**Gogama Local Services Board**
Monthly Board March 3, 2016
Gogama Community Centre at 7:00 p.m.

**1. Call meeting to order at 7:00pm and roll call**

**Attendance:**

Andre Jodouin – Chairperson
Claude Secord – Vice Chairperson
Gilles Veronneau – Member
Natalie Gaudette – Consultant
Christine Bedard – Secretary

**Absent with regrets:**
Michel Veronneau – Member
Roxanne Veronneau - Member

**2. Declaration of conflict of interest based on agenda topics**
No conflicts declared.

**3. Acceptance of agenda**
**Motion to accept meeting agenda moved by Claude Secord, seconded by Gilles Veronneau** **Motion Carried**

**4. Acceptance of minutes**

Motion to rescind the motion made during disbursements of the February 4, 2016 meeting as it pertains to Gerry Talbot's consulting fees for training of the new secretary. It was brought to the Board's attention by the Treasurer that these types of fees cannot be taken from the Asset Management Plan budget as they do not meet the spending requirements of this project. The Treasurer went on to explain that such fees should come from the Administration/Consulting budget.

**A new motion to have the fees moved to the Administration/consulting budget was moved by Gilles Veronneau and seconded by Christine Bedard.** **Motion Carried**

**Motion to accept Monthly Board meeting minutes of February 4th, 2016 Moved by Gilles Veronneau and seconded by Andre Jodouin.** **Motion Carried**

**5. DISBURSEMENTS**:

## 6. UNFINISHED BUSINESS

### 6.1 Administrative Portfolio

**CN financial assistance request – UPDATE**

The Secretary stated that Gerry Talbot spoke with James MacPherson regarding the Board's request for financial aid from CN. Mr. Talbot reports that he has been verbally advised that the request has been approved. CN has agreed with the LSB regarding tendering quotes locally and have been given the ok to start. CN will make cheques payable to both the LSB and the Contractor, to be signed off on only when the Board is satisfied with the work done. It is Mr. Talbot's recommendation to the Board to begin with the generator and prioritize the rest. It was the Board's request that Mr. Talbot obtain something in writing regarding the approval of funds prior to starting the project. As of end of business day on March 1, 2016, Mr. Talbot had not heard back from Mr. Steedman, the new point of contact. Should Mr. Talbot not receive a reply from Mr. Steedman on the matter by weeks' end, he will follow up with Mr. MacPherson on the issue.

**Action items to be completed by Consultant Gerry Talbot**

The Secretary requested that the Board clarify and approve what action items/projects that are to be worked on by Mr. Talbot as a consultant to the Board. The Board discussed the matter and decided that Mr. Talbot will continue to only work on the CN financial request project to its completion and should the project move ahead to hall renovations, Mr. Talbot would be considered for the project manager position to oversee work being done, and Mr. Talbot's consulting fees would be paid through CN funds, not Board funds.

**A motion to continue to retain Mr. Talbot as a consultant on the CN project was moved by Claude Secord and seconded by Gilles Veronneau — Motion Carried**

A motion to consider retaining Mr. Talbot as consultant project manager was not made at this time.

**Letter from MOE regarding new connections to sewer system**

The MOE audit was performed February 1, 2016. The Secretary recommended to the Board that a formal letter be requested on this matter and that the Board answer the letter requesting the test results of the Ambient Monitoring performed on the Makami River. A second email request was sent to Janet Recoski of the MOE on February 26, 2016. Results of the Ambient Monitoring were sent to the Board for its records following the second request. As the Board is still yet to receive the formal letter from the Director of the MOECC, a decision to wait to reply to the January 27th letter was agreed upon.

**6.1 Garbage Collection Portfolio** - No unfinished business

**6.2 Financial Portfolio** – No unfinished business

**6.3 Fire Protection Portfolio**

**Fire Hall Hydro usage**

Natalie Gaudette, Treasurer, submitted an enquiry to the Board regarding the second building's hydro usage. From a Treasurer and Auditor perspective, she would like to know how the Board plans on proceeding with this matter since the Board had previously agreed on the second building not being a cost the community would incur. The Board discussed the matter and decided a letter of understanding was to be drafted and sent to the Fire Chief setting the expectation of resolution to be met by end of current board's term.

**A motion to draft a letter of understanding to the Fire Chief was moved by Gilles Veronneau and seconded by Claude Secord. Motion Carried**

**6.4 Library Portfolio**

**Joint Automated Server Initiative (JASI) expenditures**

The Secretary informed the Board that the JASI membership application was completed and sent out. She is now waiting for the pro-rated invoice for the first year plus the additional 4 years for the full term of the project. This invoice will be paid from the Ontario Library Capacity Fund (OLCF) grant monies. The Secretary reminded the Board that the deadline for spending the OLCF funds was March 25, 2016 and that she would ensure that this deadline was met.

**6.5 Recreation Portfolio**

**Licensing from OLG**

The Secretary informed the Board that she is still waiting for the OLG licensing package to come through, all required information has been filled out, reviewed and sent through.

**Review of hall rental charges for rec committee events**

The Board to review/decide if current process is to remain or if changes are to be made for hall rental charges as they pertain to Recreational Committee fundraising events. In light of Roxanne Veronneau's absence at this meeting, the Board decided to push this item to the April board meeting for discussion.

**Update to the Board on Rec committee meeting**

The Recreation Committee is requesting the Board approve the addition of an email address for their group. This email address would facilitate communication between Recreation Committee members/volunteers and Roxanne, who is the Board member with this portfolio. The email address would be added to the LSB's current Ontera account at no cost as per the agreement between LSB and Ontera.

**A motion to add the GLSBREC email address to the LSB Ontera email account was moved by Gilles Veronneau and seconded by Claude Secord. Motion Carried**

### 6.6 Water/Sewer Portfolio

**Email from OCWA re capital equipment expenditures & LSB response**

The Secretary informed the Board that an email was received from Brian Jibb from OCWA requesting clarification of the list of expenses previously approved by the Board thus far. The Board reviewed the list and agreed it was accurate. These expenses would be paid through funds from the LSB Reserve account and the upgrades would be reflected in the Asset Management Plan information.

**A motion to approve the final list of expenses for upgrades /repairs moved by Claude Secord and seconded by Gilles Veronneau. Motion Carried**

**A motion to approve payment of upgrades/repairs by OCWA from the Reserve Account moved by Gilles Veronneau and seconded by Andre Jodouin. Motion Carried**

**A motion to have the upgrades/repairs added to in the Asset Management Plan binder was moved by Claude Secord and seconded by Gilles Veronneau. Motion Carried**

**Sewer connection approval**

A letter has been sent to parties, who were requesting sewer connection approval, including a copy of the letter to the Board from MOE. The Secretary requested direction from the Board regarding whether an updated letter would be sent to said parties now that the Board was in receipt of the Ambient Testing results or if the Board wished to wait until the letter from the Director of MOECC was received. The Board discussed the matter and agreed to wait for the Director's letter prior to sending out further communications. The Board's decision was to wait until the Director's letter was received prior to sending out updates.

### 7. BY- LAWS :

**By-Law #97-02 - Revision required**

The Secretary informed the Board that By-Law #97-02 was in need of some revisions in order to have a more current process on file as it had been reviewed and was found to be out of date. The Board discussed the By-Law's current content and agreed that an update was required. The Board agreed that the Secretary should begin the process to bring the by-law to current standards whereas the finished product would be reviewed upon its completion.

**A motion to begin revision/updates to By-Law#97-02 moved by Claude Secord and seconded by Gilles Veronneau. Motion Carried**

### 8. <u>NEW BUSINESS</u>

### 8.0 CORRESPONDENCE:

**France Gelinas** February newsletter

**Email from Eldon Mantha – 2016 Guidelines for new Summer Experience Program.**

**8.1 Administrative Portfolio:**

**Update on Asset Management Plan (AMP)**

An update on the Asset Management Plan (AMP) was provided to the Board by consultant Natalie Gaudette. Natalie stated that she had met with consultant Gerry Talbot on the matter of the AMP binder update. She recommended that the Board put a system in place that would essentially run itself moving forward. She stated that she would provide the Board with a completed document as the Board would be unable to apply for grants in the future without one. She recommended that this new system should include an R&M Portfolio to be created and assigned to a Board Member to manage. She went on to say that she would need approval for approximately 40 hours to complete the update to the binder and that the Secretary would require approximately 10 hours of training on AMP in order to keep the binder properly updated in the future. Natalie stated that, with Board approval, she could perform the Secretary training on AMP. The Board discussed the matter and agreed to Natalie Gaudette's request of an additional 40 hours to complete the AMP binder and bring it up to date as well as having Natalie Gaudette perform the Secretary training of AMP. The Board, however, decided to wait on the matter of the R&M Portfolio until the April board meeting or the next meeting where the Board had full quorum before passing a motion.

**A motion to retain Natalie Gaudette, consultant, for an additional 40 hours to complete/update the Asset Management Plan binder was moved by Gilles Veronneau and seconded by Claude Secord. Motion Carried**

**A motion to retain Natalie Gaudette, consultant, to train the Secretary for a period up to 10 hours on the Asset Management Plan binder was moved by Claude Secord and seconded by Gilles Veronneau. Motion Carried**

**LSB Office restructure**

The Secretary requested that the Board consider approving an extension of secretarial hours for two weeks to allow for finalization of office restructuring. The Secretary requested she be granted uninterrupted time to review, learn and familiarized herself with the processes and details of the OLCF grant, OCIF grant, OCWA Agreement, Water & Sewer, Fundraising Act, LSB Act, Northern Services Board Act, Guide for Inhabitants, Policies of the Board (ie: Procurement policy and disposal of assets policy), PLT, ON1Call process, file security and other various clean up items needed. She stated that although the Board provided a training period, it was during regular LSB office hours, during which Board business was conducted. This unfortunately did not leave an adequate amount of uninterrupted time to review the above mentioned materials. The Secretary estimated that she would need an additional 50 hours of uninterrupted time in which to complete this. The Board discussed the matter and decided that it would be in the best interest of the Board and the residents to grant the Secretary the additional 50 hours of uninterrupted time to be used within the following two weeks, Monday through to Friday, from 12:00 noon to 5:00 pm.

**A motion to approve an additional 50 hours of uninterrupted time for the Secretary starting March 5, 2016 for the purpose of reviewing the items listed above was moved by Claude Secord and seconded by Gilles Veronneau. Motion Carried**

**8.2 Garbage Collection Portfolio:** No new business to report

**8.3 Financial Portfolio:**

**Audit of February 18th, 2016 complete and closed**

A Special Board meeting with Fuller Jenks Landeau has been set for Thursday March 17, 2016 at 7:00pm during which Mr. Paul Rokerby will present the results of the audit to the Board.

**8.4 Fire Protection Portfolio:**

**New Furnace for Fire Hall – email motion for replacement furnace**

Due to on-going issues with the furnace at the Fire Hall, the Board made a decision to replace the existing furnace. As the issue was time sensitive, the Board held an email vote. The vote was unanimously in favor of the new purchase and a new furnace was ordered through TNT Heating Services Ltd. The Secretary requested a formal motion to be passed at this time.

**A motion to approve the purchase of a replacement furnace for the Fire Hall was made by Gilles Veronneau and seconded by Claude Secord. Motion Carried**

**8.5 Library Portfolio:** No new business to report

**8.6 Recreation Portfolio:** No new business to report

**8.7 Water/Sewer Portfolio**:

**OCWA 2015 Annual Compliance Report**

OCWA has supplied the Board with their 2015 Annual Compliance Report for their review and files. The report was prepared by April Swanson, Process and Compliance Technician for the North Eastern Ontario Hub of the Ontario Clean Water Agency (OCWA). The Board discussed the report and requested that the Secretary draft a letter to OCWA requesting that an additional monthly or quarterly report of issues, new items or trouble calls information be sent to the Board in order for the Board to be properly kept current on all matters concerning water and sewer.

**A motion to have the Secretary draft a letter to OCWA requesting an additional monthly or quarterly report be sent was moved by Claude Secord and seconded by Gilles Veronneau. 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 was moved by Gilles Veronneau and seconded by Claude Secord. Motion Carried**

**Meeting adjourned at 8:05 PM**

Christine Bedard

**Christine Bedard**
**Secretary**

**Andre Jodouin**
**Chairperson**