on the use of Board-owned extrication vehicles outside of its area boundary. Northern911 has received and implemented the new directives effective September 20, 2019.

#### **8.5.3 Fire Protection Area Boundary Expansion**

The Chairperson advised the Board that the Secretary-Treasurer spoke with Heather Chertow, MENDM representative regarding the fire protection area boundary expansion. MENDM has provided the steps required to have this accomplished. MENDM states that since the boundary expansion is only for one power and does not extend to residences or cottages along the hwy 144 corridor, the expansion request is much simpler and would require less time to process than the originally stated 18 months.

MENDM has sent an electronic version of Cartier's LSB area boundary as reference and recommends that the Board reach out to the Cartier LSB to see where they have been servicing on

hwy 144. From there, a map of the current GLSB boundary must be drawn and a map of the proposed expansion area must be prepared.

MENDM recommends the Board release an informational document to the inhabitants before calling an inhabitant meeting to explain why they are proposing an expansion of this area then scheduling two inhabitant meeting for votes. Once the vote is complete, the maps, proposal and vote results are sent to the Ministry for final approval and implementation.

MENDM is aware that the GLSB's fire department has been running a hybrid type service that is not compliant to the NSBA however, are willing to wait for the Board to do the proper steps to request the expansion.

#### **8.5.4 OFMEM Risk Assessment – Treatment Dialogue – update**

The Secretary-Treasurer advised the Board that OFMEM's Risk Assessment Team has not yet reached out to the Board regarding the rescheduling of the treatment dialogue meeting. This is due to some inter-departmental restructuring within the OFMEM.

### **8.6 Library Portfolio:**

#### **8.6.1 Donation from Chamber of Commerce**

The Secretary-Treasurer advised the Board that the Gogama Public Library has scheduled a fundraiser to be held on November 16, 2019. They have sent out letters to various organizations to solicit donations. The Gogama Chamber of Commerce has dropped off their donation at the office which has been redirected, unopened, to the Librarian.

### **8.7 Recreation Portfolio:**

#### **8.7.1 Manager/Custodian Monthly Report**

The Secretary-Treasurer advised the Board that the Manager/Custodian has asked that the Board consider the purchase of Power Washer so she can wash the outside of the building during summer months to remove the buildup of bugs. The Board had discussed the matter at the September 5<sup>th</sup> meeting but decided to defer the matter for a decision once the new fiscal year begins. The Secretary-Treasurer recommends deferring the matter once again to the November meeting so that the budget can be established first.

The Chairperson asked for a motion to defer the matter of purchasing a power washer to the November meeting date so that the budget can be established first.

The motion to defer the matter of purchasing a power washer to the November meeting date so that the budget can be established first was moved by Andre Jodouin and seconded by Rachelle Minarik.

**Motion Carried**

#### **8.7.2 Maintenance Monthly Report**

The Secretary-Treasurer advised the Board that the Office bathroom renovation is now complete. The Maintenance Contractor submitted a list of items he feels require attention and awaits further direction via work orders.

The Chairperson asked for a motion to defer the review of the list of items submitted by the maintenance contractor to the next meeting.

The motion to defer the review of the list of items submitted by the maintenance contractor to the next meeting was moved by Paul Derkacz and seconded by Andre Jodouin.

**Motion Carried**

### **8.7.3 Furnace/boiler repair**

The Secretary-Treasurer advised the Board that on Wednesday, October 2, 2019 the Boiler started making noise. The Secretary-Treasurer called in the maintenance contractor who stated that one of the boilers was not pressurizing and the library circulation pump was the cause of the noise that was being heard. He turned off the circulation pump and advised that Tisdale Plumbing should be called in to have a look at the boiler and repair if needed. Tisdale Plumbing advised they will be onsite Tuesday, October 8 to have a look.

### **8.7.4 Generator Building**

The maintenance contractor has reported that the door to the generator building adjacent to the community centre has not been staying shut. He states that the frame seems to have shifted causing the door not to stay closed and would need repaired or replaced. He also stated that over the winter, he had observed a large amount of ice forming in that corner possibly causing roof damage. He states that there is an exhaust vent directly under the eave that exhausts warm air causing the ice build up. He has spoken to a heating contractor that was in the community about quoting a different type of exhaust vent that could resolve this issue and will provide the Board with their quote as soon as he receives it.

### **8.7.5 Recreation Committee**

The Secretary-Treasurer advised the Board that a resident approached the office wanting to know if the Recreation Committee was still active and if they were planning to have the Children's Christmas Party this year. The Secretary-Treasurer contacted Jennifer Beauvais and she advised that Erin Beilhartz and herself were no longer taking part in the committee. The Recreation Committee still has the last Children's Christmas Party event report to turn in and the Secretary-Treasurer still has not had the time to review and reconcile the Halloween Children's Party and Halloween Adult party that were held last year. This leaves Charmaine Mantha who was part of the original committee. Erin Beilhartz has the recreation committee laptop and Jennifer Beauvais still has some keys. Denise Savard who was an active volunteer on the committee has stated her interest in being allowed to lead the Recreation Committee once again in the place of Erin and Jennifer. She would like the Board's approval to move forward so she can begin to plan a few fundraisers and get donations for the Children's Christmas Party this year. She would also like to start canvassing for new volunteers for the committee.

The Board discussed the matter and it was agreed that the Chairperson would reach out to Charmaine Mantha to see if she still wanted to remain involved in the committee and Rachelle Minarik advised the Board that she would reach out to Erin Beilhartz and Jennifer Beauvais and retrieve the keys and laptop and bring them back to the office.

## **8.8 Water/Sewer Portfolio:**

### **8.8.1 On1call Locates process**

The Secretary-Treasurer advised the Board that there have been changes in the On1Call portal system. Historically, the office would receive a request to dig ticket, she would review it, consult the infrastructure plans and respond, the system would generate a clearance number and generate an email back to the person requesting the locate. Now, the On1Call portal does not issue a clearance number and does not generate an emailed response to the requestor.

The Act states the ground must be marked or flagged where infrastructure exists and these markings must match the information that exists in the drawings/maps. The Board used to call Extel Services to do this at a very high cost of approx. \$800.00 per occurrence. This is an extra service that can be provided by OCWA possibly at a cheaper rate. This would require a change order to be sent to OCWA so to add the service to the existing contract. Regardless, this means the Board would need to incur the cost of locates moving forward. In 2019, the Board has received 12 locate requests.

The Board discussed the matter and agreed that the Secretary-Treasurer should reach out to OCWA for a quote for locates.

The Chairperson asked for a motion to approve that the Secretary-Treasurer should reach out to OCWA for a quote for locates.

The motion to approve that the Secretary-Treasurer should reach out to OCWA for a quote for locates was moved by Andre Jodouin and seconded by Rachelle Minarik. **Motion Carried**

### 8.8.2 Manhole on Henry Street

The Secretary-Treasurer advised the Board that a member of the Gogama Local Roads Board has approached the office to advise that the manhole on Henry Street requires to be lifted now that the surface treatment has been put down. The Secretary-Treasurer has contacted OCWA and they state they will get this done before snow flies.

The Chairperson asked for a motion to approve that OCWA perform any required repairs to the manhole on Henry Street.

The motion to approve that OCWA perform any required repairs to the manhole on Henry Street was moved by Rachelle Minarik and seconded by Andre Jodouin. **Motion Carried**

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

### 9.1 Laptop Projector

Rachelle Minarik requested that the Board consider the purchase of a laptop projector so to minimize the cost of photocopies and paper in the future. The Board discussed the matter and agreed that the Secretary-Treasurer look into sourcing out some quotes for review. The Secretary-Treasurer advised the Board that they may be able to purchase a laptop projector at a much lower cost through the TechSoup program.


The Chairperson asked for a motion to approve the Secretary-Treasurer look into sourcing out quotes for the purchase of a laptop projector.

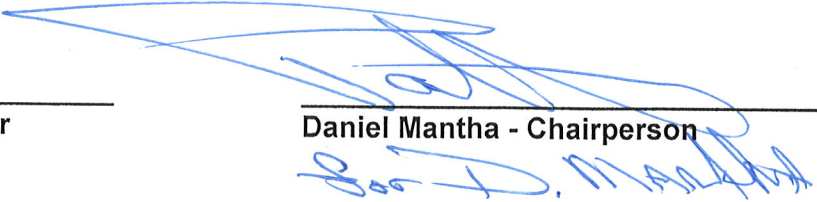
The motion to approve the Secretary-Treasurer look into sourcing out quotes for the purchase of a laptop projector was moved by Rachelle Minarik and seconded by Andre Jodouin. **Motion Carried**

## 10. 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 9:50PM was moved by Gilles Veronneau and seconded by Andre Jodouin. **Motion Carried**

  
\_\_\_\_\_  
Christine Bedard- Secretary-Treasurer

  
\_\_\_\_\_  
Daniel Mantha - Chairperson