Local Services Board of Gogama
Monthly Board Meeting – January 7th, 2014
Gogama Community Centre – 7:00 p.m.

1. Call meeting to order and roll call at 7:00

2. Disclosure of Conflict of interest arising from the agenda - None

3. **Attendance:**
Andre Jodouin - Chairperson & Presiding
Claude Secord – Vice Chairperson
Mark Smith – Board Member
Donna Gareau – Board Member
Gilles Veronneau – Board Member
Gerry Talbot – Secretary

4. Acceptance of agenda:
Motion to accept agenda as presented

Move by Mark Smith and seconded by Claude Secord Motion Carried

5. **Acceptance of minutes from previous meeting:**
   - Motion to approve monthly board meeting minutes of December 3rd, 2013
     Acceptance moved Claude Secord by seconded by Donna Gareau Motion Carried

6. **Correspondence:**
- **Ministry of Tourism, Culture and Sport & Recreation Communities Fund:** The secretary reported to the board members that applications for funds to promote wellness and participation in sports were now being accepted by the Ministry in question.
- **MNDM Vendors of Record (VOR):** The secretary reported that the LSB was allowed to use government 's VOR system to purchase equipment and/or supplies using standing offers and agreements.
- **Ontario Library Services North 2014-2018 board members elections:** The OLS North is holding elections for people to be elected to OLS board and there is one position for open for OLS North.
- **Letter from MNDM:** Advising 1st Advance Request has been requisitioned.

7. **Disbursement: Monthly budget reports:**
-The monthly budget reports were presented to the board by the secretary. Motion to move acceptance of monthly budget reports.

Moved by Claude Secord seconded by Mark Smith Motion Carried

8. **UNFINISHED BUSINESS:**

8.1 – **Administrative Portfolio:**
- **LSB dock repairs:** by Andre Jodouin to obtain gravel to put at the end of the boat ramp when the water level are lower in the Spring of 2014.

8.2 – **Garbage Collection Portfolio**: No unfinished business

8.3 – **Financial Portfolio:** No unfinished business to report.

8.4 **– Fire Protection Portfolio:** No unfinished business

8.5 - **Library Portfolio:** No unfinished business to report.

8.6 - **Recreation Portfolio:** Back-up heaters for Community Centre: Mark Smith reported that IAMGOLD will be supplying them.

8.7 - **Water/Sewer Portfolio:**

- Second notice from Environment Canada re reporting of effluent as per regulations. The secretary reported to the board that after speaking with Rick Gravelle and the representative of Environment Canada, the Board did not have to complete this report because the effluents do not dump into a water body where it could contaminate the fish habitat.

- Purchase of winch: The secretary reported to the board that no information had been received as to what type of winch was needed. Mr. Smith reported that a 3000/4000 lb capacity winch will be required. He will speak with the OIC to finalize information required and provide information to the secretary.

9. - **By-Laws:** No bylaws to be passed.

10. - **NEW BUSINESS:**

- 10.1 – **Administrative Portfolio:**
- **Asset Management Plan (AMP) – Next Step:** The secretary asked the board if it was the intention of the Board to hire a private contractor to complete the next phase of the AMP. Discussions followed on the need of the next phase and exactly how it would be accomplished including who would be carrying out the inspections at the times determined by the Board. The board members agreed to move forward with the second phase by obtaining quotes from the Engineering firm that completed the AMP and obtain a quote from Miss Natalie Gaudette, board consultant on contract with the Board.
  A motion to approve moving forward was requested by the Chairperson.

Moved by Claude Secord seconded by Donna Gareau Motion Carried

- **Review of individual portfolios:** The secretary reported to the board members that the Board treasurer was offering to the board members the opportunity to review the board member portfolios on a one-on-one basis. The review's end result would provide a better understanding of their respective portfolio budget which would lead to better financial planning during the yearly budget process. The board members mentioned that they would contact the treasurer to set up a time convenient for them to obtain the training.

- **Letter to MNR for assets and buildings:** The secretary asked the Board for permission to write a letter to the Minister's office asking that the LSB and local organizations be considered when and if the MNR disposes of their assets due to the office closure at the end of March. The board agreed to the request and a motion was made to write the letter.

Moved by Claude Secord seconded by Gilles Veronneau Motion Carried

- **SRNMIP Grant Application:** The secretary reported that the grant application for the Pump Replacement Project has been submitted to the Ministry of Rural Affairs. A reply is expected in late February.
- **Smart Proposal Writing Information Session:** The secretary reminded the board members that the session was being provided free of charge by Timmins Economic Development Corporation and The Venture Centre. The session is taking place January 13th, at the Community Centre.

11.0 **Garbage Collection**: No new business to report. Board Liaison was absent from the meeting.
- Gord Hotchkiss advises that he will be doing a mail out to the public at his costs as a reminder to the people of the revised Garbage Collection guidelines. The secretary reported that the mailout was not done by Mr. Hotchkiss.

12.0 – **Financial Portfolio**: No new information to report.

13.0 – **Fire Protection Portfolio:**
- New electrical service panel for the Fire Hall building. Claude Secord reported that the Fire Chief had contacted him to say that all power to the new building had been turned off until the Spring. Mr. Secord will also be speaking with the Fire Chief advising him that the LSB would be responsible for the removal and installation of a new electrical panel in the existing fire hall building.

14.0 - **Library Portfolio:**
- **Fundraising activities by the Library committee**: The secretary reported that the Library Committee raised $1048.00 with the Children's Christmas Party and cleared $2176.32 with the fundraising activities of December 1st. The Library Committee will also be taking over the Community Calendar project and was asking the Board for approval of the project and an advance of funds for the project. The Board agreed to the project and providing an advance to the committee. A motion was made to approve the advance.

Moved by Claude Secord seconded by Donna Gareau Motion Carried

15.0 - **Recreation Portfolio:** No new business to report.

16.0 - **Water/Sewer Portfolio:**
- **Calibration of Flow meter:** The secretary reported that the calibration would be done in mid January.
- The secretary mentioned to the Board that there were no back-up heaters in the well and water distribution buildings and that it was stated in the AMP that there should be some back-up heat. Claude Secord mentioned that the OIC said that it would have to be verified whether the back-up generator can handle it. Nick Mcleod will be approached to verify whether the gen-set can handle the extra heaters. and the secretary will report back at the next board meeting.
- **Report from Mark Smith regarding the OIC contract:** Mr. Smith reported that Rick Gravelle indicated that he lacked interest in doing the OIC job and that there were a couple of items he wanted changed in the contract. The items of concerned were to remove the 90 days notice of termination and state that he is not responsible for the OIT position. Mr. Gravelle also mentioned that he would not sign off for the OIT training. The board discussed the matter and agreed that the OIT does report to the board and that the OIC contract should state this. As for the 90 day termination notice, Mr. Smith will discuss this with the OIC to explain what the reason is that we have this clause in the contract. Mr. Smith suggested that he will speak with Mr. Gravelle and ask him that if his wish is to no longer do the job of OIC, that he consider completing his existing

contract allowing the board enough time to hire a replacement. He would also mention to Mr. Gravelle that the Board wishes to have Mr. Gravelle continue to work for the Board. Mr. Smith will report to the Board secretary who in turn will report to the board members electronically to keep everyone informed.

17.0- Adjournment.

- Having no more business to discuss, the chairperson asked for a motion to adjourn.
  Moved by Claude Secord to adjourn the meeting.

Date signed: ________________________

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Gerry Talbot	Andre Jodouin
Secretary	Chairperson