

Gogama Local Services Board
Monthly Board Meeting – November 23, 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

Andre Jodouin – Chairperson
Gilles Veronneau – Vice Chairperson
Rachelle Minarik – Member
Daniel Mantha – Member
Michel Veronneau – Member
Christine Bedard – Secretary
Natalie Gaudette – Bookkeeper

Absent with Regrets

One (1) member of the public present.

2. **Declaration of conflict of interest** – As the meeting progresses

3. **Acceptance of agenda**

The Chairperson asked for a motion to accept the agenda.

Gilles Veronneau moved to accept the agenda, the motion was seconded by Daniel Mantha.

Motion Carried

4. **Acceptance of minutes**

4.1 October 6, 2017 – Special meeting

The Chairperson asked for a motion to approve the minutes of the October 6, 2017- Special Meeting.

The motion to approve the minutes of the October 6, 2017 – Special Meeting was moved by Daniel Mantha and seconded by Gilles Veronneau.

Motion Carried

October 17, 2017 – Special meeting – OCWA

The Chairperson asked for a motion to approve the October 17, 2017 – Special Meeting – OCWA minutes.

The motion to approve the October 17, 2017 – Special Meeting – OCWA minutes was moved by Michel Veronneau and seconded by Daniel Mantha.

Motion Carried

October 23, 2017 – Special meeting – Public opening of bids

The Chairperson asked for a motion to approve the October 23, 2017 – Special Meeting – Public Opening of Bids minutes.

The motion to approve the October 23, 2017 – Special Meeting – Public Opening of Bids minutes was moved by Michel Veronneau and seconded by Gilles Veronneau.

Motion Carried

October 23, 2017 – Special meeting – Bid review & contracts approval

The Chairperson asked for a motion to approve the October 23, 2017 – Special Meeting – Bid review & Contracts Approval minutes.

The motion to approve the October 23, 2017 – Special Meeting – Bid Review & Contracts Approval minutes was moved by Michel Veronneau and seconded by Daniel Mantha.

Motion Carried

October 26, 2017 – Monthly Board Meeting

The Chairperson asked for a motion to approve the October 26, 2017 – Monthly Board Meeting minutes.

The motion to approve the October 26, 2017 – Monthly Board Meeting minutes was moved by Michel Veronneau and seconded by Gilles Veronneau.

Motion Carried

November 2, 2017 – Special Meeting – Draft Budget First Meeting

The Chairperson asked for a motion to defer the November 2, 2017 – Special Meeting – Draft Budget First Meeting minutes to the December 7, 2017 meeting date.

The motion to defer the November 2, 2017 – Special Meeting – Draft Budget First Meeting minutes to the December 7, 2017 meeting date was moved by Michel Veronneau and seconded by Daniel Mantha.

Motion Carried

November 12, 2017 – Special Meeting – Draft Budget Second Meeting

The Chairperson asked for a motion to defer the November 12, 2017 – Special meeting – Draft Budget Second Meeting minutes to the December 7, 2017 meeting date.

The motion to defer the November 12, 2017 – Special Meeting – Draft Budget Second Meeting minutes to the December 7, 2017 meeting date was moved by Rachelle Minarik and seconded by Gilles Veronneau.

Motion Carried

5. Disbursement:

5.1 Monthly Budget Review

The Chairperson advised the Board that there is currently no new monthly budget report available at this time as the Board is still currently working on the new budget for the 2017-2018 fiscal year.

6. Asset Management Planning

6.1 Repair & Maintenance Review

The Chairperson advised the Board that this item will be reviewed by the Board and discussions opening at the December meeting.

7. Unfinished Business

7.1 Administrative Portfolio:

7.1.1 Termination of Secretary – Update

The Chairperson turned the floor over to the Secretary for the update of this item.

The Secretary advised the Board and the member of the public present that she had prepared a statement she wished to make so that it could be entered into the minutes.

On July 24, 2017, the 2016/2017 Board made the decision to terminate my contract early for the following reasons;

1. My failure to make Grants my number one priority and misleading the Board when advising them that I had submitted the CWWF grant as directed on November 11, 2016.
2. Having unwarranted and inappropriate conversations with MNDM and CN representatives.
3. Having poor time management skills

On July 27, 2017, I filed three suits with the Ministry of Labour;

1. For the Board's failure to promptly pay out my contract as per the termination clause included in it.
2. Wrongful dismissal
3. Bullying/harassment in the workplace.

After speaking with a representative from the Ministry of Labour's Legal department, I forwarded all my documentation and proof and awaited a decision.

On August 9, 2017, I was contacted by the Legal department of the Ministry of Labour and advised that they had opened three independent suits against the Gogama Local Services Board.

On September 15, 2017, I contacted the Ministry of Labour and advised them that I had received the outstanding amount owed to me for the early termination of my contract, I requested that the first suit be dropped.

During this conversation, the representative advised me that the Ministry of Labour would not be able to file the wrongful dismissal suit against the individual Board members specifically, they advised that the charges would need to be brought against the Gogama Local Services Board as an entity and this would likely be the same case for the bullying/harassment in the workplace suit.

The Board requested that I contact the Board's Insurance Agent and request whether these last two suits would be covered through the Board's Director Liabilities insurance. PBL have stated;

- In the matter of a wrongful dismissal suit, the insurance policy would pay out only if the Board was found to have done their due diligence in the matter.
- In the matter of harassment/bullying in the workplace suit, again, the insurance policy would pay out only if the Board was found to have done their due diligence.

The current Board is aware of the supporting documentation that I hold proving that due diligence was not done by the 2016-2017 Board and are aware that should I move forward with these matters, the Board's insurance will likely not pay out, leaving the Board to recoup costs directly from the taxpayers.

I have stated from the beginning that my intention is NOT to bankrupt the community or download any financial hardships on any of its residents.

It is based on this information that I have decided to halt the Ministry of Labour suits for wrongful dismissal and bullying/harassment in the workplace. I have been advised by the Ministry of Labour that I have other avenues available to me.

I have made the decision to pursue the matter of the harassment/bullying in the workplace civilly so that those individuals from the 2016-2017 Board, whom I feel are guilty of these actions, are made personally liable for their actions.

I thank all of you from the community who supported me even though you knew this may end up costing you as a taxpayer. Your support gave me the strength I needed to stand up against bullying.

The Chairperson thanked the Secretary for her statement and asked for a motion from the Board accepting the Secretary's statement formally into the minutes.

The motion to accept the Secretary's statement formally into the minutes was moved by Michel Veronneau and seconded by Gilles Veronneau.

Motion Carried

7.2 Garbage Collection Portfolio:

7.2.1 The Chairperson asked Gilles Veronneau if there were any old items needing discussion regarding the Garbage Collection/Disposal portfolio. Gilles Veronneau stated there was no outstanding old business at this time.

7.3 Financial Portfolio

7.3.1 CWWF – Transfer Payment Agreement

The Chairperson moved this item over to the Secretary. The Secretary advised the Board that on November 11, 2016, she had submitted an application for the CWWF grant. She further explained that this grant was the Clean Water Waste Water Fund whereas the funds could be used to retrofit existing water/sewer infrastructure. The Secretary explained that she was aware that one of the five projects had been

approved just prior to the 2016-2017 board terminating her contract and that this approved amount was \$11,500.00 to upgrade the water treatment plant building/equipment. The Board was notified of this approval on July 28, 2017 but failed to submit a transfer payment agreement in order to receive the funds.

The Secretary went to explain that, upon her re-hiring in October 2017, she reached out to the Ministry of Agriculture and Foods to enquire on the reason for the primary project and other three sub-projects not having been approved. The enquiry resulted in all five projects being approved pending receipt of the Transfer Payment Agreement. The projects approved are as follows;

-	GLSB-001	Replacement of pump at well building	\$ 8,500.00
-	GLSB-002	Water Holding Tanks	\$36,000.00
-	GLSB-003	Monitoring Equipment Upgrades	\$11,500.00
-	GLSB-004	Main Water Valves Project	\$30,000.00
-	GLSB-005	Waste water Lagoon Cell clean up	\$10,000.00

The Secretary advised the Board that these funds would cover most, if not all, items included in OCWA's 2018 Capital Projects Letter.

The chairperson asked for a motion to approve the Secretary fill out and submit the Transfer Payment Agreement and send it through to the appropriate Ministry for processing.

The motion to approve the Secretary fill out and submit the Transfer Payment Agreement and send it through to the appropriate Ministry for processing was moved by Gilles Veronneau and seconded by Michel Veronneau. **Motion Carried**

7.4 Fire Protection Portfolio

7.4.1 The Chairperson asked Rachelle Minarik if there were any items needing discussion regarding the Fire Protection Portfolio. Rachelle Minarik stated there were none at this time.

7.5 Library Portfolio

7.5.1 The Chairperson asked Daniel Mantha if there were any items needing to be discussed regarding the Library Portfolio. Daniel Mantha stated that there were none at this time.

7.6 Recreation Portfolio

7.6.1 Manager/Custodian monthly report

Daniel Mantha stated that he was currently working on boarding up the old penalty boxes adjacent to the skating rink as they were unsafe. He stated he would like to remove them this spring and replace them with new ones. He stated he would approach EACOM regarding a donation of wood to rebuild. EACOM has already donated the materials needed for the repairs to the skating rink.

7.6.2 Recreation Committee – Outstanding Items

Daniel Mantha stated that the Artizan Market report was still outstanding and he would follow up with the Recreation Committee to ask that they complete their report and turn it in to the Office so that it can be forwarded to the Bookkeeper for review.

The Bookkeeper stated she would follow up with Cheryl Secord regarding the Taw Connors Concert as the event report and monies fundraised had not yet been dropped off at the office.

7.7 Water/Sewer Portfolio

7.7.1 OCWA Renewal of Contract – Update

The Chairperson moved the item to the Secretary to update the Board. The Secretary stated that since the Board and OCWA have reached an agreement through negotiations, the new renewal agreement has been sent to Toronto for signatures. The Secretary anticipates receiving the signed contract within the next few weeks.

8. New Business

The Chairperson turned the floor to the Secretary to lead the Board through the New Business items;

8.1 Correspondence: None

8.2 Administrative Portfolio:

8.2.1 Tom's LockShop – Quote

The Secretary advised the Board that she had received the quote from Tom's Lockshop for the changes to the locks on the Community Centre doors, filing cabinets and rekeying of the office safe. The Board reviewed the quote of \$869.04 and agreed that the aforementioned locks required changing as there existed no log of who had what keys and in light of the theft of the computer this past summer, it would be prudent to have all locks changed.

The Chairperson asked for a motion to approve the quote received by Tom's Lockshop of \$869.04.

The motion to approve the quote received from Tom's Lockshop of \$869.04 was moved by Daniel Mantha and seconded by Rachelle Minarik. **Motion Carried**

8.3 Garbage Collection Portfolio:

8.3.1 The Chairperson asked Gilles Veronneau if there were any new items of business to discuss. Gilles Veronneau stated there was no new business regarding this portfolio.

8.4 Financial Portfolio:

- 8.4.1 The Chairperson stated that there were no new items of business to discuss regarding this portfolio.

8.5 Fire Protection Portfolio:

8.5.1 Northern911 – New Agreement

The Secretary reminded the Board that the office had received the new agreement from Northern 911 which was formerly called Northern Communications Services. In this agreement, the Board agreed to pay a monthly fee for fire dispatch calls of \$129.40. The new contract outlines the increase in fees which will be \$204.63 monthly due to several new technologies upgrades they have performed recently.

Having reviewed the agreement, the Chairperson asked the Board for a motion to approve the new Northern911 Agreement.

The motion to approve the new Northern911 Agreement was moved by Daniel Mantha and seconded by Michel Veronneau. **Motion Carried**

8.6 Library Portfolio:

8.6.1 Criminal Background Checks - Volunteers

As per the Board's previous agreement, volunteers at the Library will need to submit a Criminal Background Check level C as they are working with seniors and children. The Librarian stated this is posing a challenge in finding volunteers as the Criminal Background checks are \$40.00 and most people who would volunteer are not willing to incur the cost. The Librarian is asking if the Board would consider allowing the Library to refund those volunteers for the cost of the background check.

The Board discussed the matter and agreed that if the Library is willing to refund the cost of the background checks from the Library funds, they would not be opposed.

The Chairperson asked for a motion to approve that the Librarian refund the volunteers the cost of the background check once the background check has been received.

The motion to approve that the Librarian refund the volunteers the cost of the background checks was moved by Michel Veronneau and seconded by Gilles Veronneau. **Motion Carried**

8.7 Recreation Portfolio:

8.7.1 Recreation Committee – Request for Cash Advance

The Recreation Committee has requested a cash advance of \$2000.00 for the purchase of gifts for the Children's Christmas Party. The Secretary advised the Board that the Recreation Committee did have the funds to cover the advance

requested. The Board discussed the matter and agreed that the Recreation Committee should receive the cash advance.

The Chairperson asked for a motion to approve the cash advance of \$2000.00 to Charmaine Mantha for the purpose of purchasing gifts for the Children's Christmas Party.

Daniel Mantha declared a conflict and abstained from voting. The motion to approve the cash advance of \$2000.00 to Charmaine Mantha for the purpose of purchasing gifts for the Children's Christmas Party was moved by Michel Veronneau and seconded by Gilles Veronneau.

Motion Carried

8.8 Water/Sewer Portfolio:

8.8.1 OCWA – Insurance on Water/Wastewater assets

The Secretary advised the Board that the office had received the quote from OCWA for coverage of the water/wastewater assets. She stated that currently, the Board pays PBL in excess of \$1500.00 in premiums yearly for the coverage and that OCWA is offering the coverage at \$490.00 yearly and are willing to include the price of the premiums in with the renewal agreement. The Board discussed the matter and agreed that should the coverage be equal to or more than currently being covered by PBL, it would be wise to accept the reduction in insurance price and move the coverage from PBL to OCWA. The Board directed the Secretary to advise OCWA of the Board's acceptance pending verification of the coverage through PBL.

The Chairperson asked for a motion to approve the change in insurance coverage for the water/wastewater assets from PBL to OCWA should the coverage from OCWA prove to be equal or greater than the coverage already held by the Board.

The motion to approve the change in insurance coverage for the water/wastewater assets from PBL to OCWA should the coverage from OCWA prove to be equal or greater than the coverage already held by the Board was moved by Michel Veronneau and seconded by Rachelle Minarik.

Motion Carried

8.8.2 OCWA – Capital Letter

The Secretary advised the Board that OCWA had submitted their 2018 Capital Letter and they had requested a mandatory written reply to the letter to be kept on file. The letter outlined capital projects expenditures that were being recommended for the 2018 fiscal year. The Board reviewed the Capital Letter and agreed that OCWA were the experts in the field and that being a cost recovery company, would afford the Board the lowest prices for each item listed.

The Chairperson asked for a motion to approve each item on the Capital Letter for the exception of the pump requested for the draining of the fire hydrants. Portfolio Liaison, Michel Veronneau stated he could purchase a pump for a lower price than quoted by OCWA.

The motion to approve each item on the Capital Letter for the exception of the pump requested for the draining of the fire hydrants was moved by Michel Veronneau and seconded by Gilles Veronneau. **Motion Carried**

As there were no questions for the Board from the public in attendance, the Chairperson advised the public that the Board would now be moving to the in-camera portion of the meeting. The Chairperson advised the members of the public in attendance that they may stay until the Board resumes from the in-camera portion to hear motions coming from the in-camera decisions.

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

The motion to move the meeting in-camera was moved by Daniel Mantha and seconded by Rachelle Minarik. **Motion Carried**

9. In- Camera

9.1 MNDM Training

Representative Ms. Tallia Damini to provide Board training.

9.2 Administrative items clean up

The Chairperson called for a 5-minute break at 9:20 P.M. and resumed the meeting at 9:26 P.M.

The Chairperson asked for a motion to bring the meeting out of in-camera at 10:15 P.M.

The motion to bring the meeting out of in-camera at 10:15 P.M. was moved by Michel Veronneau and seconded by Daniel Mantha. **Motion Carried**

Motions resulting from in-camera discussions were as follows;

The Chairperson asked for a motion to direct the Secretary to write a letter to the O.P.P detachment requesting a copy of all reports submitted by the Board and Bookkeeper from July 25, 2017 to September 30, 2017.

The motion to direct the Secretary to write a letter to the O.P.P detachment requesting a copy of all reports submitted by the Board and Bookkeeper from July 25, 2017 to September 30, 2017 was moved by Michel Veronneau and seconded by Rachelle Minarik. **Motion Carried**

The Chairperson asked for a motion to approve that the bookkeeper, Ms. Natalie Gaudette, be granted informational access to the Board's bank accounts by the bank on an as required basis. The letter to the bank to be drafted by the Secretary and sent to the bank.

The motion to approve that the bookkeeper, Ms. Natalie Gaudette, be granted informational access to the Board's bank accounts by the bank on an as required basis and that the letter be drafted and sent by the Secretary was moved by Gilles Veronneau and seconded by Michel Veronneau.

Motion Carried

The Chairperson asked for a motion to approve the first budget meeting to be held on Thursday, November 2, 2017 at 7:00 P.M.

The motion to approve the first budget meeting to be held on Thursday, November 2, 2017 at 7:00 P.M. at the Community Centre was moved by Gilles Veronneau and seconded by Michel Veronneau. **Motion Carried**

The Chairperson asked for a motion to approve that the annual audit begin in November 2017 instead of February 2018.

The motion to approve the annual audit to begin in November 2017 instead of February 2018 was rejected based on the reason that the Board will be working on putting together a new budget and that the new budget talks were already delayed by more than a month. **Motion Not Carried**

10. Additional items added to agenda

10.1 OCWA request for additional snow removal

The Secretary advised the Board that the office had received a request from OCWA asking that the snow removal for the Water Treatment Plant, Well House, Lift Stations and Lagoon Road be moved from an as needed basis to the same priority as the Community Centre and Fire Hall. The Secretary advised the Board that she had observed that these areas had been done earlier that week and was unaware of who had authorized the snow removal contractor to do so. The Board discussed the matter and stated that the Secretary should look into who had authorized this as the request had not come from the Board. The Board decided that snow removal of these locations would not be moved up in priority but that the Chairperson and the Secretary would keep an eye on the locations and send out the snow removal contractor when deemed necessary. The Chairperson advised the Secretary to communicate this to OCWA.

The Chairperson asked for a motion to approve the snow removal at the Water Treatment Plant, Well House, Lift Stations and Lagoon Road be moved from an as needed basis to the same priority as the Community Centre and Fire Hall.

The motion was rejected unanimously by the Board. The snow removal at the above-mentioned locations would be performed on an as needed basis. **Motion Not Carried**

10.2 Board Members doing Volunteer Work

Daniel Mantha requested that the Board pass a motion approving Board Members be able to perform volunteer work on Board assets. More specifically, he wanted Board approval to move forward on renovations to the Skating Rink as the old penalty boxes needed to be boarded up for Health & Safety reasons. The question of general liability coverage was discussed by the Board. For reasons of liability, the Board decided that Daniel Mantha would use the Board's snowblower to clear the snow from the rink and stated that Daniel could use his 4-wheeler and plow for bigger jobs but that the Board would reimburse him for gas expenses for both the 4-wheeler and snowblower.

The Chairperson asked for a motion to approve volunteer work done by Board Members to various Board assets.

The motion to approve volunteer work done by Board Members to various Board assets was moved by Michel Veronneau and seconded by Gilles Veronneau. **Motion Carried**

The Chairperson asked for a motion to approve the reimbursement of gas expenses to Daniel Mantha for the snow blower and 4-wheeler when used to clear snow from the skating rink.

The motion to approve the reimbursement of gas expenses to Daniel Mantha for the snow blower and 4-wheeler when used to clear snow from the skating rink was moved by Rachelle Minarik and seconded by Gilles Veronneau. **Motion Carried**

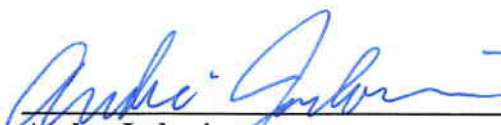
11. Deputations or Delegations or Discussions from the floor – Moved to before the in-camera session.

12. 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 Michel Veronneau and seconded by Gilles Veronneau. **Motion Carried**


Christine Bedard
Secretary


Andre Jodouin
Chairperson