

Gogama Local Services Board
Monthly Board Meeting – December 7, 2021
Community Centre – 6:30PM

MINUTES

1. **Call meeting to order and roll call**

Daniel Mantha, presiding as Chairperson, called the meeting to order at 6:33PM.

Present

Absent with Regrets

Daniel Mantha – Chairperson
Gilles Veronneau – Vice Chairperson
Bernard Souliere – Board Member
Richard Gravelle – Board Member (arrived at 7:15PM)

Andre Jodouin – Board Member

Members of the public present;

Natalie Gaudette
Sylvie Lemieux

2. **Declaration of conflict of interest** – As the meeting progresses.

3. **Acceptance of agenda**

Board member, Bernard Souliere, brought it to the Board's attention that there may be an error in minutes as they state that he is absent when in fact he was present. Upon further review, the Secretary Treasurer advised the Board that there in fact was an error as it appears that the minutes of the October 4 and October 12 meetings have been merged into one document. She asked the Chairperson to please defer the approval until the November 2, 2021 meeting so that she may have time to look into the matter and properly separate the minutes.

The Chairperson asked for a motion to accept the agenda.

The motion to accept the agenda was moved by Gilles Veronneau and seconded by Bernard Souliere.

Motion Carried

4. **Acceptance of minutes**

4.1 **August 16, 2021 Meeting**

The Chairperson asked for a motion to approve the August 16, 2021 meeting minutes.

The motion to approve the August 16, 2021 meeting minutes was moved by Bernard Souliere and seconded by Gilles Veronneau.

Motion Carried

4.2 **September 14, 2021 Meeting**

The Chairperson asked for a motion to approve the September 14, 2021 meeting minutes.

The motion to approve the September 14, 2021 meeting minutes was moved by Bernard Souliere and seconded by Daniel Mantha.

Motion Carried

4.3 **October 4, 2021 Meeting**

The Chairperson asked for a motion to defer the approval of the October 4, 2021 meeting minutes to the November 2, 2021 meeting.

The motion to defer the approval of the October 4, 2021 meeting minutes was moved by Daniel Mantha and seconded by Gilles Veronneau.
Motion Carried

1 November 10, 2021 Meeting

The Secretary Treasurer advised the Board that although the minutes for the November 10, 2021 board meeting is included in the Board's meeting packages, the item was not added to the agenda in error. The Chairperson asked the Board if they were agreeable to add the item to the agenda at this time. The Board agreed to add the November 10, 2021 meeting minutes to the agenda as item 4.4.

The Chairperson asked for a motion to approve the November 10, 2021 meeting minutes.

The motion to approve the November 10, 2021 meeting minutes was moved by Daniel Mantha and seconded by Gilles Veronneau.
Motion Carried

5. Grants Update:

5.1 Green Stream Grant – 2nd intake

The Secretary Treasurer advised the Board that on December 1, 2021, the office received a request from Infrastructure Canada requesting specific measurements for the proposed work in the Green Stream 2nd intake application. Board member, Bernard Souliere, retrieved the measurements requested and the information was sent back that same day. The application looks promising, therefore, the Board should lend some thoughts on the 26.67% community contribution that will be needed for this grant in preparation for the possible upcoming approval.

5.2 Tourism Relief Fund Grant

The Secretary Treasurer advised the Board that work on the second phase of the grant is still ongoing, Secretary Treasurer is now working with the Fednor representative to refine some areas of the information in preparation for submission.

6. Action Items: Old Business

The Chairperson took the Board through the old business action items. Action Items marked as "No action required" were not discussed at this time;

1. Public Beach – NO ACTION REQUIRED

Action Item from February 23, 2021

Item will be presented at the next public user fees meeting.

The Secretary Treasurer advised the Board that since their plan of tabling the subject at the next public user fees meeting did not happen due to the pandemic gathering restrictions still being in place, the Board could look at calling a public meeting for the purpose of gathering public feedback at a later date, perhaps Spring, should the pandemic restrictions ease or be lifted.

The Chairperson proposed to the Board that the matter of the Gogama Area Boundary Expansion could also be part of that public meeting as this matter has also been shelved due to the pandemic gathering restrictions.

The Board was agreeable that both topic would be up for public discussion as soon as permissible.

2. MNRF Boat Launch – NO ACTION REQUIRED – (waiting on documents from MNRF)

MNRF is requesting Board consideration to take on a memorandum of understanding for the boat launch. MNRF have removed the dock and will be removing the pins (July 2021). A new dock is proposed to be put in but would be a floating dock that would need to be put in and removed annually. MNRF have offered to donate the old dock to the Board.

The Secretary Treasurer advised the Board that she had not yet been successful in reaching MNRF representative, Derek Farrer, to follow up on the documentation expected. She will advise the Board as new information becomes available.

3. O.P.P Headquarters closure in Gogama – NO ACTION REQUIRED

Action item from March 23, 2021

Status of public communication from O.P.P. - Still not received.

Update – No reply received from Sgt. Paille as of yet

Update – July 13, 2021 - Informal information – O.P.P will maintain building – nothing official yet.

The Chairperson advised the Board that a new publication had gone out over the radio recently stating that Sgt. Foy had officially been made Staff Sgt. of the South Porcupine O.P.P detachment. The Secretary Treasurer advised the Board during her last telephone communication with Sgt. Foy, he had advised that he had accepted a relocation to service the James Bay area.

The Secretary Treasurer advised the Board that the only reason this item remained on their action items list was because the formal request to look into the matter came from an inhabitant who asked the Board to look into it so that the O.P.P could follow up with a public announcement on the matter. At the direction of the Board, the Secretary Treasurer will follow up with the South Porcupine O.P.P detachment.

4. WTP Pump Failure - ONGOING

Action Item from February 23, 2021

Discussion of communication plan for future similar emergencies.

Update – Further discussion by the Board

Update – July 13, 2021 - Secretary Treasurer to reach out to other LSBs for process sharing

Update – The office has discussed this process with two other LSBs (Thorne, Foleyet), Thorne LSB has not had any issues that have needed to be handled by the Board. The current process for any/all Drinking Water Advisories (DWAs) and related emergencies are handled solely by OCWA and their staff and Foleyet essentially stated that if anything of that nature happens, "word get around fairly quickly" as they do not have a current process to handle such an event.

The Board discussed the matter and agreed that an emergency contact plan needs to be drafted in preparation of any such equipment failures. Some of the plans discussed were phone trees, social media notification, postings. The Board will look into the development of the plans on a more in-depth level.

The Chairperson asked for a motion to defer further discussion of this matter to the January 4, 2022 meeting.

The motion to defer further discussion of this matter to the January 4, 2022 meeting was moved by Gilles Veronneau and seconded by Bernard Souliere.
Motion Carried

5. Sewer Lift Stations - ONGOING

The Board discussed sourcing out a few providers (quotes and availability) for lifting equipment in the event the lift station pumps need to be lifted out for repairs or replacement.

Included in Ontario Clean Water Agency (OCWA)'s capital assets repairs letter, OCWA recommended that the lift stations be equipped with hydraulic lifts for the pumps in the event that the pumps failed and needed to be lifted out for repair or replacement.

The Board discovered that the initial cost of installing hydraulic lifts at these locations would also incur annual inspection costs. Based on these findings, the Board opted to contract lifting equipment only should the need arise instead of moving forward with a permanent installation of hydraulic lifts that would require additional annual inspection costs.

The Secretary Treasurer, at the Board's direction, reached out to OCWA to advise of the Board's decision and Board member, Bernard Souliere, has looked into obtaining quotes and availability from companies in Timmins and Sudbury, out of two contacts, he is awaiting a response from one and will advise the Board as the information becomes available.

6. Police Background Checks - ONGOING

Action Item from March 23, 2021

Info on types of background checks and conditions whereas employers can or cannot ask for them.

Update – Info provided to the Board for review – done

Update – July 13, 2021 – Secretary Treasurer to draft policy for review at next meeting

Update – Background Check policy draft approved.

Update – All affected contracts have had the clause of background checks included and contractors notified. Discussed;

- Process for Fire Department – expected deadline date for letters
- Process for OCWA – what is OCWA's process for their employees?
- Recreation Committee Members – expected deadline date for letters
- Next Step – letters to be drafted, reviewed and approved by Board

The Secretary Treasurer advised the Board that since the Board's Background Check Policy had been drafted, reviewed and approved at the October 12, 2021 meeting, this action item would be removed from the old action items list for the January 2022 meeting pending the draft, review and approval of letters by the Board.

The Chairperson asked for a motion to defer the review of the draft letters to the January 4, 2022 meeting.

The motion to defer the review of the draft letters to the January 4, 2022 meeting was moved by Bernard Souliere and seconded by Gilles Veronneau. Motion Carried

7. Asset Management Plan - ONGOING

Action Item from April 20, 2021

Action Plan for future expenses.

Bernie will take lead on the this to put something together for the Board to look at - done

Update – Office to update the AMP document for Board review

The Chairperson advised the Board that the AMP document will be made available to the Board for review as soon as the most recent update is completed.

8. TIM002 Fire Cost Recovery - ONGOING

Action Item from April 20, 2021

Bernie offered to be lead on this item.

Christine to send Bernie the file that includes breakdown of cost incurred, outline of occurrences and emails – done

Update from Bernie – letter to MNRF on behalf of Board - done

Update from France Gelinis – Received

Update – July 13, 2021 – any news since last meeting?

Update – Bernie will follow up with MNRF

Board Member, Bernard Souliere, advised the Board that his last communication with MNRF on the matter was acknowledged. MNRF representative advised that the matter is currently being looked at and that MNRF hopes to have the matter resolved as soon as possible. Bernard advised the Board that he will continue to follow up with the representative on the matter and advise the Board as new information becomes available.

9. Donation Search – ONGOING

Action Item from June 8, 2021

The Board requested a new donation letter template be drafted for review to send to additional businesses and organizations.

Office to draft template for Board review

Update – Template expected to be ready for Board review

The Board discussed the matter and agreed that the drafting of this template will move up in priority if possible. The Secretary Treasurer reminded the Board that there were financial items such as the MENDM 1st Request for Payment interim budget, 2020-21 year end clean up process and 2020-21 audit that required priority attention. Board Member, Bernard Souliere, offered to attend the office in the following weeks to assist the Secretary Treasurer with the draft in preparation for the January Board meeting.

10. Community Newsletter – ONGOING

Action Item from June 8, 2021

The Board discussed having a community newsletter drafted for review.

Update – Draft prepared and emailed, approval response from Dan and Gilles received. Feedback received from Bernie. Further Board discussion on final changes.

Update – Final draft for review

The Secretary Treasurer advised the Board that the draft document is not yet ready for Board review.

11. Community Safety Plan revision - ONGOING

Action Item from July 13, 2021

Bernie agreed to work on updating the community safety plan.

Board member, Bernard Souliere, advised the Board that he requires a new copy of the current community safety plan. It is his intention to set aside some time with the Fire Chief to have an initial look at the document in the early new year.

New Business:

7.1 Administrative Portfolio:

7.1.1 Health Unit COVID 19 Protective Measures

The Secretary Treasurer advised the Board that the Sudbury Health Unit has emailed new additional COVID 19 Protective Measures. The document outlines a return to indoor gathering restrictions to 25 people and outdoor gathering restrictions to 100 people. The bulletin also strongly recommends that indoor meetings be restricted to only mandatory administrative meetings.

The Board discussed the matter and agreed that since monthly board meeting attendance by the public is minimal, the board will continue to host in-person meetings unless indoor gathering restrictions fall to 5 or less.

7.2 Financial Portfolio:

None

7.3 Garbage Collection/Disposal Portfolio:

7.3.1 Garbage Collection Issues

The Secretary Treasurer advised the Board that out of the numerous garbage collection issues reported to the office by the contractor, there are still two letters to inhabitants are still required to be written and reviewed by the Board.

The Board discussed the matters and agreed that the letters be drafted and include a picture of the issue as well as a copy of the guidelines highlighting the areas of the infraction and sent out as soon as they are prepared.

7.3.2 Garbage Bins

The Chairperson advised the Board that it was brought to the Board's attention by the contractor that someone is using a fridge as a garbage bin. In the Board's guidelines, the use of old appliances such as freezers and fridges are not mentioned.

Board member portfolio holder, Richard Gravelle, advised the Board that he did have an opportunity to speak with the resident on the matter of the fridge being used as a bin and was advised that they were in the process of purchasing a new bin to replace the fridge.

The Board discussed the matter and agreed that the inhabitant should receive a letter from the Board that would include a picture (provided by the contractor) and a copy of the guidelines outlining the section on acceptable bins.

7.3.3 Snow Clearing

The Secretary Treasurer advised the Board that the Garbage Collection/Disposal Contractor has reported that there is one issue with snow clearing of one inhabitant's driveway that will likely cause an issue for future garbage collection as it is not being cleared all the way through.

The Board discussed the matter and agreed that the information will be provided to Richard Gravelle so that he can approach the inhabitant. Board Member, Richard Gravelle, stated that he would attend the resident's home and have a discussion regarding the matter. The Secretary Treasurer will provide the Board member with the inhabitant's information.

7.4 Fire Protection Portfolio:

7.4.1 OFMEM Inspection

The Chairperson advised the Board that OFMEM representatives were onsite on November 19 and again on November 23, 2021 to perform a fire code inspection of all Board-owned buildings. It is the expectation that OFMEM Advisor, Ryan Tront, will be returning to Gogama to serve the non-compliance orders on the Board. The orders are stated to be minor.

Board member, Richard Gravelle, advised the Board that while OFMEM inspectors attended the wellhouse and water treatment plant, they advised that there should be No Smoking/Vaping signs posted on the doors outside the buildings.

The Secretary Treasurer advised the Board that she would review the orders once served.

7.4.2 Furnace at main building

The Chairperson advised the Board that the furnace in the main fire hall building was not working. The Fire Chief stated that the digital display read "mother board error codes". Following the Board's approval, TNT Heating was called out and attended on Friday. TNT Heating replaced the mother board and the ignitor. The parts were on warranty therefore the Board was only charged for travel to Gogama one way.

7.5 Library Portfolio:

None

7.6 Recreation Portfolio:

7.6.1 Manager Custodian monthly report

The Chairperson advised the Board that the Manager Custodian reports no issues. She did state that the sand/salt boxes will need to be replenished as the one at the nursing clinic is almost empty. The Secretary Treasurer advised the Board that when the boxes were checked in September, in preparation for the upcoming winter season, both she and the manager custodian had verified that all boxes were full. It appears that over the course of September, October and November, someone has been "helping themselves" to the contents. In speaking with the snow clearing contractor, they

advised the office that they would take care of ensuring the boxes are full. Since then, the boxes have been filled.

7.6.2 Community Centre Boilers – update

The Secretary Treasurer advised the Board the last communication with Tisdale Plumbing was last week. The receptionist advised that she is having difficulties in connecting with the technicians to confirm if all parts for the installation have been received. She states she will follow up as soon as she has more information.

The Chairperson asked for a motion to approve the purchase of two circulation pumps.

The motion to approve the purchase of two circulation pumps was moved by Richard Gravelle and seconded by Gilles Veronneau. Motion Carried

7.6.3 Community Centre Heating Fan

The Secretary Treasurer advised the Board that she observed last week that the community centre hall was not being heated. Following the Board's approval, a licenced technician attended to perform some troubleshooting. Two heating pumps needed to be replaced and the forced air fan motor has failed. A new motor has been ordered and a rush was put on the order, however, the office is still waiting on its arrival.

7.7 Water/Sewer Portfolio:

7.7.1 Transfer Switch - update

The Secretary Treasurer advised the Board that OCWA has received the transfer switch and is scheduled to be installed this Thursday.

7.7.2 Monthly Generator check sheets - update

The Secretary Treasurer advised the Board that the office continues to receive the monthly generator check sheets from OCWA.

7.7.3 C of A for Lagoons & Exfiltration beds – update & discussion

The Secretary Treasurer advised the Board that the office has received a report from Kresin Engineering for review. Kresin is requesting a teleconference meeting with the Board on an evening of the 9th or 10th of December to review the contents of the report and discuss steps to move forward.

The Board discussed the matter and agreed that the teleconference meeting should be scheduled for the evening of December 9, 2021. Copies of Kresin Engineering's report was provided to the Board for review.

In the interim, the Secretary Treasurer will try to locate original C of A application and letter to the Board advising application was closed due to being incomplete. The aforementioned documents have since been archived so the Secretary Treasurer will look for them and provide a copy to the Board members.

7.7.4 Broken Water Valve

The Secretary Treasurer advised the Board that the Water Valve Operator attended a property on Canfield Street to turn water off for the season. The contractor states that he was unable to remove the nut on the valve stem, valve stem kept spinning. OCWA was contacted by the office and their employee was dispatched to troubleshoot. Water has now been confirmed by property owner as off. Valve will need to be repaired in Spring.

7.7.5 C-Can lock

The Chairperson advised the Board that the C-Can lock was frozen this morning and needed to be cut. The Chairperson will pick up another lock and cut additional keys as he is in Timmins tomorrow. Currently only the Water Valve contractor has the key. OCWA has been advised.

8. Deputations or Delegations or Discussions from the floor

The Chairperson asked if there were any deputations, delegations or discussions from the floor or the public.

Member of the public, Ms. Natalie Gaudette, stated she had a few questions for the Board;

- Q This question is regarding the reporting of garbage collection issues from I Do Construction to the Board. I am wondering if the Board could tend to the garbage collection issues reported in a timelier manner as some reported issues are still on going and have been for some time now.
- A The Chairperson advised that the remaining issues will have letters sent out shortly and will see the matters resolved soon.
- Q Will the Board send out a new flyer for annual garbage guidelines?
- A The Secretary Treasurer stated that the last garbage collection guidelines sent to the public via mailout was in June 2021. The Chairperson advised Ms. Gaudette that the mailout will go out again shortly.
- Q Has the Board been successful in getting a new maintenance person?
- A No. The Board is currently speaking to a few potential people/companies that have shown an interest, however, the Board won't have an answer until after the Christmas break. The delay is due to the liability insurance required for this contract and that is being worked out.

Member of the public, Ms. Rachelle Minarik, stated that she had a few questions for the Board;

- Q Why is it taking so long in getting police background checks on everybody? I had it done when I was on the Board. The concern is that there are too many new people in town and this creates a high risk. If a new person moves into town and wants to volunteer for the fire department, there should be a background check. If someone wants to volunteer to work with the children on the recreation committee, there should be a background check.
- A The Secretary Treasurer advised that the matter of creating a police background check policy has been ongoing for a few years now however, the policy has only just been drafted, reviewed and approved as of October 2021. The Chairperson advised that the letters to the Fire Department, Recreation Committee and Library will be going out at some time in January once the Board has reviewed and approved the drafts. It was acknowledged by the Chairperson that although the Board did get background checks from volunteers in the past, there had never been an actual policy or by-law to that effect. He stated that the Board has now put one in place and the process will move forward.
- Q Regarding the boilers, has anyone been called in for that? No one else has touched these boilers?
- A The Secretary Treasurer advised that yes, the Board has called in Tisdale Mechanical from Timmins to work on them. Any work that has to do with the boilers can only be done by Tisdale as they hold the certifications for these types of boilers. The Secretary Treasurer clarified that the motor that was being discussed earlier is a fan motor, and the work is separate from the boilers.

Q Who worked on the fan motor issue?

A The Secretary Treasurer advised that the fan motor troubleshooting was performed by Mark Legary.

Q Ms. Natalie Gaudette asked if Mr. Legary had any insurance?

A The Chairperson advised Ms. Gaudette that Mr. Legary did not hold personal liability insurance at this time, he is however, a certified gasfitter and electrician. Mr. Legary is currently looking into obtaining liability insurance as he has an interest in the maintenance contract.

Q Ms. Natalie Gaudette asked the Board if the fan troubleshooting performed by Mr. Legary was an emergency causing the Board to bypass the matter of liability insurance?

A The Chairperson advised Ms. Gaudette that due to the cold weather, no heat and no hot water in the building, the matter was an emergency.

The Secretary Treasurer advised Ms. Gaudette and Ms. Minarik that as a result of Mr. Legary's troubleshooting, a new replacement fan motor has been ordered and will be installed by Tisdale as soon as it comes in.

9. Adjournment

As there was no further Board business to discuss, the Chairperson asked for a motion to adjourn the meeting.

The motion to adjourn the meeting at 8:57PM was moved by Gilles Veronneau and seconded by Richard Gravelle.

Motion Carried


Christine Bedard – Secretary Treasurer


Daniel Mantha - Chairperson