

Gogama Local Services Board  
Monthly Board Meeting – December 7, 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 7:08 P.M.

**Present**

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

**Absent with Regrets**

Michel Veronneau – Board Member  
Gilles Veronneau – Vice Chairperson

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 Daniel Mantha and seconded by Rachelle Minarik.

**Motion Carried**

4. Acceptance of minutes

**4.1 November 2, 2017 – Special meeting – Draft Budget first meeting**

The Chairperson asked for a motion to defer the acceptance of the November 2, 2017 meeting minutes to the January meeting pending minutes preparation.

The motion to defer the acceptance of the November 2, 2017 meeting minutes to the January meeting pending minutes preparation was moved by Rachelle Minarik and seconded by Daniel Mantha.

**Motion Carried**

**4.2 November 12, 2017 – Special meeting – Draft Budget second meeting**

The Chairperson asked for a motion to defer the acceptance of the November 12, 2017 meeting minutes to the January meeting pending minutes preparation.

The motion to defer the acceptance of the November 12, 2017 meeting minutes to the January meeting pending minutes preparation was moved by Daniel Mantha and seconded by Rachelle Minarik.

**Motion Carried**

**4.3 November 23, 2017 – Monthly Board Meeting**

The Chairperson asked for a motion to defer the acceptance of the November 23, 2017 meeting minutes to the January meeting pending minutes preparation.

The motion to defer the acceptance of the November 23, 2017 meeting minutes to the January meeting pending minutes preparation was moved by Daniel Mantha and seconded by Rachelle Minarik.  
**Motion Carried**

5. Disbursement:

**5.1 Monthly Budget Review**

The Chairperson advised the Board that there was no monthly budget review from the Bookkeeper at this time as the Bookkeeper was still wrapping up the 2016/2017 fiscal year.

**5.2 Public Budget meeting package and poster**

The Secretary advised the Board that the public budget meeting package and poster had been mailed out as of that morning. The poster asks the public to review the package and attend the public budget meeting being held on December 14, 2017 at the Community Centre. The Secretary further advised the Board that a copy of the poster and package had been emailed to MNDM Representative, Heather Chertow along with an invitation to attend the meeting should she be so inclined.

6. Asset Management Planning

**6.1 Repair & Maintenance Review**

The Board discussed the matter of the Asset Management Plan and decided to put off addressing any items at this time pending the approval of additional grants that have been applied for. The Chairperson advised that the Asset Management Plan would be reviewed and updated as soon as the scheduled projects under the CWWF grant funding would be underway in the Spring.

**6.2 Maintenance Contract**

The Secretary advised the Board that work on the Maintenance Contract tender package is underway and is hoping to have it completed by mid-December barring no issues or delays. The Secretary provided the Board with a draft of the Maintenance Contract poster and asked that the Board review it and approve it if it met the Board's expectations. The Board reviewed the poster and approved the contents.

The Chairperson asked for a motion to approve the Maintenance Contract Poster.

The motion to approve the Maintenance Contract Poster was moved by Rachelle Minarik and seconded by Daniel Mantha.

7. Unfinished Business

**7.1 Administrative Portfolio:**

**7.1.1 Unapproved Minutes – 2016/2017 Board**

The Chairperson advised the Board that as directed by MNDM, the Board has now made available to the public, the meeting minutes drafts from the June, July, August and September 2017 meetings. These minutes are now available to the public on the [www.gogama.ca](http://www.gogama.ca) website and contain a disclaimer from the current 2017/2018 Board stating

the minutes are drafts only and had not been approved and posted by the 2016/2017 Board as mandated by the NSB Act.

## **7.2 Garbage Collection Portfolio:**

**7.2.1** The Chairperson asked Gilles Veronneau if there were any unfinished business items he would like reviewed. Gilles Veronneau advised all was going well and there were no old items to review.

## **7.3 Financial Portfolio**

### **7.3.1 CWWF – Transfer Payment Agreement**

The Secretary advised the Board that the Transfer Payment Agreement should be ready for Board signatures on December 12, 2017. She stated that since the 2016/2017 Board had not done anything with the TPA package since having received it July 28, 2017, an extension to the project deadline had been requested and was pending approval.

## **7.4 Fire Protection Portfolio**

**7.4.1** The Chairperson asked Rachelle Minarik if there were any unfinished business items she would like reviewed. Rachelle Minarik advised that she had no old items to review.

## **7.5 Library Portfolio**

### **7.5.1 ILDS Grant – update**

The Chairperson asked Daniel Mantha to please update the Board on the status of the ILDS grant and whether the Librarian had decided on what purchases she was wanting to make. Daniel Mantha advised the Board that he was unaware of the Librarian's status at this time. Daniel Mantha asked the Secretary if she could provide him a copy of the approved expenditures list and advised the Board he would set a meeting date with the Librarian to discuss the matter.

## **7.6 Recreation Portfolio**

### **7.6.1 Manager/Custodian monthly report – Update of old items**

Daniel Mantha advised the Board that he had no manager/custodian related old business to discuss at this time.

### **7.6.2 Recreation Committee – Outstanding items**

The Chairperson asked Daniel Mantha to please provide the Board with a status update on the outstanding paperwork from the Recreation Committee in regards to the Taw Connors Concert. Daniel Mantha stated that the Recreation Committee did not have an update to provide the Board since Recreation Committee member, Cheryl Secord, had resigned from the Committee immediately following the concert event and had left no details or report for them to hand in to the Board. The Secretary advised the Board that the only paperwork she had was the liquor license that had been given to her by Mr. Pete Larocque the day of the event. He had advised her that Cheryl Secord would provide the hall rental agreement and insurance certificate as soon as she arrived to the event. The Secretary advised the Board that the previous manager/custodian had not submitted the hall rental agreement and had not

provided the payment for the hall rental as of yet and Cheryl Secord had never submitted any insurance certificate. The Board discussed the matter and agreed that a formal letter be drafted by the Secretary to Cheryl Secord asking that the report for the event be turned in as well as any funds fundraised by the event.

The Chairperson asked for a motion to approve that a letter be drafted by the Secretary to Cheryl Secord.

The motion to approve that a letter be drafted by the Secretary and sent to Cheryl Secord was moved by Rachelle Minarik and seconded by Daniel Mantha. **Motion Carried**

## **7.7 Water/Sewer Portfolio**

### **7.7.1 OCWA renewal agreement – Finalization**

The Chairperson advised the Board that the signed OCWA renewal agreement had been confirmed as received by OCWA's Toronto Office. They have advised that the document is pending final signatures and an original copy would be returned to the Board for their files.

## **8. New Business**

The Chairperson advised the Board that he would now turn the floor over to the Secretary so that she could take the Board through the New Business items of the Board.

### **8.1 Correspondence:**

#### **8.1.1 Venture Centre**

The Secretary advised the Board that the office had received a correspondence from the Venture Centre's Ms. Roxanne Daoust. The Venture Centre was enquiring if there was an interest, on the part of the GLSB and other community partners in Gogama, in having herself and some staff visit Gogama to deliver a presentation of the services offered by the Venture Centre, more specifically, assisting communities with Economic Development Projects.

The Board reviewed the correspondence and directed the Secretary to forward an invitation to the Venture Centre and advise that their assistance would be greatly appreciated.

The Chairperson asked for a motion to have the Secretary send out the invitation to the Venture Centre.

The motion to approve to have the Secretary send out an invitation to the Venture Centre was moved by Rachelle Minarik and seconded by Daniel Mantha. **Motion Carried**

#### **8.1.2 GHD - Environmental Framework & Operational Status Update**

The Secretary advised the Board that the office had received an invitation to participate in the round table call scheduled December 14, 2017. The Board discussed the matter and both, Daniel Mantha and Rachelle Minarik advised that they would like to attend the conference call with the Secretary.

### **8.1.3 IAMGOLD**

The Secretary advised the Board that IAMGOLD had announced their plans to attend the PDAC Convention in Toronto in March 2018. The Secretary further advised that IAMGOLD had extended an invitation for a Board member or community member to attend. The Chairperson asked if any Board member would be interested in attending. Daniel Mantha stated he would like to go. The Chairperson directed the Secretary to get more information on the event including cost.

## **8.2 Administrative Portfolio:**

### **8.2.1 Tom's Lockshop**

As previously approved by the Board, the Secretary advised that Tom's Lockshop had been contacted to attend the Community Centre to change the locks. They are expected to have a technician onsite next week to perform the lock changes.

### **8.2.2 Red Cross**

The Secretary advised the Board that the Red Cross is currently looking for volunteers to pick up frozen meals from their Timmins location for delivery to the seniors in Gogama. They are also looking for a place to store their freezer for back up meals. The Board discussed the matter and agreed that the Red Cross could store their back up freezer at the Community Centre.

The Chairperson asked for a motion to approve the Red Cross to store a back up freezer at the Community Centre.

The motion to have the Red Cross store their back up freezer at the Community Centre was moved by Rachelle Minarik and seconded by Daniel Mantha. **Motion Carried**

## **8.3 Garbage Collection Portfolio:**

**8.3.1** Gilles Veronneau advised the Board that there was no new business to report in regards to the Garbage Collection Portfolio.

## **8.4 Financial Portfolio:**

**8.4.1.** The Chairperson advised the Board that there was no new business to report in regards to the Financial Portfolio.

## **8.5 Fire Protection Portfolio:**

**8.5.1** Rachelle Minarik advised the Board that there was no new business to report in regards to the Fire Protection Portfolio.

## **8.6 Library Portfolio:**

**8.6.1** Daniel Mantha advised the Board that there was no new business to report in regards to the Library Portfolio.

## **8.7 Recreation Portfolio:**

### **8.7.1 Recreation Committee – Request for 2<sup>nd</sup> cash advance – Children’s Christmas Party**

The Secretary advised the Board that the Recreation Committee had requested a second cash advance for the expenditures for the 2017 Children’s Christmas Party. The advance being requested was for \$500.00. As time was of the essence, an email and verbal vote was taken by the Board to approve this request in advance of the meeting. The Chairperson asked for a formal motion to approve the second cash advance to Charmaine Mantha in the amount of \$500.00 for the expenditures for the 2017 Children’s Christmas Party.

The motion to approve the second cash advance to Charmaine Mantha in the amount of \$500.00 for the expenditures for the 2017 Children’s Christmas Party was moved by Daniel Mantha and seconded by Rachelle Minarik.

**Motion Carried**

### **8.7.2 Hall Rental**

The Secretary advised the Board that the office had received an email earlier that evening, at 6:15 P.M., from the owners of the Watershed 144. The email contained an SOP liquor license and Certificate of Insurance for their staff Christmas Party which was scheduled to be held December 9, 2017. The Secretary advised the Board that the Watershed had enquired on hall availability for their staff party on November 20, 2017 and that the office had not received a signed hall rental agreement and payment to reserve the hall as of yet. A call was placed from the Board office to the manager/custodians at this time and they both stated that the Watershed was aware that the hall rental agreement had to be signed, payment made and liquor license and certificate of insurance needed to be received by the office prior to their confirmation of booking. The manager/custodians confirmed for the Board that the event was a “Bring your own booze” event and that they had not been able to find any license that would accommodate this and was asking for the Board’s assistance with clarification. The Secretary explained to the Board that the license type needed for such an event was a NO SOP (No Sale of Product) license – closed event. The Secretary also advised the Board that she would require at least a week to vet both the license and the certificate of insurance to ensure they were valid. The Board reviewed the liquor license sent by the Watershed and found it to be the wrong license and with only one working day left before the event, there would be no time for the Secretary to vet them. In light of this discovery, and due to the hall rental agreement and payment not having been received, the Chairperson asked for a motion to approve the hall rental.

The motion to approve the hall rental for the Watershed 144 Staff Christmas Party was unanimously rejected on the grounds that the required paperwork had not been filed with the office and that the Watershed 144 had not submitted the correct liquor license for the event type they planned to host.

**Motion Not Carried**

The Secretary requested that the Board’s established procedure regarding Hall Rentals be entered formally into the Hall Rental Agreement Form as well as in the existing Fundraising Policy By-Law.

The Chairperson asked for a motion for the Board's established procedure regarding Hall Rentals be entered formally into the Hall Rental Agreement Form as well as in the existing Fundraising Policy By-Law.

The motion for the Board's established procedure regarding Hall Rentals be entered formally into the Hall Rental Agreement Form as well as in the existing Fundraising Policy By-Law was moved by Rachelle Minarik and seconded by Daniel Mantha. **Motion Carried**

The Chairperson asked for a motion to move the entire responsibility of the Board's Hall Rentals from the Manager/Custodians to the Secretary effective immediately.

The motion to approve the move of the entire responsibility of the Board's Hall Rentals from the Manager/Custodians to the Secretary effective immediately was moved by Rachelle Minarik and seconded by Daniel Mantha. **Motion Carried**

The Chairperson asked for a motion to have the Secretary draft an email response to the Watershed 144 advising them of the Board's decision and reasons.

The motion to approve the Secretary draft an email response to the Watershed 144 advising them of the Board's decision and reasons was moved by Rachelle Minarik and seconded by Daniel Mantha. **Motion Carried**

### **8.7.3 IAMGOLD & EACOM Donations**

The Secretary advised the Board that the office had received a donation from IAMGOLD in the amount of \$1500.00 and \$500.00 from EACOM for the 2017 Children's Christmas Party. The Secretary further advised the Board that the Recreation Committee had been of the donations.

### **8.7.4 Power Outages**

The Secretary advised the Board that due to the sporadic hydro outages being experienced by the community as of late, sometimes on different phases, the Manager/Custodians have found it very challenging to stay on top of starting the generator following any outage that affects the Community Centre and Nursing Clinic. The Clinic's concerns are for the preservation of vaccines and blood work stored in their fridge. The Board discussed the matter and advised the Secretary to reach out to the Centre de Sante Communautaire in Sudbury to see what ideas they may have regarding additional preventative measures both parties could take to ensure that these items continue to be well preserved during outages.

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

### **8.8.1 OCWA & CWWF**

The Secretary advised the Board that an email had been sent, as per their request, to OCWA requesting a formal quote for CWWF projects GLSB-002 (Consult for repair/cleaning of concrete water holding tanks) and GLSB-004 (System-wide main water valves

rehabilitation and replacement). Funds for these projects have been approved and expenditures must be completed by March 31, 2018 unless the requested extension is approved. The Secretary advised the Board she is still awaiting the quote.

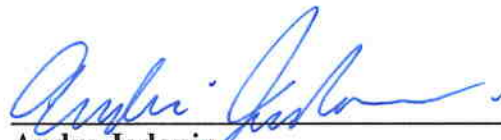
**9. Deputations or Delegations or Discussions from the floor - None**

**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 10:20 P.M was moved by Rachelle Minarik and seconded by Daniel Mantha. **Motion Carried**

  
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**Christine Bedard**  
**Secretary**

  
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**Andre Jodouin**  
**Chairperson**