

Gogama Local Services Board  
Monthly Board Meeting – November 1, 2018  
Gogama Community Centre at 7:00 P.M.

MINUTES

1. Call meeting to order and Roll Call at 7:02 P.M

**PRESENT**

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

**ABSENT WITH REGRETS**

One 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.

The motion to accept the agenda was moved by Paul Derkacz and seconded by Andre Jodouin.

**Motion Carried**

4. Acceptance of minutes

4.1 October 11, 2018, Monthly Meeting Minutes

The Chairperson asked for a motion to approve the October 11, 2018 monthly meeting minutes.

The motion to approve the October 11, 2018 monthly meeting minutes was moved by Paul Derkacz and seconded by Gilles Veronneau.

**Motion Carried**

5. Disbursement:

5.1 Monthly Budget Review

The Chairperson advised the Board that there was no new monthly budget provided by the Bookkeeper. The Chairperson asked for a motion to defer the item to the December 6, 2018 meeting.

The motion to defer the review of the monthly budget report to the December 6, 2018 meeting was moved by Gilles Veronneau and seconded by Andre Jodouin.

**Motion Carried**

6. Grants Update:

The Chairperson requested that the Secretary update the Board on the status of the grants as listed below. The Secretary provided the Board the following update;

- 6.1 **OCIF TOP UP PROJECT 1** - Replacement of water and wastewater infrastructure in Gogama  
**\*\* No new update**

- 6.2 **OCIF FORMULA BASE PROJECT 2 – \$50,000.00 grant funds**  
**\*\* No new update**
- 6.3 **CWWF (Clean Water Waste Water Funding) PROJECT 3 – Replace 35 year old pump at wellhouse**  
**\*\* No new update**
- 6.4 **CWWF (Clean Water Waste Water Funding) PROJECT 4 – Repair/Cleaning of Clear Well Tanks**  
**\*\* Completed, invoice received & processed**  
Budget: \$36,000.00  
Cost: \$12,715.08
- 6.5 **CWWF (Clean Water Waste Water Funding) PROJECT 5 – Monitoring Equipment upgrades at Water Distribution Plant**  
**\*\* Completed, invoice received & processed**  
Budget: \$11,500.00  
Cost: \$ 8,050.05
- 6.6 **CWWF (Clean Water Waste Water Funding) PROJECT 6 – Main Water Valve Rehabilitation & Replacement**  
**\*\* Completed, invoice received & processed**  
Budget: \$30,000.00  
Cost: \$15,804.97
- 6.7 **CWWF (Clean Water Waste Water Funding) PROJECT 7 – Wastewater Lagoon cells clean up and deforestation**  
**\*\* Currently in the process of being completed**  
Budget: \$10,000.00  
Quote: \$ 5,000.00

7. Action Items:

7.1 Paul Derkacz

- Monthly meeting schedule set for Manager/Custodian  
Paul Derkacz advised the Board that a meeting had been scheduled with the Manager/Custodian but that they had been unable to keep the prearranged meeting date due to unforeseen circumstances. He stated he would reach out to the Manager/Custodian to reschedule the meeting. He stated that he was satisfied with the Manager/Custodian's actions up to current time. The Board agreed.

Action Item: Paul Derkacz – Reschedule monthly meeting with Manager Custodian.

- Change flag at community centre  
Paul Derkacz advised that following the rash of posts from certain inhabitants regarding the status of the flag at the Community Centre, he moved ahead and changed the flag instead of waiting for the Maintenance Contractor to begin his duties. The Board would like to advise the inhabitants that they have not and will not participate in conflict resolution on any social media platform and would like to encourage all inhabitants to please contact the Board directly on matters they feel should be addressed as they may update the inhabitants on the status.

7.2 Andre Jodouin

- Monthly meeting schedule set for Maintenance Contractor

Andre Jodouin advised the Board that the work orders provided to the Maintenance Contractor were moving forward very nicely, all OFMEM non-compliance items were just about complete. He stated he was satisfied with the Maintenance Contractor's performance. The Board agreed.

## **8. New Business**

### **8.1 Correspondence:**

#### **8.1.1 Gogama Local Services Board**

The Secretary advised the Board that an email was received from GLRB regarding the invoice for repair costs to the main water valve damaged by the grader on the corner of Poupore and Henry Streets was received and forwarded to the MTO for payment. MTO has returned the invoice to the GLRB and have asked that the GLSB send it directly to the contractor, Mr. Chouinard, for payment. The Secretary spoke with Mr. Chouinard and faxed the invoice directly. Superior Grading has contacted the office on October 31, 2018 to advise that the payment is being processed.

#### **8.1.2 Gogama Local Roads Board**

The Secretary advised the Board that an email was received from the GLRB for the work done on the manhole damage on Poupore Street by the grader. The GLRB wishes to convey their thanks to both the GLSB and to OCWA for the repairs done to this manhole at no charge to the GLRB.

#### **8.1.3 Gogama Local Roads Board**

The Secretary advised the Board that the office received a letter from the GLRB wishing to clarify that any work done that disturbs roads within the Board's area must be put back to its original condition at the Board's cost. The GLRB is requesting written acknowledgement of receipt of this letter for their files. This relates to the GLSB's water infrastructure project that will commence in the spring of 2019.

The Secretary requested Board direction and motion to draft the letter of acknowledgement. The Chairperson asked for a motion to approve the Secretary to draft the letter of acknowledgement to the GLRB.

The motion to approve the Secretary to draft the letter of acknowledgement to the GLRB was moved by Gilles Veronneau and seconded by Andre Jodouin.

**Motion Carried**

#### **8.1.4 France Gelin**

The Secretary advised the Board that a replacement flag had been received from the office of France Gelin. The Chairperson stated that although the gesture was appreciated, a replacement flag was not required as the Board had already purchased one. The Board decided to keep the flag for when it would need to be replaced next.

#### **8.1.5 Gogama Fire Department**

The Secretary advised the Board that the Fire Chief had requested a copy of the Inspection Orders pertaining to the Fire Hall Buildings. At the Board's direction, the Secretary has emailed the deficiencies to the Fire Chief.

### **8.2 Administrative Portfolio:**

#### **8.2.1 Caisse Populaire Des Voyageurs**

The Chairperson advised the Board that in light of the newly reduced bank hours of operation being 1:00 PM to 4:00 PM Monday through to Friday, the Secretary will require the approval of hours until 1:30 PM once per week when required in order to attend the bank to make deposits. The Chairperson asked for a motion to approve the extension of Secretary work hours until 1:30 P.M. when required in order to perform the bank deposits.

The motion to approve the extension of Secretary work hours until 1:30 P.M. when required in order to perform the bank deposits was moved by Paul Derkacz and seconded by Rachelle Minarik.

**Motion Carried**

### **8.2.2 Secretary time off request**

The Chairperson advised the Board that the Secretary is requesting time off on Friday November 9, 2018. The Chairperson asked for a motion to approve the time off.

The motion to approve the Secretary time off on November 9, 2018 was moved by Gilles Veronneau and seconded by Rachelle Minarik. **Motion Carried**

### **8.2.3 Year End clean up**

The Secretary advised the Board that she and the Bookkeeper are working to clean up files for end of fiscal year in preparation for the upcoming budget meetings. The Secretary is requesting ten extra hours in order to work with the Bookkeeper.

The Chairperson asked for a motion to approve 10 extra hrs for the Secretary to work with the Bookkeeper for year end cleanup.

The motion to approve 10 extra hrs for the Secretary to work with the Bookkeeper for year end cleanup was moved by Rachelle Minarik and seconded by Gilles Veronneau. **Motion Carried**

### **8.2.4 Delnite Fire to Uline**

The Secretary informed the Chairperson that there have been substantial delays from Delnite Fire in shipping the required items for OFMEM Inspection Order Compliance. The Secretary recommended that the Board switch from Delnite Fire to Uline for its purchases. The Board discussed the matter and agreed that they should reach out to Uline to set up a purchasing account. The Chairperson authorized the Secretary to make the necessary changes.

The Chairperson asked for a formal motion to approve the Board switch from Delnite Fire to Uline for its purchasing needs moving forward.

The motion to approve the Board switch from Delnite Fire to Uline for its purchasing needs moving forward was moved by Gilles Veronneau and seconded by Paul Derkacz. **Motion Carried**

## **8.3 Garbage Collection Portfolio:**

### **8.3.1 Update from Gilles Veronneau.**

Gilles Veronneau advised the Board that during his last talk with the Garbage Contractor, Mr. Hotchkiss has stated he would be dropping off his Insurance and WSIB certificates for this years' contract. He also stated that there had been some bin upgrades performed but that there had been some issues with bag limits being exceeded as of late and cardboard boxes not being broken down as required for pick up. Gilles Veronneau stated that these issues were being handled by the contractor. The Secretary advised the Board that the Garbage Contractor had requested a 2% increase to his contract rates for the new contract and that MNRF had extended his contract to March 31, 2019 at which time he would be advised of renewal. This information was taken into consideration and discussed by the Board. The Chairperson asked for a motion to approve the Garbage Contractor's request for a 2% increase.

The motion to approve the Garbage Contractor's request for a 2% increase for the 2018-2019 fiscal year was moved by Paul Derkacz and seconded by Andre Jodouin. **Motion Carried**

## **8.4 Financial Portfolio:**                      None

## **8.5 Fire Protection Portfolio:**

### **8.5.1 GFD – Monthly Activity Report**

The Secretary advised the Board that at the direction of the OFMEM, the GFD has been tasked to provide the GLSB with a monthly detailed report of department activities. It was the OFMEM's direction that the report would be received by the Board at the end of the first week of every month. As of October 10, 2018, the Board had not received any such report from the GFD therefore the ADFM, Art Booth, was notified. The report was received on October 13<sup>th</sup>.

The report contained the number of incidents/calls including what type of calls and the hours spent on these calls. The report also contained training activities undertaken by the department, public education activities, fire prevention activities, administrative work and GFD meetings.

The Chairperson requested feedback from the Board on this report and recommended that the report include greater details as it was extremely vague. The Board discussed the matter and agreed to the following report structure and content;

**Incidents/Calls should include;** the number of calls, type of calls, location of calls and individual hours broken down for each call and who attended.

**Training Activities should include;** each training activity and duration as well as who attended.

**Public Education Activities should include;** the name of the public education activity, where the activity took place and the duration as well as who attended.

**Fire Prevention Activities should include;** the name of the specific activity, the location of the activity, duration and who attended.

**Administrative Work should include;** a point form outline of administrative work, duration and who performed the work.

**Meetings should include;** the dates of each meeting, duration, attendance and a copy of the approved minutes.

The Chairperson asked for a motion to approve the recommendations and to direct the Secretary to make the changes to the report template and forward to OFMEM.

The motion to approve the recommendations and to direct the Secretary to make the changes to the report template and forward to OFMEM was moved by Paul Derkacz and seconded by Gilles Veronneau.

**Motion Carried**

#### **8.5.2 Fire Protection Portfolio**

The Chairperson advised the Board that in light of Board Member, Rachelle Minarik's recent house fire, the Board should discuss the possibilities of conflicts where it comes to the Fire Department. Rachelle Minarik asked the Chairperson for the floor. Rachelle Minarik stated to the Board that she was in agreement with the Chairperson on the matter of possible upcoming conflicts with Fire Department dealings. She stated that she felt it prudent to step down from the portfolio so that the Board could continue with fire department issues unencumbered. The Board discussed the matter and agreed that effective immediately, the lead fire protection Board portfolio holder would be Paul Derkacz and Gilles Veronneau would act as second. The Board felt that since Rachelle Minarik had been the fire protection Board portfolio holder for a second consecutive term, she should be allowed to remain on the portfolio for the remainder of the term unless issues arose.

The Chairperson asked for a motion to approve the change in the fire protection portfolio lead from Rachelle Minarik to Paul Derkacz with Gilles Veronneau as second and Rachelle Minarik as third and to have the Secretary communicate this change with the Fire Department immediately.

The motion approve the change in the fire protection portfolio lead from Rachelle Minarik to Paul Derkacz with Gilles Veronneau as second and Rachelle Minarik as third and to have the Secretary communicate this change with the Fire Department immediately was moved by Gilles Veronneau and seconded by Andre Jodouin.

**Motion Carried**

**Action Item: Christine to communicate the change in portfolio liaison to the Fire Department.**

## 8.7 Library Portfolio:

None

## 8.7 Recreation Portfolio:

### 8.7.1 Manager/Custodian Monthly Report

Paul Derkacz advised the Board that the Manager/Custodian had completed the following;

- Cleaned Hall
- Cleaned Kitchen
- Cleaned all offices
- Cleaned & organized the Janitorial Room
- Ordered cleaning supplies
- Set up a Maintenance Contractor shelf in Janitorial room
- Cleaned washrooms, floors and windows
- Cleaned the rink dressing room
- Cleaned and organized the rink storage room
- Put all cleaning equipment away
- Cleaned main entrance at the community centre

He stated that he has inspected the work and was pleased with the results. He encouraged other Board members to also do the same if they had not already done so.

### 8.7.2 Maintenance Monthly Report

The Chairperson advised the Board that the Secretary has prepared and provided the Maintenance Contractor with three work orders;

#### #001 Fire Hall Buildings 1&2

- Install Fire Extinguishers - **DONE**
- Install CO2 alarms - **DONE**
- Move generator and vent to exterior of building - **DONE**
- Seal around duct work and cables - **ONGOING**
- Provide list of materials required for repair of fire separation wall - **DONE**
- Provide list of materials required for repair/replacement of ceiling tiles, place order for materials, complete work – **DONE**

#### #002 Community Centre

- Repair panic bar of community centre door - **DONE**
- Repair the tap in women's washroom - **ONGOING**
- Repair the door handle of door between Rec and Board office - **DONE**
- Repair eavestrough over Library door – **ONGOING**

#### #003 Cold Storage Building (end of Barnes Street)

- Repair or replace the lock on the cold storage building located at the end of Barnes Street by the lake – **ONGOING**

Andre Jodouin suggested that the Board consider adding the grounds care of the storage buildings to the Grounds Care contract as long grass or overgrowth could cause potential health & safety hazards to people accessing the buildings. The Board discussed the matter and agreed that these should be added to the Grounds Care Contract.

The Chairperson asked for a motion to approve the adding the grounds care of the storage buildings to the Grounds Care contract.

The motion to approve adding the grounds care of the storage buildings to the Grounds Care contract was moved by Paul Derkacz and Seconded by Rachelle Minarik.

**Motion Carried**

### **8.7.3 Helper for Maintenance Contractor**

The Chairperson advised the Board that the Maintenance Contractor has requested the Board's approval to hire one helper to assist with the installation of the fire doors at the Main Fire Hall.

As time was a factor, an informal motion was made by the Board to approve I Do Construction to hire one helper to assist. The motion was moved by Gilles Veronneau via text and seconded by Rachelle Minarik verbally. The motion was carried unanimously. The Chairperson asked for a formal motion to approve I Do Construction to hire one helper to assist with the installation of the doors at the Fire Hall.

The formal motion to approve I Do Construction to hire one helper to assist with the installation of the doors at the Fire Hall was moved by Rachelle Minarik and seconded by Paul Derkacz. **Motion Carried**

### **8.7.4 Nursing Clinic**

The Chairperson advised the Board that the Nursing Clinic requires an alternate backup for the fridge in times when hydro goes out. This would be in the event the power goes out during the night and the Maintenance Contractor is unaware or not accessible. The Board discussed various options such as a solar battery back up system. The Board agreed to put more thought into the matter and discuss it at a future meeting.

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

### **8.8.1 Testmark Results**

The Chairperson advised the Board that the office had received notification from OCWA and Testmark showing abnormalities in the test results of the water tested from the Fire Hydrant at the Fire Hall. The report had flagged a high level of lead in the test and OCWA sent the appropriate notification to the Board and the school. OCWA had advised the Board Office that retesting was scheduled for October 17, 2018 and have advised that the high level reported may just be an error in testing or may have been caused by a fleck dislodged from a brass component inside the hydrant itself. The results of the re-testing came back within MOECC acceptable levels and appropriate paperwork has been provided to the office for their records.

### **8.8.2 MOECC Annual Inspection**

The Chairperson advised the Board that the office had been advised that the MOECC inspector will be performing his annual inspection of the water/sewer facilities on November 6, 2018. The inspector has stated that he will conduct the Board's portion of the annual review via telephone.

## **9. Deputations or Delegations or Discussions from the floor**

The Chairperson opened the discussions to the floor. The resident in attendance stated she had no questions for the Board and thanked the Board for the informational meeting. The Chairperson advised the resident in attendance that she was invited to remain while the discussions took place and that the Board would resume the meeting to announce any motions resulting from the in-camera discussions. Any motions, if any, would be made public in the minutes. The resident stated she did not wish to remain and would look forward to reading the minutes once approved.

Having no questions from the floor, the Board bid the resident good evening and the Chairperson asked for a motion to move the meeting in-camera in order to discuss items 10.1 and 10.2 on the agenda.

The motion to move the meeting in-camera to discuss items 10.1 and 10.2 of the agenda was moved by Gilles Veronneau and seconded by Rachelle Minarik. **Motion Carried**

**10. In Camera Discussion**

**10.1 Current OFMEM/GLSB Agreement**

**10.2 Proposed draft new OFMEM/GLSB Agreement**

The Chairperson asked for a motion to bring the meeting out of in-camera.

The motion to bring the meeting out of in-camera was moved by Rachelle Minarik and seconded by Paul Derkacz.  
**Motion Carried**

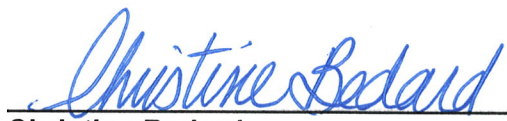
The Chairperson asked for a motion to approve the Business Administration Consultant to review the Board's current agreement between the GLSB and the OFMEM as well as have the Business Consultant work with the Secretary to begin the review of the new draft agreement between the GLSB and OFMEM.

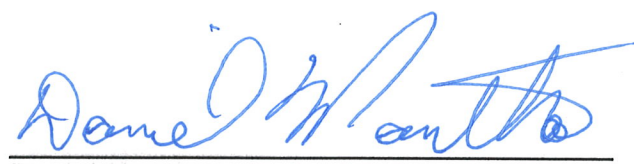
The motion to approve the Business Administration Consultant to review the Board's current agreement between the GLSB and the OFMEM as well as have the Business Consultant work with the Secretary to begin the review of the new draft agreement between the GLSB and OFMEM was moved by Gilles Veronneau and seconded by Andre Jodouin.  
**Motion Carried**

**11. 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 8:55 P.M was moved by Gilles Veronneau and seconded by Andre Jodouin.  
**Motion Carried**

  
\_\_\_\_\_  
**Christine Bedard**  
Secretary

  
\_\_\_\_\_  
**Daniel Mantha**  
Chairperson

# SIGN IN SHEET

**SIGNATURE**

[illegible]