

Gogama Local Services Board
Monthly Board Meeting – October 6, 2016
Gogama Community Centre at 7:00 p.m.
AGENDA

Call meeting to order and Roll Call - 7:00 pm

Present

Mike Benson – Chairperson
Tracey Smith – Vice Chairperson
Michel Veronneau – Member
Mark Smith – Member
Richard Gravelle – Member (arrived at 7:10 pm)
Natalie Gaudette – Bookkeeper
Christine Bedard - Secretary

Absent

2. Declaration of conflict of interest - None

3. Acceptance of agenda

Acceptance of the October 6, 2016 agenda was moved by Michel Veronneau and seconded by Tracey Smith.

Motion Carried

4. Acceptance of minutes:

Acceptance of September 1, 2016 minutes moved by Michel Veronneau and seconded by Mike Benson as they were both present at the meeting.

Motion Carried

5. Disbursements:

- **2015 – 2016 Fiscal Budget Report**
- **2016 – 2017 Fiscal Budget Planning**

Bookkeeper, Natalie Gaudette, reviewed the 2015-2016 budget report with the Board and stated that some items were still outstanding and needed to be finalized, such as, wrapping up invoices dated prior to September 30, 2016 and the matter of the Hydro credits which require auditor clearance. Natalie reviewed budget items from each portfolio and provided dates for which the Board could expect answers. Other items covered by Ms. Gaudette were as follows;

- OCIF – Formula Based Funding
- Tracking of HST
- OCIF/OCWA – monies moved back to appropriate Formula Based Funding Class
- OCIF increase from \$25,000.00 to \$50,000.00 for the next three years
- Grants outline
- Fundraising outline, more specifically earmarked monies
- User Fees vs. Service Fees explanation

The Board asked questions of Ms. Gaudette relating specifically to their portfolio allocations and Ms. Gaudette stated more concrete information would be available by week's end.

Having no further questions from the Board regarding the 2015-2016 Budget Report, Ms. Gaudette moved on to the 2016-2017 Budget Planning. Ms. Gaudette provided the Board with an outline of expectations for the current year's budget. She provided an explanation of why certain amounts were allocated by the previous board to specific portfolios and provided the Board with an understanding of what was expected from them. Ms. Gaudette provided the Board with a suggested itinerary of meeting dates for the following budget draft meetings. The Board reviewed the itinerary and set the following dates;

- **Friday October 14, 2016;** Board to receive the 2015-2016 budget reports to review
- **Thursday October 20, 2016;** Special Board Meeting to draft 2016-2017 budget
 - Based on Board drafted budget, Bookkeeper calculates required user fees using OPTA estimates (prior year info with expected changes)
- **Thursday October 27, 2016;** Special Board meeting to finalize 1st draft budget & proposed user fees
 - Based on Board changes, Bookkeeper finalizes clean copy of budget & proposed user fees for mailing
 - Secretary to make copies of draft budget & proposed user fees package for all residents

- **Friday November 4, 2016;** Regular monthly Board meeting
- **Monday November 7, 2016;** Mail out of 1st draft of budget & proposed user fees
- **Thursday November 17, 2016;** 1st draft of budget & user fees presented to public for approval of proposed user fees.

The Board decided to wait on scheduling any other meeting at this time pending the outcome of the public meeting. Having no other questions for Ms. Gaudette regarding the drafting of the 2016-2017 budget, the floor was turned over to the Chairperson to proceed with other board business.

6. Unfinished Business

6.1 Administrative Portfolio:

Superior Propane – UPDATE

The Secretary advised the Board that Superior Propane had finished the installment of four propane tanks at the Fire Hall's main building, next step would be to ensure the furnace fires up. The Secretary asked that someone from the Board confirm this so that Superior Propane can be advised.

6.2 Garbage Collection Portfolio: None

6.3 Financial Portfolio: None

6.4 Fire Protection Portfolio: None

6.5 Library Portfolio:

OCLF - Final Funding Report

The Secretary advised the Board that the OCLF - final funding report for the 2015-2016 fiscal year is due October 31, 2016 and that she is on track to file the report. The Secretary also advised the Board that the previous board had authorized her to make any future grant applications as they became available. The Secretary advised the Board that she will be making application for the OCLF 2016-2017 grant as well as the OCLF ITS 2016-2017 grant as the application deadlines were also for October 31, 2016. The Board agreed that the Secretary should move forward as approved by way of motion by the previous board.

6.6 Recreation Portfolio: None

6.7 Water/Sewer Portfolio:

Status of Valve exercising, manhole cleaning, fire hydrant draining

As requested by the Board, OCWA provided confirmation that the exercising of the valves, manhole cleaning and fire hydrant draining was going according to schedule and would advise the Board of any issues as they arise. Richard Gravelle stated that the fire hydrant draining would be completed within the next two weeks.

OCWA contract renewal

The Secretary reported to the Board that she is unable to locate an original copy of the O&M Agreement for the Gogama Water Treatment, Sewage System and Lift Stations in order to verify OCWA's contract renewal date. The Secretary recommended that the Board reach out to OCWA for a copy in the interim. The Board agreed and instructed the Secretary to email OCWA for a copy of the agreement to ensure that the contract did not require renewal this fiscal year.

Operator actual Hours of Operation

(Richard Gravelle declared a conflict on item)

The Secretary advised the Board that the Operator's actual Hours of Operation had changed from the original and recommended that the Board reach out to OCWA to obtain the schedule change in writing. The Board agreed and requested that the Secretary reach out to OCWA for clarification of the change if different from the original agreement.

Request for new equipment & parts

(additional topic added to agenda by Board Member Richard Gravelle)

Richard brought it to the Board's attention that OCWA required a new metal detector to aid in valve location. He also stated that approximately 4-5 valve stems needed replacing or extension and that some main valves are not at ground level as they should be. The Chairperson advised Richard that he, as the OCWA operator, should be speaking to his supervisor about his request for a new metal detector. The Chairperson also stated that as the operator, Richard should be bringing repair suggestions to OCWA so that OCWA could approach

the Board with a list of recommended repairs and a quote for consideration by the Board. Richard agreed to direct any/all requests or recommendations through OCWA moving forward.

7. New Business

7.1 Correspondence:

Letter from Recreation Committee (moved to Rec portfolio by the Chair)

Email from MOECC

The Secretary advised the Board that MOECC had sent email notification that they would be performing their final sampling of the Gogama Production Well in fulfillment of MOECC's commitment to sample following the train derailment on October 18, 2016.

7.2 Administrative Portfolio:

Bank Signing Authority Change

The Secretary advised the Chairperson and Vice-Chairperson that the paperwork for the Bank Signing Authority change has been prepared and is ready for signing. The Chairperson advised that the paperwork and forms would be completed and signed after the meeting.

Review of Portfolio assignments

The Chairperson asked if all board members were satisfied with the portfolio(s) chosen during the meeting that followed the elections. The Chairperson announced the portfolio assignments as being;

- Mike Benson – Administration/Financial/Library
- Tracey Smith – Recreation
- Michel Veronneau – Water/Sewer (primary)/Garbage
- Mark Smith – Water/Sewer (secondary)
- Richard Gravelle – Fire Protection

Acceptance of the portfolio assignments was moved by Tracey Smith and seconded by Michel Veronneau.

Motion Carried

Board Contact Information

The Secretary requested that each Board member provide her, or confirm, the best method of contact for each. This information should include phone number and email address.

2016 – 2017 Fiscal Year Board Meeting Schedule

The Chairperson requested that the board look to their schedules and decide on monthly meeting dates for the 2016-2017 fiscal year. The Board discussed the matter and decided on the following dates at 7:00 P.M.;

- | | | |
|--------------------|---------------------|-------------------|
| - November 4, 2016 | - December 1, 2016 | - January 5, 2017 |
| - February 2, 2017 | - March 2, 2017 | - April 6, 2017 |
| - May 4, 2017 | - June 1, 2017 | - July 6, 2017 |
| - August 3, 2017 | - September 7, 2017 | |

Acceptance of the 2016-2017 Fiscal Year Board Meeting Schedule was moved by Michel Veronneau and seconded by Mark Smith.

Motion Carried

MNDM Board Training

The Chairperson requested that the MNDM representative, Tallia Damini, be scheduled November 4, 2016 for the MNDM Board Member Training. The Secretary will relate the message to Ms. Damini and set the Board training in the next agenda.

7.3 Garbage Collection Portfolio: None

7.4 Financial Portfolio:

Insurance Renewal for 2016 – 2017 Fiscal Year

The Chairperson advised the board that the insurance renewal for the 2016-2017 fiscal year had been decided upon by the previous board as the renewal date was September 30, 2016. The Secretary advised the Board that the 2016-2017 insurance premium was invoiced in the amount of \$23,143.00 and had been paid in full. The Secretary went on to advise the board that the small increase in premiums was due to the province wide increase related to property assessment.

7.5 Fire Protection Portfolio: None

7.6 Library Portfolio: None

7.7 Recreation Portfolio:

Children's Christmas Party Event Proposal

Tracey Smith advised the Board that the Recreation Committee had submitted their event proposal for the Children's Christmas party. In previous years, the Children's Christmas Party had been organized by the Library volunteers as there was no active recreation committee. In light of the recreation committee being re-established, the Library volunteers had communicated with previous Recreation Portfolio board member, Roxanne Veronneau and had agreed to turn the organization of the event over to the recreation committee starting in 2016. The Bookkeeper, Ms. Gaudette, will transfer fundraised monies from the Library to the Recreation/Fundraising budget. Tracey went on to advise the Board that the recreation committee was requesting a cash advance of \$1000.00 from their funds in order to purchase gifts for children under the age of 13 years, provide a luncheon and pay any expenses related to the sleigh ride and Christmas concert. The recreation committee have advised that Cheer Pots will be put out at the event and any donations raised will help offset expenses. The Board reviewed and discussed the matter and approved the event proposal and cash advance request.

Approval of the Recreation Committee's Children's Christmas Party event proposal was moved by Tracey Smith and seconded by Michel Veronneau.

Motion Carried

Approval to move the fundraised money from the Library budget to the Recreation/Fundraising budget was moved by Tracey Smith and seconded by Richard Gravelle.

Motion Carried

Approval of the \$1000.00 cash advance request to Cheryl Secord moved by Tracey Smith and seconded by Michel Veronneau.

Motion Carried

Letter from Recreation Committee

(Item moved from Correspondence to Recreation new business by Chairperson)

Tracey Smith read a letter written to the Board from the Recreation Committee. In this letter, the Recreation Committee is requesting the Board's permission to purchase a laptop for the committee to use for DJ purposes at dances. The Recreation Committee is also requesting the Board's permission to re-open the rink for the 2016-2017 winter season. They are advising the Board that the rink is in need of some minor repairs such as the platform leading from the community center to the rink, removal of penalty boxes to be replaced by open-concept benches and in future years, the possibility of re-pouring a new cement pad within the rink boundaries. The Recreation Committee is enquiring whether any monies from the CN donation will be allocated to the Recreation Operating Budget to help offset some of these costs. The Board discussed these items and agreed that a laptop may be purchased by the Recreation Committee but wanted to make clear that the laptop would remain the property of the Board Recreation Committee. The Bookkeeper advised the Board that the Recreation Committee has already fundraised some monies to go towards minor rink repairs therefore the Board agreed that the minor repairs requested could move forward. The Board took into consideration the committee's request to have CN donation funds allocated to the rink major repairs and will advise the committee on fund allocation as it is being dispersed.

Approval of the purchase of a laptop for the Recreation Committee was moved by Michel Veronneau and seconded by Tracey Smith.

Motion Carried

Approval to the Recreation Committee to re-open the rink for the 2016-2017 winter season was moved by Michel Veronneau and seconded by Mark Smith.

Motion Carried

Approval to move forward with minor repair of platform, penalty boxes and benches was moved by Tracey Smith and seconded by Michel Veronneau.

Motion Carried

Circulation Pumps – Heating

(Conflict declared by Richard Gravelle on this item)

The Chairperson advised the Board that the circulation pumps attached to the boiler furnace have been replaced. Richard Gravelle stated that three of the 4 pumps seized because the low water cut off valve malfunctioned and water levels got too low. Richard recommends that the Board consider moving up the low water cut off valve so that this does not happen again. The Secretary advised the Board that the three replacement circulation pumps used have now depleted the board's back up supply. Richard recommends that the circulation pump for the hot water tank be replaced as there is currently no hot water and recommends that the Board consider ordering a spare pump as a backup.

Approval for Richard Gravelle to move the low water cut off valve to higher location moved by Michel Veronneau and seconded by Mark Smith. **Motion Carried**

Approval for Richard Gravelle to replace circulation pump for the hot water tank moved by Michel Veronneau and seconded by Mark Smith. **Motion Carried**

Approval for Richard Gravelle to purchase a spare replacement circulation pump to have as back up moved by Michel Veronneau and seconded by Mark Smith. **Motion Carried**

Community Centre Roof Repair

(Item added to agenda by the Chairperson)

Mike Benson tabled the matter of the Community Centre roof being in need of repair. He stated to the Board that the roof had several leaks that needed to be repaired before the winter season and recommended that the roof be re-shingled. The Chairperson asked the Bookkeeper if this item could be considered in the community centre renovations and paid for with the CN donation funds. The Bookkeeper advised that the CN donation was not allocated to specific renovations of the community centre therefore could be used for this purpose. Mike also stated that there was a vent in the community centre hall that was currently leaking and that the vent should be blocked. The Board discussed the matter and agreed that the repairs to the community centre roof should be moved to #1 priority and consulted the Board's Procurement Policy to see what steps needed to be taken. As per the Procurement Policy, a Tender must be posted and three (3) quotes obtained for the work. Tracey Smith will take on the responsibility of securing the roof dimensions from the Manager/Custodian, Magda Benson and obtain the quotes required. The information will be brought to the Board at the November 4, 2016 meeting.

Approval for Tracey Smith to obtain three quotes for the roof repair moved by Michel Veronneau and seconded by Mark Smith. **Motion Carried**

7.8 Water/Sewer Portfolio: None

8. Deputations or Delegations or Discussion from the floor – **None received**

9. In-camera portion of meeting

Contracts

The Chairperson asked for a motion to move the meeting in-camera to discuss service contracts at 8:32 pm.

The motion to move the meeting in-camera was moved by Richard Gravelle and seconded by Mark Smith. **Motion Carried**

Mark Smith left the in-camera meeting at 9:03 pm and returned at 9:08 pm.

A motion to come out of camera at 9:36 was moved by Mark Smith and seconded by Richard Gravelle. **Motion Carried**

Motions made by the Board following the in camera portion of the meeting were as follows;

Garbage Collection Contract – 2016-2017 Fiscal Year;

- Contractual amount increase of 2% requested was not approved by the board
- Rebuttal offer of 1.5% to be offered to Hotchkiss Forestry Enterprises Ltd.
- Board Member, Michel Veronneau, to speak to Gord Hotchkiss

Motion to counter the requested 2% increase was moved by Michel Veronneau and seconded by Mark Smith.

Motion Carried – All in favour

Bookkeeper Contract – 2016-2017 Fiscal Year;

- Contractual amount of \$30.60 per hour was approved by the Board
- Language in contract to be changed from “Treasurer” to “Bookkeeper” to comply to the NSBA Act

Motion to approve the Bookkeeper Contract was moved by Mark Smith and seconded by Michel Veronneau.

Motion Carried – All in favour

Business Administration Consulting Contract – 2016-2017 Fiscal Year;

- Contractual amount requested of \$32.79 per hour was approved by the Board
- A maximum of no more than 100 hours per year to be worked on this contract

Motion to approve the Business Administration Consultant Contract for the fiscal year of 2016-2017 was moved by Michel Veronneau and seconded by Tracey Smith.

Motion Carried – All in favour

Secretary Contract – 2016-2017 Fiscal Year;

- Contractual amount requested of \$18.27 per hour was approved by the Board
- Language in contract changed to say that the Secretary will be paid two weeks (10 days) vacation instead of paid two weeks (14 days) vacation requested by the Secretary
- The Secretary accepted the new terms

Motion to approve the Secretary Contract for the fiscal year of 2016-2017 was moved by Michel Veronneau and seconded by Tracey Smith.

Motion Carried – All in favour

Manager/Custodian Contract – 2016-2017 Fiscal Year;

- Contractual amount requested of \$850.00 per month was approved by the Board

Motion to approve the Manager/Custodian Contract for the fiscal year of 2016-2017 was moved by Richard Gravelle and seconded by Mark Smith.

Motion Carried – All in favour

Snow Removal Contract – 2016-2017 Fiscal Year;

- Contractual amount and terms remain the same as 2015-2016

Motion to approve the Snow Removal Contract for the fiscal year of 2016-2017 was moved by Mark Smith and seconded by Richard Gravelle.

Motion Carried – All in favour

Generator Maintenance Contract (Water/Sewer & Community Centre) – 2016-2017 Fiscal Year;

- Contractual amount remains the same as 2015-2016
- Change in terms to include one (1) generator for water/sewer and two (2) generators at the Community Centre from one (1) generator for water/sewer and one (1) generator at the Community Centre

Motion to approve the Generator Maintenance Contract (Water/Sewer & Community Centre) for the fiscal year of 2016-2017 was moved by Michel Veronneau and seconded by Richard Gravelle.

Motion Carried – All in favour

10. Adjournment

Having no more business to discuss, the Chairperson asked for a motion to adjourn.

A motion to adjourn the meeting at 9:42 pm was moved by Mark Smith and seconded by Michel Veronneau.

Motion Carried



Christine Bedard
Secretary



Mike Benson
Chairperson