

Gogama Local Services Board  
Special Board Meeting – October 6, 2017  
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 7:00 P.M.

**PRESENT**

**ABSENT WITH REGRETS**

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

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 was moved by Rachelle Minarik and seconded by Daniel Mantha. **Motion Carried**

4. **TENDER CONTRACTS – 2017-2018**

The Chairperson turned the floor to the Secretary to present the Board with the drafts of the Tender Contracts listed below;

**1. Bookkeeper Contract**

- a. Only change made from the 2016-2017 contract is the addition of the Criminal Background Check required.
- b. The addition of initials at the bottom right hand corner of each contract page made in order to protect the contracts from being altered.

The Secretary brought it to the Board's attention the different levels of CPICs available. The Board discussed the matter and decided that the Bookkeeper contract would only require the Police Criminal Record Check (PCRC) and not the originally requested Police Vulnerable Sector Check (PVSC). The Secretary also recommended to the Board that an initials area be added to the bottom right hand corner of every contract page in order to eliminate the risk of contracts or portions of contracts be altered or tampered with after signing. The Secretary advised the Board that such an alteration had been made to a specific contract the previous year, in effect, removing the termination clause.

The motion to accept a Police Criminal Record Check (PCRC) for the Bookkeeper Contract was moved by Gilles Veronneau and seconded by Daniel Mantha. **Motion Carried**

The motion to add an initials section to the bottom of each contract page was moved by Rachelle Minarik and seconded by Daniel Mantha. **Motion Carried**

The motion to approve the draft Bookkeeper Contract was moved by Rachelle Minarik and seconded by Gilles Veronneau. **Motion Carried**

## **2. Business Administration Consulting Services Contract**

- a. Only change made from the 2016-2017 contract is the addition of the Criminal Background Check required.

The Board discussed the matter and decided that the Business Administration Consulting Services contract would only require the Police Criminal Record Check (PCRC) and not the originally requested Police Vulnerable Sector Check (PVSC).

The motion to accept a Police Criminal Record Check (PCRC) for the Business Administration Consulting Services Contract was moved by Michel Veronneau and seconded by Daniel Mantha. **Motion Carried**

The motion to approve the draft Business Administration Consulting Services Contract was moved by Daniel Mantha and seconded by Rachelle Minarik. **Motion Carried**

## **3. Manager/Custodian Contract**

- a. New – Requires a resume on file
- b. New – Requires a Police Vulnerable Sector Check (PVSC) on file
- c. New – Requires W.H.M.I.S Certificate

The Board discussed the matter and decided that the Manager/Custodian Contract would require the new additions of a resume, a Police Vulnerable Sector Check (PVSC) and a W.H.M.I.S Certificate to be included in the Manager/Custodian Contract and held on file.

The motion to accept the new additions of a resume, a Police Vulnerable Sector Check (PVSC) and a W.H.M.I.S Certificate to be included in the Manager/Custodian Contract was moved by Rachelle Minarik and seconded by Gilles Veronneau. **Motion Carried**

The motion to approve the draft Manager/Custodian Contract was moved by Michel Veronneau and seconded by Daniel Mantha. **Motion Carried**

## **4. Snow Removal Contract**

The Secretary advised the Board that the only addition to the Snow Removal contract was to shovel doorways of the Fire Hall main building bay doors and access doors. This was request to add from the Fire Chief to the 2016-2017 Board the previous year.

The Board discussed the matter and agreed this addition should be included in the 2017-2018 snow removal contract.

The motion to add the shoveling of the Fire Hall bay doors and access doors to the Snow Removal contract was moved by Gilles Veronneau and seconded by Rachelle Minarik. **Motion Carried**

The motion to approve the draft Snow Removal Contract was moved by Gilles Veronneau and seconded by Michel Veronneau. **Motion Carried**

#### **5. Generator Inspection & Maintenance Contract**

The Secretary advised the Board that the only addition to the Generator Inspection & Maintenance Contract would be the duty of ensuring the gas cans, stored in the generator shed, remain full at all times. This task was previously the Manager/Custodian's duty and would now be shifted to the Generator Inspection & Maintenance contract.

The Board discussed the matter and agreed this would be removed from the Manager/Custodian contract and added to the Generator Inspection & Maintenance Contract.

The motion to add the duty of maintaining the gas cans to the Generator Inspection & Maintenance Contract was moved by Michel Veronneau and seconded by Gilles Veronneau. **Motion Carried**

The motion to approve the draft Generator Inspection & Maintenance Contract was moved by Rachelle Minarik and seconded by Gilles Veronneau. **Motion Carried**

#### **6. Grounds Care Contract**

The Secretary advised the Board that there were no changes to the 2017-2018 Grounds Care Contract from the contract issued in 2015-2016.

The Board reviewed the Grounds Care Contract draft provided by the Secretary and approved the contents.

The motion to approve the draft Grounds Care Contract was moved by Daniel Mantha and seconded by Rachelle Minarik. **Motion Carried**

#### **7. Garbage Collection/Disposal Contract**

The Secretary advised the Board that no new changes were made to the Garbage Collection/Disposal Contract from the previous year.

The Board reviewed the Garbage Collection/Disposal Contract draft provided by the Secretary and approved the contents.

The motion to approve the draft Garbage Collection/Disposal Contract draft was moved by Gilles Veronneau and seconded by Michel Veronneau. **Motion Carried**

## 5. TENDER POSTING – 2017-2018

At the Board's direction on October 2, 2017, the Secretary prepared and presented to all members of the Board, a tender poster for approval. The Secretary asked the Board to formalize the motion that was made approving the posting of all contracts as well as the formal approval of the tender poster that was posted October 2, 2017 at the post office, JR Corner Store, Miro's Gas station, J&L Lakeview Retreat and The Vous Restaurant.

The formal motion to post all contracts (Bookkeeper, Business Administration Consulting Services, Manager/Custodian, Snow Removal, Generator Inspection & Maintenance, Grounds Care and Garbage Collection/Disposal) was moved by Gilles Veronneau and seconded by Michel Veronneau as per their original emailed motions. **Motion Carried**

The formal motion to approve the tender poster as drafted by the Secretary was moved by Rachelle Minarik and seconded by Daniel Mantha as per their original verbal motions. **Motion Carried**

## 6. SECRETARY EXTRA HOURS

The Secretary requested that the Board consider granting her extra hours for the next two weeks as she requires uninterrupted time for the following;

- Complete and submit late report for OLCF grant – Library Operating Grant (\$1338.00)
- Complete and submit late report for OCIF grant – Ontario Community Infrastructure Fund (\$50,000.00 for 2017)
- Complete and submit late report for OLCF ITS grant – Library Technologies grant (\$3725.00 for 2017)
- Submit application for OLCF 2017-2018 Grant – Deadline October 25, 2017.
- Submit late application for OLCF ILDS 2017-2018 Grant – Deadline was September 26, 2017.
- Submit application for OCIF Top-Up Grant (\$1.9 Million – Deadline extended to October 13, 2017 from September 26, 2017)
- Submit application for Trillium Capital Stream Grant (\$150,000.00 for roof replacement, deadline October 25, 2017)

The Secretary advised the Board that she had been in contact with the various government agencies during the previous week in order to re-establish the Board's eligibility for the OLCF, OCIF and OLCF ITS grants. The Board had lost its ability to remain eligible for these grants as the mandatory reports had not been filed by the 2016-2017 Board. The Secretary reported that she had successfully renegotiated the Board's eligibility but would require an extensive number of extra hours in order to complete and submit all late reports and prepare and submit new applications. The Secretary informed the Board that in speaking with the representative for the OCIF annual \$50,000.00 grant, he informed her that the new eligibility reinstatement would qualify the Board for the additional 2 years' extension of additional funds. The Secretary advised the Board that these funds had previously been used for paying the OCWA contract.

The Board discussed the Secretary's request for extra hours and decided that the Secretary would be granted an additional 5 hours per day for the next two weeks with reconsideration of an additional week depending on the status of the grant applications. The Board also discussed and agreed that moving

forward, the Board office would be closed to the public every Friday in order to provide the Secretary with 3 hours of uninterrupted time during which she can catch up on the week's board business.

The motion to approve an additional 50 extra hours for the Secretary to be used for the purpose of addressing late grant reports and new grant application submissions was moved by Rachelle Minarik and seconded by Gilles Veronneau. **Motion Carried**

The formal motion to approve up to fifteen extra hours for the Secretary to draft all Tender Packages as well as Contracts was moved by Gilles Veronneau and seconded by Rachelle Minarik. **Motion Carried**

The motion to close the Board Office to the public every Friday in order to allow the Secretary three hours of uninterrupted time to catch up on the week's board business was moved by Daniel Mantha and seconded by Rachelle Minarik. **Motion Carried**

#### 7. NEW OFFICE COMPUTER

The Secretary provided the Board with 5 individual quotes for a new office computer and 3 individual quotes for a camera. The Secretary recommended that the Board allow her to consult with the Volunteer Technician to see what his recommendation would be prior to purchasing the devices. The Secretary advised the Board that in addition to the hardware purchases, the Board would need to consider the purchase of anti-virus software, the Microsoft Office Suite and an external harddrive to back everything up on. The Secretary estimated the total purchase cost would range between \$1500.00 to \$2000.00.

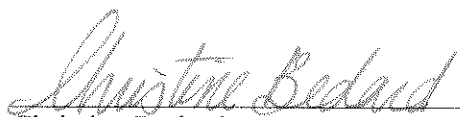
The Board discussed the matter and approved that the Secretary move forward with the purchase of the office computer, external hard drive, all software and camera be purchased once she had consulted the technician.

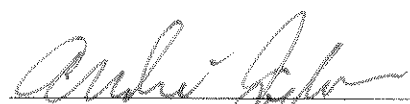
The motion to approve the expenditure of a maximum \$2000.00 for the purchase of the office computer, external hard drive, all software and camera was moved by Daniel Mantha and seconded by Rachelle Minarik. **Motion Carried**

#### 8. ADJOURNMENT

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

The motion to adjourn the meeting was moved by Michel Veronneau and seconded by Gilles Veronneau at 9:30 P.M. **Motion Carried**

  
Christine Bedard  
Secretary

  
Andre Jodouin  
Chairperson