

Gogama Local Services Board
Monthly Board Meeting – March 15, 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 7:08 PM.

Present

Andre Jodouin – Chairperson
Gilles Veronneau – Vice Chairperson
Rachelle Minarik – Board Member
Daniel Mantha – Board Member
Christine Bedard – Secretary

Absent with Regrets

Paul Derkacz – Board Member

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 November 23, 2017 - Monthly Board Meeting

The Chairperson asked for a motion to approve the November 23, 2017 monthly board meeting minutes.

The motion to approve the November 23, 2017 monthly board meeting minutes was moved by Gilles Veronneau and seconded by Rachelle Minarik.

Motion Carried

4.2 December 7, 2017 – Monthly Board Meeting

The Chairperson asked for a motion to approve the December 7, 2017 monthly board meeting minutes.

The motion to approve the December 7, 2017, monthly board meeting minutes was moved by Daniel Mantha and seconded by Rachelle Minarik.

Motion Carried

4.3 December 14, 2017 – 2017/2018 Annual Budget Estimates & User Fees Approval Meeting

The Chairperson asked for a motion to approve the December 14, 2017 – 2017-2018 Annual Budget Estimates & User Fees Approval meeting minutes.

The motion to approve the December 14, 2017 – 2017-2018 Annual Budget Estimates & User Fees Approval meeting minutes was moved by Gilles Veronneau and seconded by Daniel Mantha.

Motion Carried

5. Disbursement:

5.1 Monthly Budget Review

The Chairperson asked for a motion to accept and approve the monthly budget report as provided to the Board by the Bookkeeper.

The motion to accept and approve the monthly budget report as provided to the Board by the Bookkeeper was moved by Gilles Veronneau and seconded by Rachelle Minarik. **Motion Carried**

6. Asset Management Planning

6.1 Repair & Maintenance Review

The Board agreed to review the Asset Management plan as it relates to upcoming projects anticipated to start in the spring as the it gets nearer to that date. Some projects being considered are pending funding approval while others are dependent on the spring thaw and warmer weather.

7. Unfinished Business

7.1 Administrative Portfolio:

7.1.1 Audit – Update

The Secretary advised the Board that she has completed the task of boxing up all expenses paperwork for the auditor for the exception of the Recreation Committee Events reports which require photocopying prior to sending. She advises that this will be completed Friday, March 16, 2018. MNP has requested that the boxes not be brought to the office until next week as they are in the process of moving to their new location. The Chairperson is requesting to know if there is a Board member that will be going to Timmins the following week that could bring the boxes to the auditor at that time.

Board Member, Daniel Mantha stated he is going to Timmins the following Wednesday and would be stopping by the office to pick up the boxes.

7.2 Garbage Collection Portfolio:

The Chairperson asked Gilles Veronneau if there was any old business to discuss as it relates to the Garbage Collection/Disposal Contract. Gilles advised that there was no outstanding old business to discuss, all was well.

7.3 Financial Portfolio

7.3.1 Nursing Station Agreement

The Secretary advised the Board that the Nursing Station Agreement, which should have been renewed annually on April 1st, had not been renewed in the past few

years. As April 1st was fast approaching, the Board would need to revisit the agreement and draw up a new one for review and signing.

Currently, the Nursing Clinic pays \$902.80 in rental fees monthly. The Secretary will provide the Board members with copies of the last agreement for review. The Secretary would require Board approval of the draft letter, an increase amount, and any changes the Board wishes to make to the old agreement.

The Board discussed the matter and directed the Secretary to look up annual CPI rates new landlord/tenant act slated to come into effect on April 1, 2018 and deferred the matter to the next meeting for review.

7.3.2 Ontario Trillium Foundation – Decision

The Secretary advised the Board that the office has received notification from OTF with a decision pertaining to application **ID# CP102175**.

Due to an overwhelming number of applications, they regret to inform the Board that the request for grant funding to repair the Community Centre roof has been declined. Although last year's OTF grant application was not successful, OTF encourages the Board to reapply at the next grant opening. OTF Grant opening is anticipated to be in July 2018 with a closing date of September 2018.

7.3.3 CWWF Reporting - Update

The Secretary advised the Board that she has completed the Baseline Project Indicator report due February 28, 2018 as well as the Project Progress Report due March 15, 2018. Both reports have been confirmed as received by the Ministry and have met the deadline compliances.

7.4 Fire Protection Portfolio

7.4.1 FM/GLSB/GFD Agreement – Update

As per the Board's direction, an email was sent to ADFM Art Booth on March 1, 2018 enquiring on the status to obtain the GFD's Articles of Incorporation. ADFM Booth acknowledged receiving the letter sent to him from MNP and he advises that he has not received the Articles of Incorporation from the Fire Chief as requested.

MNDM representative, Heather Chertow, has advised that if the GFD is incorporated, MNDM has no issues with removing the GFD from the audit and would not be withholding funding. She did state however, that should the GFD not be incorporated, the Board would have to include them in the audit and would need to retain their own legal counsel in order to mitigate the proceedings of obtaining the GFD Financials. She did state that should the auditor not be able to provide/release financial statements, this would directly impact the Board's ability to access any future funding until the matter is resolved.

A second email was sent to ADFM Booth on March 3, 2018 requesting a 2nd meeting be scheduled between the ADFM and the Board in order to resume work on the agreement. ADFM Booth was requested to provide his availability for dates

between March 12 – 15, 2018. No response was received by the ADFM at the time of the meeting.

The Board discussed the matter further and directed the Secretary to place a call to ADFM Booth and schedule a meeting as soon as possible.

The Chairperson asked for a motion to approve the Secretary to call the ADFM to schedule a follow up meeting and to send all required documents via email.

The motion to approve the Secretary to call the ADFM to schedule a follow up meeting and to send all required documents via email was moved by Rachelle Minarik and seconded by Gilles Veronneau. **Motion Carried**

7.5 Library Portfolio:

The Chairperson advised the Board that there was no outstanding old business from the Library to be discussed at this time.

7.6 Recreation Portfolio

7.6.1 Manager/Custodian monthly report – Update of old items

In the absence of Paul Derkacz, the Chairperson advised the Board that he will follow up with Paul on the following items and asked for a motion to defer the status of the hall floor to the next meeting;

- Status of Hall floor
- Health and Safety concerns

On the status of the Health and Safety concerns, the Chairperson stated that it was observed that proper and consistent snow removal from all exits to the community centre and removal of ice from the community centre roof and surrounding roof edges needed to be addressed immediately until Paul could follow up with the manager/custodian. Daniel Mantha and the Chairperson agreed to clear all exits of snow and take care of removing the hanging ice from the roof edges in the interim.

The Chairperson asked for a motion to defer discussions of the community hall centre floor to the next meeting.

The motion to defer discussions of the community hall centre floor to the next meeting was moved by Rachelle Minarik and seconded by Daniel Mantha. **Motion Carried**

7.6.2 TNT Heating quote – Range Hood

The Secretary advised the Board that she has reached out to TNT Heating for a quote on the purchase and installation of a range hood for the stove in the kitchen in preparation for the upcoming kitchen renovations project. The Secretary will advise the Board when she receives the quote.

7.6.3 Recreation replacement printer

The Secretary advised the Board that she has put together some quotes for a replacement printer for the recreation committee since the Board's use of their printer in October caused their printer heads to break and could not be repaired. Since the Board has already approved the motion to purchase a replacement printer, the Secretary would require the Board's direction on which quote the Board has decided to accept.

The Board discussed the matter and reviewed all quotes put before them by the Secretary and opted to purchase a color toner laser printer as opposed to an ink jet type printer since the Recreation Committee doesn't use the printer on a consistent basis. A toner type printer would be best as the ink would not dry up between uses. The Board directed the Secretary to purchase the printer and use the Board Visa card to make the purchase.

The Chairperson asked for a motion to approve that the Secretary purchase a color toner laser printer for the Recreation Committee and put the purchase on the Board Visa card.

The motion to approve that the Secretary purchase a color toner laser printer for the Recreation Committee and put the purchase on the Board Visa card was moved by Rachelle Minarik and seconded by Daniel Mantha. **Motion Carried**

7.6.4 Electrical work – Hall lights – Update

The Secretary advised the Board that the electrician has finished the work on replacing the 5 ballasts for the lights in the Community Centre hall. All lights are now functioning.

7.7 Water/Sewer Portfolio

7.7.1 OCWA quote for CWWF projects

The Secretary advised the Board that she has reached out to OCWA's Project Manager, Brian Jibb, on March 8, 2018 via telephone with a follow up via email. OCWA has provided a signed letter of confirmation that they will be completing all projects listed on the 2018 Capital Expenditures Letter as well as the additional two projects under the CWWF funding. OCWA is however, not able to provide a quote as requested for the two CWWF projects for reasons outlined in the letter. The Secretary requires Board direction on how the Board wishes to proceed.

The Board discussed the matter and directed the Secretary to reply to OCWA stating they require at least an estimate of costs for the two CWWF projects, inspection and cleaning of the two Clear Well tanks as well as the valve rehabilitation and retrofit. The Board also directed the Secretary to reach out to an additional company for quotes for the two projects in the interim.

The Chairperson asked for a motion to approve the Secretary to follow up with OCWA to retain quotes or estimates for the two CWWF projects and to reach out to one additional company for the same.

The motion to approve the Secretary to follow up with OCWA to retain quotes or estimates for the two CWWF projects and to reach out to one additional company for the same was moved by Gilles Veronneau and seconded by Rachelle Minarik.

Motion Carried

New Business

The Chairperson turned the floor over to the Secretary to take the Board through the New Business items.

8.1 Correspondence:

8.1.1 Elections Ontario

The Secretary advised the Board that a representative of Elections Ontario has contacted the office to advise of their intent to use the Community Centre location for the upcoming 2018 Provincial General Election. They will be reaching out in May 2018 to complete a formal lease agreement. Date of the election has been blocked off on the Manager/Custodian calendar so that the date is not booked for another event.

8.2 Administrative Portfolio:

8.2.1 Workshop

The Secretary advised the Board that she would like to attend a workshop titled “Working Together to improve communication, collaboration and coordination. This workshop takes place in Timmins on May 23 & 24, 2018. This event offers networking, sharing and professional development opportunities as well as training and related service providers. She further advised the Board that there is no cost to register and attend the conference as well as no cost for accommodations and travel. The Secretary is requesting Board approval to attend, as well as approval for meal expenses for both days.

The Board discussed the matter and reviewed the conference information provided to them by the Secretary and agreed that this would be beneficial to the Board to have the Secretary attend. The Board approved meal expenses for the Secretary for both conference days.

The Chairperson asked for a motion to approve that the Secretary attend the workshop and that meal expenses for both days also be approved.

The motion to approve that the Secretary attend the workshop and that meal expenses for both days also be approved was moved by Rachelle Minarik and seconded by Gilles Veronneau.

Motion Carried

8.3 Garbage Collection Portfolio:

The Chairperson asked Gilles Veronneau if there was any new business regarding this portfolio. Gilles Veronneau stated there was none at this time.

8.4 Financial Portfolio:

The Chairperson advised the Board that there was no new business regarding this portfolio at this time.

8.5 Fire Protection Portfolio:

The Chairperson asked Rachelle Minarik if there was any new business regarding this portfolio. Rachelle Minarik stated there was none at this time.

8.6 Library Portfolio:

The Chairperson advised the Board that there was no new business regarding this portfolio at this time.

8.7 Recreation Portfolio:

8.7.1 Manager/Custodian Monthly Report

In light of Paul Derkacz's absence, the Chairperson asked the Board for a motion to defer the following items to the next meeting;

- Status of meeting with Manager/Custodians
- Manager/Custodian monthly report to the Board provided by Andrea/Erin

The motion to defer the status of the meeting with Manager/Custodians and the Manager/Custodian monthly Board report to the next meeting was moved by Gilles Veronneau and seconded by Daniel Mantha.

Motion Carried

8.8 Water/Sewer Portfolio:

The Chairperson advised the Board that there was no new business regarding this portfolio at this time.

8. Deputations or Delegations or Discussions from the floor

The Chairperson asked the Board if there were any further deputations or delegations or discussions from the floor. As there were none, the Chairperson asked for a motion to move the meeting in-camera to address item 9.1 and 9.2 on the agenda.

The motion to move the meeting in-camera was moved by Rachelle Minarik and seconded by Gilles Veronneau.

Motion Carried

9. In-Camera

- 9.1 Notice of Legal Action
- 9.2 Administrative clean up

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

The motion to move the meeting out of in-camera was moved by Gilles Veronneau and seconded by Daniel Mantha.

Motion Carried

Motions resulting from in-camera portion of the meeting;

The Chairperson asked for a motion to approve the retaining of Mr. Doucet as Board's Legal Counsel as per MNM direction.

The motion to approve the retaining of Mr. Doucet as Board's Legal Counsel as per MNM direction was moved by Gilles Veronneau and seconded by Rachelle Minarik. **Motion Carried**

The Chairperson asked for a motion to approve that the Secretary schedule a conference meeting between the Board and Legal Counsel.

The motion to approve that the Secretary schedule a conference meeting between the Board and Legal Counsel was moved by Gilles Veronneau and Daniel Mantha. **Motion Carried**

The Chairperson asked for a motion to direct the Bookkeeper to send out notices of outstanding invoices.

The motion to direct the Bookkeeper to send out notices of outstanding invoices was moved by Rachelle Minarik and seconded by Daniel Mantha. **Motion Carried**

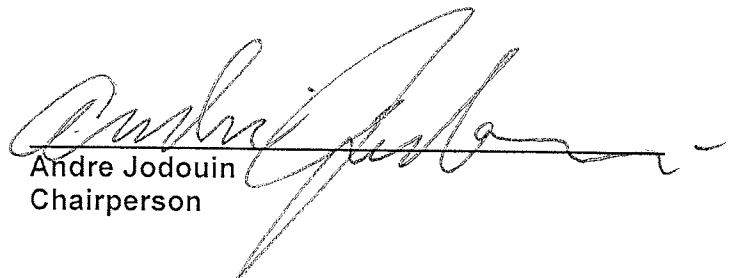
10. Adjournment

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

The motion to adjourn the meeting at 10:15 PM was moved by Gilles Veronneau and seconded by Daniel Mantha. **Motion Carried**



Christine Bedard
Secretary



Andre Jodouin
Chairperson