

Gogama Local Services Board
Special Board Meeting March 17, 2016
Gogama Community Centre at 7:00 p.m.

1. Call meeting to order at 7:05 pm and roll call

Present

Andre Jodouin – Chairperson
Claude Secord – Vice Chairperson
Gilles Veronneau – Member
Michel Veronneau – Member
Roxanne Veronneau – Member
Natalie Gaudette – Treasurer
Christine Bedard – Secretary
Paul Rokeby – Fuller Jenks Landau

Absent with Regrets

2. Declaration of conflict of interest based on agenda topics - None

3. Acceptance of agenda

A motion to accept the March 17, 2016 agenda was moved by Michel Veronneau and seconded by Gilles Veronneau. **Motion Carried**

4. DISBURSEMENTS:

Mr. Paul Rokeby, Fuller Jenks Landau auditor, was present to deliver Financials from the February 18, 2016 audit. Mr. Rokeby delivered the financials, there were no issues found. Mr. Rokeby then opened the floor to the board for questions. Board member Roxanne Veronneau asked what Mr. Rokeby felt was a healthy amount the board should strive to set aside in the Reserve Account for unforeseen expenditures and Mr. Rokeby replied that any yearly contribution to the Reserve Account would be sensible however he suggested at least 40% of the yearly revenue would be prudent. Mr. Rokeby cautioned the board that the extra revenue generated in these financials due to the recent CN derailment is not a revenue that will likely repeat itself therefore, the overall revenue amount showing is somewhat inflated. Having no other questions from the board, Mr. Rokeby took his leave of the meeting at 7:45 pm.

A motion to accept the audited financial statement from the auditor was moved by Michel Veronneau and seconded by Gilles Veronneau. Motion Carried

5. UNFINISHED BUSINESS

- 6.1 Administrative Portfolio - No unfinished Business**
- 6.1 Garbage Collection Portfolio - No unfinished Business**
- 6.2 Financial Portfolio - No unfinished Business**

6.3 Fire Protection Portfolio

Review of draft letter to GFD

On March 10, 2016, the Secretary advised the board that she met with Fire Chief Mike Benson. She advised Mike that the Board had decided not to go ahead with changing the panel at the Fire Hall main building, therefore, had reviewed the original agreement wherein the Fire Hall had agreed to pay all costs associated to the 2nd building. She advised Mike that the Board was wanting to finalize the issue of hydro costs by the 2nd building and in so doing, had directed her to review the last few hydro bills with him. Mike requested, to be fair, to look at the trending kWh usage on bills from 2012 through to current. In order to be fair, 30% of the total kWh usage to the 2nd building was allocated even though the two overhead lights and the propane furnace doesn't take that much. The \$ amount of usage per month came up to approximately \$6.00 per month to a maximum of \$10.00. It was further analyzed that if a meter was installed on the building, the cost of delivery charges would more than triple this cost. Mike stated that if this was the case, he would have to raise the fire protection fees, inadvertently causing a higher cost to be downloaded to the residents. Taking all the information into consideration, the Secretary drafted a letter for the board's review and if approved, this letter can be sent to the GFD as a formal resolution to the hydro matter. The Board discussed the matter and reviewed all the information provided to them by the Secretary and approved the draft letter and directed the Secretary to finalize it and send it to the GFD.

A motion to approve the draft letter prepared by the Secretary to send to the GFD was moved by Michel Veronneau and seconded by Claude Secord. Motion Carried

6.4 Library Portfolio

- No unfinished Business

6.5 Recreation Portfolio

Bingo/Nevada bank accounts and Signatories

The Secretary informed the Board that as per OLG guidelines, the Board is required to open separate bank accounts for Bingo and Nevada monies. As per By-Law # 2013-2014-1 Approval to maintain bank accounts (which is still valid), only Board signatories and Secretary can maintain signing authority on any bank account opened under the LSB, therefore, volunteer committee people cannot be signatories and an additional Board member cannot be added at this time unless the current by-law is rescinded and a new by-law with the amendment is created, motion is made and carried. The Board considered the matter and agreed to have the Secretary open an account for Bingo and one for Nevadas as per the existing by-law and maintain the same signatories on these accounts as there is on the Board's current Operating and Reserve accounts.

A motion to have Secretary open a bank account for Bingos and one for Nevadas as per the existing by-law #2013-2014-1 appointing the existing signatories to them was moved by Michel Veronneau and seconded by Gilles Veronneau. Motion Carried

6.6 Water/Sewer Portfolio

OCWA upgrades to WTP invoice review

As directed by the Board, the Secretary advised that she had reviewed the current OCWA agreement and found that nowhere in the agreement does it state that the LSB is responsible to pay/cover costs for travelling and meals. She reviewed all pertinent emails between the LSB and OCWA to determine if at any time, they stated such costs would be invoiced when they took care of ordering and installing the parts. Brian Jibb's last email, which was included in the last Board package, asked for confirmation of the Board approved expenses. This email contained no travelling or meal allowance costs. The Secretary further advised as per the agreement, the LSB (as the Client), must pay the undisputed amount of the invoice within the 30 days as well as provide a written dispute for the balance within this same timeframe. Otherwise, should the disputed charges not be resolved in the LSBs favor, the LSB will be made to pay interest accrued on the remaining balance owed. The Board discussed the matter and agreed to move ahead with paying the invoice partially and submitting a dispute in writing as per the agreement for the meals and travel costs. The Secretary also requested that the Board consider approving her request to transfer the required funds to pay the invoice from the Reserve Account to the Operating Account. The Board discussed the matter and approved the Secretary's request.

A motion to pay the OCWA invoice partially and submit dispute in writing for the meals and travel costs as per the agreement was moved by Roxanne Veronneau and seconded by Claude Secord. Motion Carried

A motion for funds to be transferred into the Operation account from the Reserve account to pay the OCWA invoice was moved by Michel Veronneau and seconded by Claude Secord. Motion Carried

Letter from the Director MOECC

The Secretary advised the Board that this is the letter the Board was waiting for in order to answer the MOE's letter dated January 27, 2016. The Board had requested that the MOE clarify if they could allow addition connections to water/sewer (Requests from Gord Hotchkiss and Glen MacDonald). The Secretary provided the Board a copy of the letter stating the letter doesn't actually answer that question. The Secretary requested further direction from the Board as to how they would like to proceed. The Secretary went on to say that the office had received an email from Eric Neilson OCWA, which pertained to the Minister's letter regarding additional sampling. OCWA advises there will be a cost to the Board for this; however, OCWA has agreed to pass these costs down to the Board directly with no mark up. The Board discussed the matters and directed the Secretary to correspond with MOECC clarifying whether this additional testing is mandatory or simply suggested/recommended. The Board further directed the Secretary to advise OCWA to hold off on any additional testing at this time until clarification from MOECC can be received.

A motion to respond to OCWA requesting that any additional testing relating to extra costs be put on hold until clarification from MOECC was moved by Claude Secord and seconded by Michel Veronneau. Motion Carried

Email from OCWA – Hydrant Repair

The Secretary advised the Board that an email was received from Dale Waghorn OCWA regarding the repairs to the hydrant in front of the Fire Hall. He states some repairs were performed with parts the Board had in storage. They stated additional parts are needed to properly complete the repair. OCWA estimates the parts to cost approximately \$500.00 and are asking Board approval to purchase said parts and complete the repair.

A motion to approve the purchase of required parts and repair to the hydrant was moved by Claude Secord, and seconded by Gilles Veronneau. Motion Carried

Letter from MOE – Letter of Consent, Alarming at School

The Secretary advised the Board that this exemption letter is an alternative accepted by MOE in replacement of having to install an alarm at the school. Dale Waghorn from OCWA has offered to be available to answer any technical questions from the school faculty/administrator should any be asked. The Board reviewed the letter and approved it, directing the Secretary to mail it to the local school as well as send a copy to the corresponding school board in Timmins for their files.

A motion to forward this letter to Ecole Notre Dame du Rosaire with OCWA Dale Waghorn as POC and to also send a copy of the letter to the school board in Timmins was moved by Claude Secord and seconded by Gilles Veronneau. Motion Carried

Draft letter to OCWA to be reviewed

At the last Board meeting, the Board requested a formal letter be drafted to request a detailed monthly report of operations and maintenance breakdown, call outs and alarms be included/attached to the monthly invoice of \$9000.00. In light of the more pressing issue of resolving the most recent invoice, the Board opted that the draft of this letter can be reviewed at the next Board meeting or via email if the Board deems it be drafted and reviewed before the next meeting.

7. Deputations or Delegations or Discussion from the floor

8. Adjournment

Having no further Board matters to discuss, the Chairperson asked for a motion to adjourn the meeting.

A motion to adjourn the meeting at 8:30 pm was move by Claude Secord and seconded by Gilles Veronneau. Motion Carried


Christine Bedard
Secretary


Andre Jodouin
Chairperson


Vice - Chairperson.