

Gogama Local Services Board
Monthly Board Meeting – June 9, 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
Michel Veronneau – Member
Roxanne Veronneau – Member
Christine Bedard - Secretary

2. Declaration of conflict of interest - No conflicts declared

3. Acceptance of agenda

Acceptance of June 9, 2016 agenda moved by Claude Secord and seconded by Michel Veronneau. **Motion Carried**

4. Acceptance of minutes of May 12, 2016

Acceptance of May 12, 2016 minutes moved by Gilles Veronneau and seconded by Claude Secord. **Motion Carried**

5. DISBURSEMENTS:

MNDM 2nd request for payment; New by-law #2015-2016-17 approval

The Secretary advised the Board of the MNDM 2nd request for payment package having been compiled for processing. The deadline for this is June 10, 2016. In order to complete this package, by-law 2014-2015-19 must approve the new by-law #2015-2016-17.

Motion to approve new by-law #2015-2016-17 moved by Claude Secord and seconded by Gilles Veronneau. **Motion Carried**

6. UNFINISHED BUSINESS

6.1 Administrative Portfolio

CN Financial assistance request – UPDATE

The Secretary advised the Board that additional paperwork from CN Financial office was received, completed and sent back for processing on May 19, 2016. Email confirmation was received stating the Board should receive a donation cheque within 10 business days. No cheque received as of June 8, 2016. Follow up with CN accounts payable was made via email on June 8, 2016. CN Accounts Payable responded stating the cheque should be arriving next week and apologizes for the delay in processing.

Asset Management Plan – UPDATE

Last month, the Board received a draft revision of the Asset Management Plan from Business Consultant, Natalie Gaudette. The Board was asked to review the document and bring any requests for additional revisions to her prior to the June meeting. No additional revisions were brought forward; the Secretary suggested that the Board approve the final copy so it can be uploaded to the website.

Motion to approve draft moved by was moved by Michel Veronneau and seconded by Gilles Veronneau. **Motion Carried**

Motion to upload final document to website moved by Gilles Veronneau and seconded by Michel Veronneau. **Motion Carried**

6.1 Garbage Collection Portfolio No unfinished business

6.2 Financial Portfolio No unfinished Business

6.3 Fire Protection Portfolio

New Furnace at the Fire Hall building #1 – UPDATE

The New furnace installation at the Fire Hall has been completed. Superior Propane was on site May 18, 2016 and suggested that the current concrete pad can hold 4 chubby tanks. Superior will deliver tanks and connect them to the system. The Secretary presented the Board with the quote from Superior Propane for the tanks. The Board reviewed the quote and discussed the topic and agreed to move forward with the quote.

Motion to accept the Superior Propane quote moved by Claude Secord, and seconded by Michel Veronneau. **Motion Carried**

6.4 Library Portfolio

JASI training for staff & volunteers

JASI system training took place June 8 & 9, 2016 for staff and volunteers. This is the last step before the Gogama Public Library can launch this new service to its patrons. Head Librarian, Gisele Constantin states that three individuals, including herself, took the two day training.

6.5 Recreation Portfolio

Fundraising Events – FINANCIAL UPDATE

Minutes of Recreational Committee Meeting held May 30, 2016 were presented to the Board for their perusal. Last month the Board was informed by Treasurer, Natalie Gaudette, that an additional class was added to the Recreation Portfolio. This new class is titled Recreation – Fundraising. This class was added to the operational budget in order to best display the Recreation Committee's fundraising financials. Natalie Gaudette informed the recreation committee that they will be provided with a budget update as new information became available so that they would be aware of the funding available to them for future activities. As of May 30, 2016, the Recreation Fundraising budget contained \$1821.11 in funds raised through various fundraising activities and donations.

Recreation Committee - Fundraising Event Proposals Review

The Secretary presented the Board with the following Fundraising Event Proposals submitted for their review and approval. The Board reviewed each proposal and discussed them prior to making their decision to approve or reject.

Car Wash/BBQ – June 18, 2016

Event Proposal to be reviewed and approved.

Motion to approve the Event Proposal was moved by Gilles Veronneau and seconded by Michel Veronneau. Motion Carried

50/50 Draw – June 18, 2016

Event Proposal to be reviewed and approved.

Motion to approve the Event Proposal was moved by Claude Secord and seconded by Gilles Veronneau. Motion Carried

Canada Day Weekend – July 1-2-3, 2016

Event Proposal to be reviewed and approved.

Motion to approve the Event Proposal was moved by Michel Veronneau and seconded by Claude Secord. Motion Carried

Formal motion to approve the \$75.00 cash advance provided to Cheryl Secord on May 25, 2016 for a Special Occasion Permit was moved by Claude Secord and seconded by Gilles Veronneau. Motion Carried

Raffle – July 1-2-3, 2016

Event Proposal to be reviewed and approved.

Motion to approve the Event Proposal was moved by Roxanne Veronneau and seconded by Michel Veronneau. Motion Carried

Formal motion to approve the \$250.00 cash advance provided to Andrea Beaton on May 25, 2016 for purchase of prize and incidentals was moved by Michel Veronneau and seconded by Claude Secord. Motion Carried

Bingo 50/50 – July 3, 2016

Event Proposal to be reviewed and approved.

Motion to approve the Event Proposal was moved by Claude Secord and seconded by Gilles Veronneau. Motion Carried

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

Event Proposal to be reviewed and approved.

Motion to approve the Event Proposal was moved by Michel Veronneau and seconded by Claude Secord. Motion Carried

Fundraising Cash Advance Request - Bingo – June 19, 2016 - \$300.00

Motion needed for \$300.00 cash advance for float.

Motion to approve the \$300.00 cash advance to Cheryl Secord for the June 19, 2016 Bingo float was moved by Claude Secord and seconded by Gilles Veronneau. Motion Carried

Family Survivor Weekend – August 26,27, 28, 2016

Event proposal to be reviewed and approved.

Motion to approve the Event Proposal was moved by Michel Veronneau and seconded by Roxanne Veronneau. Motion Carried

Insurance Coverage – Liquor Liability

The Secretary informed the Board that she had received a response from Davidson DeLaplante Insurance in regards to the Board's request for a quote to extend Liquor Liability Insurance Coverage for events hosted by an LSB Board Committee. The insurer will extend the liability for liquor events on the current policy at no cost. Continued coverage will be of no added cost to the LSB upon renewal.

6.6 Water/Sewer Portfolio

Approval of sewer/water connection – 140 East Street

The Secretary updated the Board on the matter of the approved sewer/water connection at 140 East Street. The resident has provided the LSB with all requested documents needed in order to begin the work to move the existing connections to the infrastructure. Representative, Dale Waghorn, from OCWA has received the request to have Certified Operator, Rick Gravelle, be on site to supervise the dig and perform the disconnect/connect required. Paul Veronneau from the LRB has also been contacted and the resident's request to dig is currently being processed. All insurance documents from the resident's contractor have been received and are on file.

7. NEW BUSINESS

8.0 CORRESPONDENCE:

Email from CN – Jim Feeny

The Secretary advised the Board that an email from Jim Feeny was received in regards to recent postings on media outlets by residents. CN wished to advise the Board of their on-going activities should residents approach them on this topic. CN sent representative Kristjana Zoras from GHD to discuss the email; she was ready to answer any clarifying questions the Board had. GHD have invited the Board to attend the site. She also extended the invitation once again for a board member to attend the Science Table calls that are still on-going.

8.1 Administrative Portfolio No new Business

8.2 Garbage Collection Portfolio No new Business

8.3 Financial Portfolio No new Business

8.4 Fire Protection Portfolio No new Business

8.5 Library Portfolio

Volunteer resignations

The Secretary advised the Board that a letter had been received by Denise Savard advising the Board of her resignation from the assistant librarian and fundraising volunteer positions effective April 23, 2016. She has turned in all keys in her possession. It is with great regret that the Board accepts this letter of resignation and thanks Denise for all the great work and numerous hours she has volunteered for the Library in the past.

The Secretary also informed the Board of the verbal notice of resignation from Natalie Gaudette advising the Board of her resignation as volunteer technician. Natalie has completed all Board assigned requests and has turned in her keys effective June 7, 2016. The Board thanks Ms. Gaudette for all her great work and endless hours of support that

she has extended to the Gogama Public Library in the past years and wishes her well in all her future endeavors.

Technician, Mitch Bedard, has volunteered his services and has since stepped into Natalie's vacated position and will resume technical volunteer services for the Gogama Public Library as needed. Mr. Bedard will work with Head Librarian, Gisele Constantin, to ensure the Library can continue to offer their services to their patrons.

Criminal Background check – level 2 for volunteers

This item was tabled for discussion by the Secretary in an effort to protect all residents as well as eliminate any insurance liability risks. The Secretary asked that the Board consider implementing this policy for all individuals who volunteer their time for GLSB services and functions. In cases of volunteers working with seniors and children, criminal background checks – level 2 should be obtained and kept on file. The Board accepted to discuss this matter and agreed that moving forward, criminal background check – level 2 will be obtained for all volunteers who work with children and seniors.

Motion to request criminal background check- level 2 from all volunteers who work with children and seniors was moved by Michel Veronneau and seconded by Claude Secord.
Motion Carried

8.6 Recreation Portfolio

Reduced rate for Recreation Committee hall rental

The Recreation Committee has requested that the board consider decreasing or removing the hall rental rate of \$200.00 per money making events. This reduction in rate would allow the committee's fundraising efforts to yield a better profit. The Board discussed the matter and recalls having made a motion to this effect some time ago. Past minutes of previous meetings were reviewed by the Secretary and the item was not found. The Board agreed to remove hall rental fees from \$200.00 to \$0.00 for the recreation committee Bingos and events that do not include liquor. The Board also agreed to reimburse the recreation committee for the past four Bingo hall rental fees stating that the funds paid will be returned to the recreation fundraising budget. The Board extends their most sincere apologies for the misunderstanding. The recreation committee and the Treasurer will be notified of the reimbursement.

Motion to reduce the hall rental fee from \$200.00 down to \$0.00 for Recreation Committee Fundraising events that do not include liquor was moved by Michel Veronneau and seconded by Claude Secord.
Motion Carried

Motion to reimburse the recreation committee's hall rental fees for the last 4 Bingo Fundraising Events was moved by Michel Veronneau and seconded by Roxanne Veronneau.
Motion Carried

Recreation Committee – Computer

As per the Board's previous approval, an used computer from the Library was donated to the recreation committee for their use for fundraising activities. Also previously approved by the Board, the computer was reformatted by Consultant, Natalie Gaudette. The computer was not able to be connected to the internet due to technical issues outside of Natalie's ability to resolve. Technician, Mitch Bedard, volunteered to have a look to see if he could isolate the issue and provide a resolution. It appears that the existing network cable that runs from the rec office to the server room in the Library is faulty and needs replaced in order to provide internet access to this station. This would require the

purchase of a new network cable and a technician to phish the wire through the ceiling and connect to the hub in the Library. The Board discussed the matter and requested that the technician first replace the network cable's connection ends to see if this resolved the issue. If this doesn't resolve the issue, the board agreed to approve the purchase of a new network cable and have it phished through and connected. The Secretary advised the Board that the technician rates from Computers Ect. Were \$98.00/hr plus travel expenses and that technician, Mitch Bedard, has offered to phish and connect the new cable at the rate of \$60.00/hr and no travel costs. The Board discussed the matter and agreed that should the cable need to be purchased and phished, the technician with the lesser rate would be desirable.

Motion to purchase new network cable for recreation committee computer should replacing only the ends not resolve the issue was moved by Michel Veronneau and seconded by Claude Secord. Motion Carried

Motion to have Technician, Mitch Bedard, to do network cable phishing and connection to Library hub at the rate of \$60.00/hr was moved by Claude Secord and seconded by Gilles Veronneau. Motion Carried

Community Centre Generator

On May 24, 2016, Gogama suffered yet again another power outage. The generator motor ran fine but there was no output of power when plugged in. The Clinic was advised of the issue the following day and will be taking precautions to store blood samples and vaccines in other locations until the generator can be fixed. Nick McLeod was contacted to see if he can resolve the issue.

Quote from Timmins Electric Motor was \$500.00 charge to look at the generator and provide a quote to fix based on diagnosis of issue.

Quote from Gem Electric was \$50.00 charge to look at the generator and provide a quote to fix based on diagnosis of issue. As a result of a Board email vote, the generator was brought to Gem Electric as per Chairperson, Andre Jodouin.

Formal motion to have the generator brought to Gem Electric for assessment was moved by Claude Secord and seconded by Michel Veronneau. Motion Carried

Formal motion to approve to pay Andre Marier .42/km to Timmins and back to bring the generator to Gem Electric for assessment was moved by Michel Veronneau and seconded by Claude Secord. Motion Carried

Gem Electric advised the Board that they are unable to fix the generator as the part they need can only be ordered by J&B Cycle & Marine as they are the authorized sales and service organization for Yamaha brand generators. The Board discussed the matter and agreed to have the generator brought to J&B Cycle and Marine for a quote.

Formal motion to have generator brought from Gem Electric to J&B Cycle and Marine for quote to fix based on diagnosis of issue was moved by Michel Veronneau and seconded by Claude Secord. Motion Carried

Quote from J&B Cycle and Marine

J&B state that the issue with the generator is the stater. The cost of the repair including labour and taxes is \$672.40. The Board discussed the matter and agreed that the quote was reasonable and decided to move forward with the repairs.

Formal motion to move forward with quote to have J&B Cycle and Marine fix the generator was moved by Claude Secord and seconded by Gilles Veronneau.

Motion Carried

Health Unit Inspection

On May 12, 2016, Health Inspector, Nathalie Barsalou, stopped in to inspect the kitchen of the community center. The Board was found to be in non-compliance on two issues. A warning was issued and a return inspection date provided. The non-compliance report was provided to Manager/Custodian, Magda Benson for resolution. On May 26, 2016, the inspector returned and discharged the warnings as having been complied with.

Veterinary Mobile Trailer – D. Karen Marshall

Dr. Karen Marshall will be offering her vet clinic once again from our parking lot. She will be here Friday, June 17, 2016 from 1:00 – 5:00 pm.

8.7 Water/Sewer Portfolio**Pump change at Canfield Lift Station**

A new pump was installed at the Canfield Lift station. Vice-Chairperson, Claude Secord, suggested the old pump be sent to Xylem for quote on refurbish/repair. Quotes were obtained from local companies of what it would cost to bring the pump to Sudbury. I Do Construction provided the lowest cost and was asked to bring the pump to Xylem for estimate.

Formal motion to retain I Do Construction to bring pump to Xylem in Sudbury for assessment was moved by Gilles Veronneau and seconded by Michel Veronneau.

Motion Carried

Formal motion to pay I Do Construction .45/km to bring pump to Sudbury and travel back was moved by Gilles Veronneau and seconded by Claude Secord.

Motion Carried

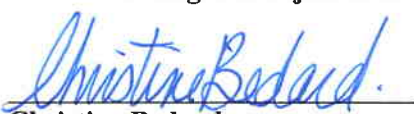
The Secretary advised the Board that Xylem have provided the Board with a quote to fix the pump. The cost will be \$854.66. The Board discussed the matter and agreed that the quote was reasonable and approved to move ahead with the repairs.

Formal motion to have Xylem move ahead with fixing the pump at the quoted cost 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 9:10 pm was moved by Claude Secord and the meeting was adjourned.


Christine Bedard
Secretary


Andre Jodouin
Chairperson