

Gogama Local Services Board
Monthly Board Meeting – October 11, 2018
Gogama Community Centre at 7:00 P.M.

MINUTES

1. Call meeting to order and Roll Call

Daniel Mantha, presiding as Chairperson, called the meeting to order at 7:00 P.M.

Present

Absent with Regrets

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

Three (3) members 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 Gilles Veronneau.

Motion Carried

4. Acceptance of minutes

- 4.1 September 13, 2018 Meeting Minutes

The Chairperson asked for a motion to approve the September 13, 2018 meeting minutes.

The motion to approve the September 13, 2018 meeting minutes was moved by Gilles Veronneau and seconded by Paul Derkacz.

Motion Carried

- 4.2 October 1, 2018 Public Opening of Bids Meeting Minutes

The Chairperson asked for a motion to approve the October 1, 2018 Public Opening of Bids Meeting Minutes.

The motion to approve the October 1, 2018 Public Opening of Bids Meeting Minutes was moved by Paul Derkacz and seconded by Andre Jodouin.

Motion Carried

- 4.3 October 1, 2018 Contract Award Meeting Minutes

The Chairperson asked for a motion to approve the October 1, 2018 Contract Award Meeting Minutes.

The motion to approve October 1, 2018 Contract Award Meeting Minutes was moved by Gilles Veronneau and seconded by Paul Derkacz.

Motion Carried

5. Disbursement:

5.1 Monthly Budget Review

The Chairperson advised the Board that there was no new monthly budget report to be reviewed in light of the year end clean up of the financials currently underway.

6. **Grants Update:**

The Chairperson asked for a motion to defer the Grants Update item to the November 2018 meeting.

The motion to defer the Grants Update item to the November 2018 meeting was moved by Gilles Veronneau and seconded by Paul Derkacz.

Motion Carried

7. **Action Items:**

The Chairperson asked for a motion to defer the Action Items portion to the November 2018 meeting.

The motion to defer the Action Items portion to the November 2018 meeting was moved by Rachelle Minarik and seconded by Gilles Veronneau.

Motion Carried

8. **New Business**

8.1 Correspondence: None

8.2 **Administrative Portfolio:**

8.2.1 Maintenance Contract Award

The Chairperson advised the Board that as per the Opening of Bids and Contract Award meetings held on October 1, 2018, there was one bid submitted for the Maintenance Contract Tender and that bid was submitted by I Do Construction at the hourly bid price of \$40.00 per hour including HST. The Chairperson went on to advise that the bidder had submitted all required certificates and that the certificates had been verified as valid. Having met all requirements set out by the Board, the successful bidder, I Do Construction was awarded the contract that began October 2, 2018.

8.2.2 Manager/Custodian Contract Award

The Chairperson advised the Board that as per the Opening of Bids and Contract Award Meetings held on October 1, 2018, there were two bids submitted for the Manager/Custodian Contract Tender. The bids submitted were by Mrs. Donna Garreau and Ms. Alice Jodouin. Mrs. Garreau's bid was unanimously rejected by the Board based on missing criteria outlined on the Tender Poster and package. Ms. Jodouin's bid included all required certificates and documents. The Chairperson advised that all certificates submitted by Ms. Jodouin had been verified as valid. Having met all requirements set out by the Board, the successful bidder, Ms. Alice Jodouin, was awarded the contract that began October 3, 2018.

8.2.3 Service Contracts Approval

Secretary

The Chairperson advised the Board that they had received Ms. Christine Bedard's letter of intent to renew. He stated that Ms. Bedard was requesting an hourly rate of \$19.00 per hour, which was a \$0.50 per hour increase from the last contract.

The Board discussed the matter and agreed that the requested increase of \$0.50 per hour would be approved and that Ms. Bedard be appointed to the position of Secretary for the new fiscal year of 2018-2019.

The Chairperson asked for a motion to approve the Secretary rate of pay at \$19.00 per hour and that Ms. Bedard be appointed to the position of Secretary for the new fiscal year of 2018-2019.

The motion to approve the Secretary rate of pay at \$19.00 per hour and that Ms. Bedard be appointed to the position of Secretary for the new fiscal year of 2018-2019 was moved by Andre Jodouin and seconded by Gilles Veronneau.

Motion Carried

Bookkeeper

The Chairperson advised the Board that they had received Ms. Natalie Gaudette's letter of intent to renew. He stated that Ms. Gaudette was requesting an hourly rate of \$30.98 per hour plus HST, which was a zero increase from the last contract.

The Board discussed the matter and agreed that the requested hourly rate of \$30.98 would be approved and that Ms. Gaudette be contracted to the position of Bookkeeper for the new fiscal year of 2018-2019.

The Chairperson asked for a motion to approve the Bookkeeper rate of pay at \$30.98 per hour plus HST and that Ms. Gaudette be contracted to the position of Bookkeeper for the new fiscal year of 2018-2019.

The motion to approve the Bookkeeper rate of pay at \$30.98 per hour plus HST and that Ms. Gaudette be contracted to the position of Bookkeeper for the new fiscal year of 2018-2019 was moved by Rachelle Minarik and seconded by Paul Derkacz.

Motion Carried

Business Administrative Consultant

The Chairperson advised the Board that they had received Ms. Natalie Gaudette's letter of intent to renew. He stated that Ms. Gaudette was requesting an hourly rate of \$33.19 per hour plus HST, which was a zero increase from the last contract.

The Board discussed the matter and agreed that the requested hourly rate of \$33.19 would be approved and that Ms. Gaudette be contracted to the position of Business Administrative Consultant for the new fiscal year of 2018-2019.

The Chairperson asked for a motion to approve the Business Administrative Consultant rate of pay at \$33.19 per hour plus HST and that Ms. Gaudette be contracted to the position of Business Administrative Consultant for the new fiscal year of 2018-2019.

The motion to approve the Business Administrative Consultant rate of pay at \$33.19 per hour plus HST and that Ms. Gaudette be contracted to the position of Business Administrative Consultant for the new fiscal year of 2018-2019 was moved by Andre Jodouin and seconded by Gilles Veronneau.

Motion Carried

Garbage Collection & Disposal

The Chairperson advised the Board that they had received Mr. Gord Hotchkiss' letter of intent to renew. He stated that Mr. Hotchkiss was bringing to the Board's attention that the total bid price quoted to the Board could change as MNRF had not yet renewed his contract for the landfill site at this time. Mr. Hotchkiss was granted a 6-month extension by MNRF bringing the renewal date to end of March 2019.

The Board discussed the matter and agreed to defer the award of contract until the November meeting. Gilles Veronneau stated he would speak with Mr. Hotchkiss in the interim and provide the Board with an update at the next meeting.

The Chairperson asked for a motion to defer the Garbage Collection & Disposal contract award until the November meeting.

The Motion to defer the Garbage Collection & Disposal contract award until the November meeting was moved by Paul Derkacz and seconded by Gilles Veronneau. **Motion Carried**

Grounds Care

The Chairperson advised the Board that they had received Mr. Marc Beland's letter of intent to renew. He stated that Mr. Beland was not requesting an increase to his total bid price from the last contract. Mr. Beland did request that the Board make some minor changes to the contract, being that he wished to drop the amount of \$1617.21 for the first occurrence and instead replace it with equal per occurrence payments of \$1152.13. He also requested that the Board consider the contract start date to be May 15, 2019 instead of June 1, 2019.

The Board discussed the matter and agreed that all per occurrence payments be \$1152.13 and that the contract be for the duration of May 15, 2019 to September 30, 2019.

The Chairperson asked for a motion to approve the Grounds Care Contract to be \$1152.13 per occurrence beginning May 15, 2019 to September 30, 2019.

The motion to approve the Grounds Care Contract to be \$1152.13 per occurrence beginning May 15, 2019 to September 30, 2019 was moved by Andre Jodouin and seconded by Rachelle Minarik. **Motion Carried**

Snow Removal

The Chairperson advised the Board that they had received Mr. Glen MacDonald's letter of intent to renew. He stated that Mr. MacDonald requested the following per occurrence bid prices;

Fire Hall	\$175.00 plus HST	per occurrence
Community Centre	\$215.00 plus HST	per occurrence
Helipad	\$160.00 plus HST	per occurrence
Sewage Lift Stations	\$ 75.00 plus HST	per occurrence
Well House	\$ 75.00 plus HST	per occurrence
Water Dist. Plant	\$ 75.00 plus HST	per occurrence
Sewage Lagoon	\$150.00 plus HST	per occurrence
Fire Hydrants	\$ 85.00 plus HST	per occurrence

The Board discussed the matter and compared last year's contract pricing and agreed that all per occurrence payments previously mentioned be approved and the contract to begin November 1, 2018 and end September 30, 2019.

The Chairperson asked for a motion to approve all per occurrence payments previously mentioned and the contract to begin November 1, 2018 and end September 30, 2019.

The motion to approve all per occurrence payments previously mentioned and the contract to begin November 1, 2018 and end September 30, 2019 was moved by Paul Derkacz and seconded by Andre Jodouin. **Motion Carried**

Generator Maintenance & Inspection

The Chairperson advised the Board that they had received Mr. Glen MacDonald's letter of intent to renew. He stated that Mr. MacDonald requested the following per Month bid prices;

Community Centre	\$85.00 plus HST	per month
Water Treatment Plant	\$85.00 plus HST	per month

The Board discussed the matter and compared last year's contract pricing and agreed that all per month payments previously mentioned be approved and the contract to begin October 1, 2018 and end September 30, 2019.

The Chairperson asked for a motion to approve all per month payments previously mentioned and the contract to begin October 1, 2018 and end September 30, 2019.

The motion to approve all per month payments previously mentioned and the contract to begin October 1, 2018 and end September 30, 2019 was moved by Gilles Veronneau and seconded by Paul Derkacz.

Motion Carried

Water Valve Operator

The Chairperson advised the Board that they had received Mr. Claude Secord's letter of intent to renew. He stated that Mr. Secord was not requesting an increase to his per occurrence rate of pay of \$20.00 as had been approved on the previous year's contract. Mr. Secord had requested that he be allowed to charge a double rate in instances where the Board did not provide him a minimum of 24 hours advance notice of a request.

The Board discussed the matter and agreed to approve Mr. Secord's per occurrence rate of pay of \$20.00 plus an additional \$20.00 for any occurrence request that did not have a minimum of 24 hours advance notice.

The Chairperson asked for a motion to approve Mr. Secord's per occurrence rate of pay of \$20.00 plus an additional \$20.00 for any occurrence request that did not have a minimum of 24 hours advance notice for the fiscal year of 2018-2019.

The motion to approve Mr. Secord's per occurrence rate of pay of \$20.00 plus an additional \$20.00 for any occurrence request that did not have a minimum of 24 hours advance notice for the fiscal year of 2018-2019 was moved by Rachelle Minarik and seconded by Andre Jodouin.

Motion Carried

8.2.4 2018-2019 By-Law Reading and Approval

By-Law 2018-2019-1 Insurance Contract

The Secretary read aloud by-law 2018-2019-1 Insurance Contract. The Chairperson asked for a motion to approve by-law 2018-2019-1 Insurance Contract.

The motion to approve by-law 2018-2019-1 Insurance Contract was moved by Gilles Veronneau and seconded by Rachelle Minarik.

Motion Carried

By-Law 2018-2019-2 Maintain Bank Accounts

The Secretary read aloud by-law 2018-2019-2 Maintain Bank Accounts. The Chairperson asked for a motion to approve by-law 2018-2019-2 Maintain Bank Accounts.

The motion to approve by-law 2018-2019-2 Maintain Bank Accounts was moved by Rachelle Minarik and seconded by Andre Jodouin.

Motion Carried

By-Law 2018-2019-3 Approval of Service Contracts

The Secretary read aloud by-law 2018-2019-3 Approval of Service Contracts. The Chairperson asked for a motion to approve by-law 2018-2019-3 Approval of Service Contracts.

The motion to approve by-law 2018-2019-3 Approval of Service Contracts was moved by Gilles Veronneau and seconded by Paul Derkacz.

Motion Carried

By-Law 2018-2019-4 Appointment of Secretary

The Secretary read aloud by-law 2018-2019-4 Appointment of Secretary. The Chairperson asked for a motion to approve by-law 2018-2019-4 Appointment of Secretary.

The motion to approve by-law 2018-2019-4 Appointment of Secretary was moved by Paul Derkacz and seconded by Gilles Veronneau. **Motion Carried**

By-Law 2018-2019-5 Approval of Bookkeeper

The Secretary read aloud by-law 2018-2019-5 Approval of Bookkeeper. The Chairperson asked for a motion to approve by-law 2018-2019-5 Approval of Bookkeeper.

The motion to approve by-law 2018-2019-5 Approval of Bookkeeper was moved by Paul Derkacz and seconded by Andre Jodouin. **Motion Carried**

By-Law 2018-2019-6 Approval of Business Administrative Consultant

The Secretary read aloud by-law 2018-2019-6 Approval of Business Administrative Consultant. The Chairperson asked for a motion to approve by-law 2018-2019-6 Approval of Business Administrative Consultant.

The motion to approve by-law 2018-2019-6 Approval of Business Administrative Consultant was moved by Gilles Veronneau and seconded by Andre Jodouin. **Motion Carried**

By-Law 2018-2019-7 Approval of Garbage Collection Disposal

The Chairperson asked for a motion to defer the approval of the Garbage Collection Disposal by-law pending the Board's decision on contract.

The motion to defer the approval of the Garbage Collection Disposal by-law pending the Board's decision on contract was moved by Gilles Veronneau and seconded by Paul Derkacz. **Motion Carried**

By-Law 2018-2019-8 Approval of Generator Inspection & Maintenance

The Secretary read aloud by-law 2018-2019-8 Approval of Generator Inspection & Maintenance. The Chairperson asked for a motion to approve by-law 2018-2019-8 Approval of Generator Inspection & Maintenance.

The motion to approve by-law 2018-2019-8 Approval of Generator Inspection & Maintenance was moved by Paul Derkacz and seconded by Andre Jodouin. **Motion Carried**

By-Law 2018-2019-9 Approval of Grounds Care

The Secretary read aloud by-law 2018-2019-9 Approval of Grounds Care. The Chairperson asked for a motion to approve by-law 2018-2019-9 Approval of Grounds Care.

The motion to approve by-law 2018-2019-9 Approval of Grounds Care was moved by Paul Derkacz and seconded by Gilles Veronneau. **Motion Carried**

By-Law 2018-2019-10 Approval of Snow Removal

The Secretary read aloud by-law 2018-2019-10 Approval of Snow Removal. The Chairperson asked for a motion to approve by-law 2018-2019-10 Approval of Snow Removal.

The motion to approve by-law 2018-2019-10 Approval of Snow Removal was moved by Andre Jodouin and seconded by Gilles Veronneau. **Motion Carried**

By-Law 2018-2019-11 Approval of Water Valve Operator

The Secretary read aloud by-law 2018-2019-11 Approval of Water Valve Operator. The Chairperson asked for a motion to approve by-law 2018-2019-10 Approval of Snow Removal.

The motion to approve by-law 2018-2019-11 Approval of Water Valve Operator was moved by Andre Jodouin and seconded by Paul Derkacz. **Motion Carried**

By-Law 2018-2019-12 Approval of Manager/Custodian

The Secretary read aloud by-law 2018-2019-12 Approval of Manager/Custodian. The Chairperson asked for a motion to approve by-law 2018-2019-12 Approval of Manager/Custodian.

The motion to approve by-law 2018-2019-12 Approval of Manager/Custodian was moved by Rachelle Minarik and seconded by Paul Derkacz. **Motion Carried**

By-Law 2018-2019-13 Approval of Maintenance Contract

The Secretary read aloud by-law 2018-2019-13 Approval of Maintenance Contract. The Chairperson asked for a motion to approve by-law 2018-2019-13 Approval of Maintenance Contract.

The motion to approve by-law 2018-2019-13 Approval of Maintenance Contract was moved by Rachelle Minarik and seconded by Gilles Veronneau. **Motion Carried**

By-Law 2018-2019-14 Approval of Auditor

The Chairperson asked for a motion to defer the approval of Auditor by-law pending the Board's decision on contract.

The motion to defer the Approval of Auditor by-law pending the Board's decision on contract was moved by Gilles Veronneau and seconded by Paul Derkacz. **Motion Carried**

By-Law 2018-2019-15 Approval of Library Annual Operating Funding

The Secretary read aloud by-law 2018-2019-15 Approval of Library Annual Operating Funding. The Chairperson asked for a motion to approve by-law 2018-2019-15 Approval of Library Annual Operating Funding.

The motion to approve by-law 2018-2019-15 Approval of Library Annual Operating Funding was moved by Rachelle Minarik and seconded by Andre Jodouin. **Motion Carried**

By-Law 2018-2019-16 Approval for OCIF FC2-M-0420 Formula Based Component

The Secretary read aloud by-law 2018-2019-16 Approval for OCIF FC2-M-0420 Formula Based Component. The Chairperson asked for a motion to approve by-law 2018-2019-16 Approval for OCIF FC2-M-0420 Formula Based Component.

The motion to approve by-law 2018-2019-16 Approval for OCIF FC2-M-0420 Formula Based Component was moved by Rachelle Minarik and seconded by Paul Derkacz. **Motion Carried**

By-Law 2018-2019-17 Approval of Administrative Procedures

The Secretary read aloud by-law 2018-2019-17 Approval of Administrative Procedures. The Chairperson asked for a motion to approve by-law 2018-2019-17 Approval of Administrative Procedures.

The motion to approve by-law 2018-2019-17 Approval of Administrative Procedures was moved by Andre Jodouin and seconded by Paul Derkacz. **Motion Carried**

8.3 Garbage Collection Portfolio:

The Chairperson asked Gilles Veronneau if there was any new business concerning the Garbage Collection Contract, Gilles states that he had recently spoken with Mr. Hotchkiss and that there were no issues.

8.4 Financial Portfolio:

The Chairperson advised the Board that there was no new business concerning the financial portfolio.

8.5 Fire Protection Portfolio:

The Chairperson asked Rachelle Minarik if there was any new business concerning the Fire Protection Portfolio, Rachelle stated she had no new business to add.

8.6 Library Portfolio:

The Chairperson asked Andre Jodouin if there was any new business concerning the Library that he would like to discuss. Andre Jodouin stated there was no new business to discuss at this time.

8.7 Recreation Portfolio:

8.7.1 Manager/Custodian Monthly Report

The Chairperson asked Paul Derkacz to update the Board on the manager/custodian contract. Paul Derkacz stated that since the contract had just begun, there was no formal report. He stated that Ms. Jodouin had been provided her orientation and had already begun doing some much needed deep cleaning of the community centre and offices.

8.7.2 Maintenance Monthly Report

The Chairperson asked Andre Jodouin to update the Board on the maintenance contract. Andre Jodouin stated that a work order had been provided to Doug Laird regarding the items from the Fire Inspection and that the Fire Halls had been made Mr. Laird's first priority.

8.8 Water/Sewer Portfolio:

The Chairperson asked Paul Derkacz if there was any new business to discuss regarding the water/sewer portfolio. Paul Derkacz advised the Board there was no new business to discuss at this time.

9. Deputations or Delegations or Discussions from the floor

The Chairperson opened the floor to questions from the public.

- Q. Sue Primeau stated that the new shelving for the Library had arrived with no assembly instructions. She stated she would contact the company on Monday. She requested help from Board Members on Monday evening to move items.
- A. Andre Jodouin stated that he would assist the Library staff to move the items requested.
- Q. Sue Primeau requested that the Board fix the lock on the cold storage building at the end of Barnes Street so they could store their stuff.
- A. The Chairperson advised Sue Primeau that a work order to fix the lock on the cold storage building would be submitted to the Maintenance Contractor on Monday.
- Q. Donna Garreau wanted the Board's explanation of why her bid was rejected. She clarified that she had stated at the opening of bids that she would provide the certificates if she got the job.

A. The Chairperson advised Mrs. Garreau that the Tender poster and package was very clear that the certificates were required to be included in the bid envelope by the closing date of September 28, 2018. He stated that Ms. Garreau's failure to follow those instructions left the Board no choice but to disqualify her bid.

Q. Mrs. Donna Garreau asked the Board if the Chairperson, Henry Lamontagne and Paul Derkacz all had their required certificates for the work they performed for the Board after the previous Manager/Custodian resigned September 1, 2018.

A. The Chairperson corrected Mrs. Garreau and stated that the previous manager/custodian did not resign on September 1, 2018 but resigned on September 25, 2018. He also stated that the work that was being done was stripping/waxing of the community centre floor which is not part of the manager/custodian contract. He stated that he did have all the required certificates. Paul Derkacz stated he also held the required certificates as did Henry Lamontagne through his previous work with I Do Construction.

Paul Derkacz clarified for Mrs. Garreau that the Board members did not get paid for this work, that they did it as volunteers and that the job, had it been contracted to an outside company would have cost the Board in excess of \$3000.00.

Q. Mrs. Donna Garreau asked the Board if it was normal Board procedure to allow employees to take important documents home. She stated that the Secretary brought the mail bag home with her on September 28, 2018 and it contained her mailed tender bid. She was concerned as she had no way of knowing whether the Secretary had tampered with it.

A. The Secretary explained to the Board that since the office is closed to the public on Fridays and since the Manager/Custodian Tender Bid was closing on that day at 12:00 noon, she had gone to the post office on her off time to ensure that all mail received for the tender bids was received. She stated that she normally does not bring any work documents home but forgot about the mail bag that day as she was running personal errands in town prior to leaving to go home. She had simply forgotten to drop off the bag. The Secretary stated that her husband dropped her off at work Monday morning and she forgot to retrieve the mailbag from her vehicle before he left to go back home. In explaining this to the Chairperson that morning prior to the opening of bids, Mrs. Garreau happened to come to the office. The Secretary offered her the choice of, with her permission, have her husband open the envelope and send in a picture of each page prior to the bid or to have her husband come back and bring the mail bag. Mrs. Garreau stated she wished to have the Secretary's husband bring the bag back. The Secretary advised the Board that she immediately called her husband who brought the mail bag back in time for the opening of bids. She explained that Mrs. Garreau had confirmed that the envelope presented at the opening of bids was hers and it had not been opened.

Q. Mrs. Garreau stated to the Board that, although the envelope that she was shown prior to the bid opening was in her handwriting and was sealed, she had no way of knowing if it had not been tampered with.

A. Paul Derkacz asked Mrs. Garreau if she was insinuating that the Secretary brought her envelope home on purpose, carefully opened it, leaked the information, resealed it and then brought it to work.

Mrs. Garreau stated it was unlikely but that she simply wanted to state her concern that no important documents should be brought home by the Secretary.

The Chairperson advised Mrs. Garreau that mistakes sometimes happen and that everyone is human but that the Board had no reason not to trust that the Secretary would not tamper with Board documents even if she did bring them home.

- Q. Mrs. Donna Garreau asked if the Board planned on holding a public meeting so that the residents could ask their questions of the Engineer and contractor prior to the water infrastructure project would begin.
- A. The Chairperson advised Mrs. Garreau that the Board had already approved all the work and contracts related to this project. He also advised Mrs. Garreau that the article she had provided the Board at the previous meeting had been submitted to the Engineer for consideration and he would be advising of its feasibility. He stated that the technique used by the Timmins project was a technique specific to a Montreal Company and did not know if the technique was employed by other contractors.

The Board asked the Secretary to reach out to the Engineer to see what it would cost to have them attend a special meeting for the public prior to work commencing in the Spring. They advised that this meeting may carry an additional cost.

- Q. Sue Primeau asked the Board to approve the Library to purchase bar codes for their books.
- A. The Board discussed the matter and agreed the Library would be approved to purchase the bar codes needed.

The Chairperson asked for a motion to approve the Library to purchase bar codes.

The motion to approve the Library to purchase bar codes was moved by Rachelle Minarik and seconded by Andre Jodouin.

Motion Carried

10. 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 9:40 P.M. was moved by Gilles Veronneau and seconded by Paul Derkacz.

Motion Carried.


Christine Bedard – Secretary


Daniel Mantha - Chairperson

**Gogama Local Services Board
Monthly Board Meeting – October 11, 2018
Gogama Community Centre – 7:00 P.M.**

SIGN IN SHEET

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