

Gogama Local Services Board
Monthly Board Meeting – January 18, 2022
Community Centre – 6:30PM

MINUTES

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

Daniel Mantha, presiding as Chairperson, called the meeting to order at 6:30PM.

Present

Daniel Mantha – Chairperson
Gilles Veronneau – Vice Chairperson
Andre Jodouin – Board Member
Bernard Souliere – Board Member
Richard Gravelle – Board Member
Christine Bedard – Secretary Treasurer

Absent with Regrets

Natalie Gaudette – Member 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.

Board member, Bernard Souliere, requested that the Board consider adding GFD insurance as a topic for discussion to the agenda.

The Chairperson requested that the Board consider adding the maintenance contract as a topic for discussion to the agenda.

Board member, Richard Gravelle, requested that the Board consider adding Kresin Engineering – follow up discussion of C of A as a topic for discussion to the agenda.

As there were no objections, topic **GFD insurance was added to the agenda as item 7.4.3**. The topic of the **maintenance contract was added to the agenda as item 7.6.5**. The topic of **Kresin Engineering – follow up discussion of C of A was added to the agenda as item 7.7.4**.

The Chairperson asked for a motion to accept the agenda with the new items.

The motion to accept the agenda with added items of 7.4.3, 7.6.5 and 7.7.4 was moved by Andre Jodouin and seconded by Bernard Souliere.
Motion Carried

4. **Acceptance of minutes**

4.1 **October 4, 2021 Meeting**

The Chairperson asked for a motion to approve the October 4, 2021 meeting minutes.

The motion to approve the October 4, 2021 meeting minutes was moved by Bernard Souliere and seconded by Gilles Veronneau.
Motion Carried

4.2 October 12, 2021 Meeting

The Chairperson asked for a motion to approve the October 12, 2021 meeting minutes.

The motion to approve the October 12, 2021 meeting minutes was moved by Gilles Veronneau and seconded by Andre Jodouin.
Motion Carried

4.3 December 7, 2021 Meeting

The Chairperson asked for a motion to approve the December 7, 2021 meeting minutes.

Board member, Bernard Souliere, referenced the following agenda item from the December 7, 2021 meeting minutes;

6. Action Items: Old Business

1. Public Beach

Section: *"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 topics would be up for public discussion as soon as permissible."

Mr. Souliere stated that he was unaware of ever having discussed the matter of the Gogama Area Boundary Expansion in detail at a Board level and although he recalled the Chairperson's mention that the topic also needed to be discussed in a public forum, he asked that the Board consider making the correction in the December 7, 2021 meeting minutes to reflect that the Gogama Area Boundary Expansion be made a separate old action item and the section referenced under 1. Public Beach be amended.

The Secretary Treasurer reminded the Board that the topic of the Gogama Area Boundary Expansion has been a topic discussed by the Board at frequent meetings of the Board dating back well over a year. The bulk of discussions of the topic took place during meetings between the Office of the Fire Marshal, the Gogama Local Services Board and the Gogama Fire Department, to which Mr. Souliere was present as a member of the Gogama Fire Department. She clarified that the section in the December 7, 2021 meeting minutes simply reflected the Board's conversation during the December 7, 2021 meeting.

The Board agreed that the topic of the Gogama Area Boundary Expansion should be listed as a separate old action item for the sake of clarity and that the section of the December 7, 2021 meeting be amended.

The Chairperson asked for a motion to approve the December 7, 2021 meeting minutes with the changes to the action items list having been made.

The motion to approve the December 7, 2021 meeting minutes with the changes to the action items list having been made was moved by Andre Jodouin 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 January 7, 2022, the office received an email correspondence from the Minister of Infrastructure regarding the status of the ICIP – Green Funding Stream 2021 intake. The correspondence advises that the project nomination is still pending approval and a final response should be anticipated soon.

6. Action Items: Old Business

1. Public Beach – NO ACTION REQUIRED

Action Item from February 23, 2021

Item will be presented at a public meeting in the Spring.

2. Gogama Area Boundary Expansion - NO ACTION REQUIRED

Action Item brought over from previous year's discussions

Gogama's current area boundary, as it pertains to Highway 144, extends to just passed the railroad crossing and Old Gogama Road to the South and just passed the first turn prior to reaching Gogama Unit Road to the North.

The Board proposes to extend the area boundary up to Markette Lake to the South and up to LaMotte Lake Road to the North.

This area boundary expansion would bring Gogama back into compliance as it relates to its agreement with the Ministry of Northern Development, Mines, Natural Resources and Forestry (NDMNRF), further extending the Board's ability to allow the Gogama Fire Department to provide extrication services along highway 144.

Item will be presented at a series of public meetings commencing in the Spring of 2022.

3. MNRF Boat Launch – NO ACTION REQUIRED

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.

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

Action item from March 23, 2021

Status of public communication from O.P.P

5. 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 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.

Update – The Board will work on drafting an emergency communication process. In the interim, should a drinking water advisory be issued, Board members will contact the public via poster, social media platform, website and phone tree.

Board discussion – The Board discussed whether public communication of Drinking Water Advisories was a service that could be provided by Ontario Clean Water Agency (OCWA). The Board directed the Secretary Treasurer to send an email to OCWA to inquire on service availability and cost.

6. Sewer Lift Stations - ONGOING

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.

Update – Quotes and availability are nearly all obtained and will be kept on file.

7. 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.

8. 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

Update – revise existing document when ready

9. 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 of 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? - **NONE**

Update – Bernie has followed up with MNRF representative, Joel Legacy. MNRF has agreed to reimburse the Board for the cost of the bus only.

Update – The office will provide a copy of the paid invoice for the bus while on standby to MNRF representative, Joel Legacy.

10. 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 not yet ready for Board review.

Update – Board Member, Bernie Souliere, will work with the office to set aside some time to draft a template for Board review. The template will be forwarded to the Board for review prior to the February 8, 2022 meeting at which time the draft will be further discussed and approved if satisfactory.

11. 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

Update – The Secretary Treasurer advised the Board the final draft is not yet ready for review and approval.

12. Community Safety Plan revision - ONGOING

Action Item from July 13, 2021

Bernie agreed to work on updating the community safety plan.

Update – Bernie to provide an update at the January meeting

Update – Board member, Bernie Souliere, advised the Board that it was his intention to discuss the plan with the Fire Chief but has not yet had the opportunity. An update will be made at the February meeting.

New Business:

7.1 Administrative Portfolio:

7.1.1 Health Unit COVID 19 Booster Clinic & gathering restrictions update

The Secretary Treasurer advised the Board that the Sudbury Health Unit, in partnership with Centre de Sante Communautaire have scheduled a COVID-19 booster clinic here at the community centre hall beginning tomorrow, January 19 and 20th.

The Secretary Treasurer also advised the Board that the office has reached out to the Sudbury Health Unit for clarification on the current indoor gathering restrictions as it relates to meetings of the Local Services Board and the public in attendance.

The representative has provided the clarification in writing for the Board advising that nothing in the Reopening Ontario Act or the Regulations under it precludes the operations or delivery of services of any government or publicly-funded agency or organization that delivers or supports government operations and services, including operations and services of the District Services Boards.

7.1.2 Upper Mattagami River Watershed Standing Advisory Committee (SAC)

The Chairperson advised the Board that representative, David Vallier, of the Upper Mattagami River Watershed SAC has reached out to the Board looking for people who would have an interest in joining the committee. Any interested members should contact Mr. Vallier directly.

7.1.3 AED renewal/replacement

The Secretary Treasurer advised the Board that the office received notification from trackmyaed.ca on December 19, 2021 advising that the lithium battery pack would expire on January 1, 2022. As Board member, Bernie Souliere, had reached out to DSSAB to follow up on an agreement for AEDs, the office advised him of the notice.

Board member, Bernie Souliere, advised the Board he would follow up with his contact and advise the office. The Secretary Treasurer advised the Board that the cost of the battery pack is \$101.70 tax included.

The Board discussed the matter and agreed that should DSSAB advise that ordering the battery pack is the responsibility of the Board, the office should place the order as soon as advised.

The motion to order the AED lithium battery pack for the community centre location at the cost of \$101.70 was moved by Andre Jodouin and seconded by Gilles Veronneau.

Motion Carried

7.2 Financial Portfolio:

None

7.3 Garbage Collection/Disposal Portfolio:

7.3.1 Garbage Collection Issues

The Secretary Treasurer advised the Board that the letters to inhabitants identified to have garbage collection issues have been mailed out. Garbage Collection Contractor advises that issues have been resolved.

7.3.2 Snow Clearing

The Secretary Treasurer advised the Board that the anticipated issue of access to a property for garbage collection due to snow clearing has been resolved.

7.3.3 Garbage Collection/Disposal Notice

Review of draft notice for mailout.

The Board discussed the draft notice and requested some minor changes be made to the existing draft. Member of the public in attendance, Natalie Gaudette, who is also part owner of I Do Contruction, currently the Board's contractor of record for the Garbage Collection/Disposal contract, made the suggestion that storage boxes/steel bins be ventilated in such a manner that water can drain.

The Chairperson asked for a motion to approve the draft garbage collection/disposal notice with the requested changes.

The motion to approve the draft garbage collection/disposal notice with the requested changes was moved by Daniel Mantha and seconded by Andre Jodouin. Motion Carried

7.4 Fire Protection Portfolio:

7.4.1 OFMEM Inspection

The Secretary Treasurer advised the Board that the following non-compliance orders work have been completed for the January 21, 2022 deadline;

- **1 Fire Code Reference:**

1.1.1.2.(3) Any appliance, device or component of a device that does not operate or appear to operate as intended when checked, inspected or tested as required by this Code shall be repaired or replaced if the failure or malfunctioning of the appliance, device or component would adversely affect fire or life safety.

Reasons:

Emergency lighting unit in the nursing clinic above receptionist's desk did not operate as intended when tested.

Action Required:

Repair or replace the emergency lighting unit in the nursing clinic. DONE

- **6 Fire Code Reference:**

2.7.3.2. (1) Exit signs shall be illuminated externally or internally, as appropriate for the sign's design, while the building is occupied.

INSPECTION ORDER

Made under section 21 of the Fire Protection and Prevention Act, 1997

Office of the Fire Marshal and Emergency Management Inspection Order Number: 2021-008

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Reasons:

Exit sign above the main entrance of the community centre is not illuminated as appropriate for the sign's design, while the building is occupied.

Action Required:

Repair or replace the exit sign above the main entrance of the community centre such that the exit sign remains illuminated while the building is occupied. DONE

- **8 Fire Code Reference:**
6.2.4.3. Portable extinguishers having a gross weight of 18 kg or less shall be installed so that the top of the extinguisher is not more than 1.5 m above the floor.

Reasons:
Portable extinguisher in the back-storage room of the community centre needs to be installed on the wall and off the floor.

Action Required:
Install the portable extinguisher on the wall in the back-storage room of the community centre so that the top of the extinguisher is not more than 1.5m above the floor. DONE
- **9 Fire Code Reference:**
6.3.1.1. Access to fire alarm and voice communication system components requiring inspection or servicing shall be kept unobstructed.

Reasons:
Access to manual station in the library at the main door was obstructed.

Action Required:
Remove obstruction from the main door in the library so that the manual station can be easily accessible. DONE

The following non-compliance orders work have been completed for the February 21, 2022 deadline;

- **2 Fire Code Reference:**
1.1.2.1. (1) If this Code requires tests and corrective measures or operational procedures to be carried out, records shall be made noting what was done and the date and time it was done.
(3) The written records described in Sentences (1) and (2) shall be retained at the building premises for examination by the Chief Fire Official.
2.7.3.3.(3) Emergency lighting unit equipment shall be tested
(a) monthly to ensure that the emergency lights will function upon failure of the primary power supply, and
6.3.2.2. (1) Except as provided in Sentence (2), a fire alarm system, with or without voice communication capability, shall be inspected and tested in conformance with CAN/ULC-S536, "Inspection and Testing of Fire Alarm Systems".

Reasons:
Monthly test records were not provided at time of inspection for the emergency lighting units or the fire alarm system.

Action Required:
Provide monthly test records for the emergency lighting units and the fire alarm system. DONE
- **4 Fire Code Reference:**
2.2.3.3. Closures in fire separations shall not be obstructed, blocked, wedged open, or altered in any way that would prevent the intended operation of the closure

Reasons:
The closure to the service room in the nursing clinic was observed to be wedged or otherwise held open with devices that are not permitted to hold the closure open.

Action Required:

Remove all wedges, devices or other obstructions from the closure to the service room in the nurse's clinic to ensure intended operation of the closure. DONE

- **5 Fire Code Reference:**

2.4.1.1.(2) Combustible materials shall not be accumulated in any part of an elevator shaft, ventilation shaft, means of egress, service room or service space, unless the location, room or space is designed for those materials.

Reasons:

An accumulation of combustible materials was observed in the nursing clinic service room.

Action Required:

Remove the accumulation of combustible materials from the service room in the nursing clinic. DONE

Of all items cited in the OFMEM orders served upon the Board, there remains 4 additional items that are on track to meet the February 21, 2022 deadline.

7.4.2 Fire Extinguisher & Emergency Lighting Inspections

The Secretary Treasurer advised the Board that the fire extinguisher and emergency lighting inspection sheets for December 2021 and January 2022 for the fire hall buildings have not been received. These are required to be on file in the office prior to OFMEM's inspection on January 21, 2022.

Board member, Bernie Souliere, advised the Board that he will send the reports to the office.

7.4.3 GFD Insurance

Board member, Bernie Souliere, declared a conflict and advised the Board that the Fire Chief is requesting further clarification of the matter of the two invoices sent to the Gogama Fire Department for reimbursement of insurance premiums for the fire fighter accident insurance and vehicle insurance. He recommended that a meeting be held between the Fire Chief and the Board in order to further discuss the matter and reach a resolution. The Fire Chief is of the opinion that a portion of the fire fighter accident insurance premium should be paid by the Board.

Board member and Fire Protection portfolio holder, Gilles Veronneau, stated he can reach out to the Fire Chief and set up a meeting so that this topic can be further discussed and hopefully resolved.

The Secretary Treasurer recommended that the meeting be held at the Board office during business hours and that she be allowed to attend in the event that the Fire Chief had questions or documents need to be accessed in order to further facilitate the discussion. She stated that the Fire Chief had already approved the payment of the invoice pertaining to the 2020-2021 fiscal year insurance premiums and that the insurance provider had reimbursed the Board for the removal of the decommissioned extrication vehicles therefore changing the amount owing on the 2021-22 fiscal year invoice.

Board member, Gilles Veronneau, advised that he would reach out to the Fire Chief and schedule a meeting and advise the Secretary Treasurer of the time/date.

7.5 Library Portfolio:

7.5.1 Heat issues in Library

The Chairperson advised the Board that the Librarians have been made aware of the issues with heating.

7.5.2 Library kitchenette removal

The Secretary Treasurer advised the Board that the librarians had reached out asking if they could have the kitchenette removed from the library as they no longer require it.

The Board discussed the matter and agreed that should the cabinets need to be removed, the Board can arrange to have the work done, however, since the matter is not a health and safety issue, it would need to wait until a maintenance contractor could be put in place. The Secretary Treasurer will advise the librarians.

7.6 Recreation Portfolio:

7.6.1 Manager Custodian monthly report

The Chairperson advised the Board that the Manager Custodian reports no issues.

7.6.2 Fire Extinguisher & Emergency Lighting Training

The Secretary Treasurer advised the Board that the Deputy Fire Chief has provided the manager custodian with training on Fire Extinguisher & Emergency Lighting inspection process. The manager custodian has been provided an inspection sheet that will be kept in the janitorial office.

The Manager Custodian will perform the inspections for the entire community centre building including the clinic and library starting in January 2022.

7.6.3 Community Centre Boilers – update

The Secretary Treasurer advised the Board that Tisdale Mechanical have now completed their boiler installation. Included in the work was the installation of the forced air fan motor and 5 bleeder valves and a resolution to the seizing circulation pumps has been resolved. Four new circulation pumps have been purchased and two replaced.

On Monday, January 17, 2022, it was observed that a portion of the system was airlocked. Temporary heating was set up and Tisdale was onsite on Tuesday, January 18, 2022 to flush the system. Further troubleshooting was required for a portion of the pipes in the Library, additional valves may need to be installed.

7.6.4 Manager Custodian Training – duplicate agenda item

This item was a duplicate agenda item already discussed in agenda item 7.6.2.

7.6.5 Maintenance Contract

The Chairperson advised the Board that he was not yet able to speak to the individual that had shown an interest in the maintenance contract as planned over the Christmas holidays. He stated that he will advise the Board as soon as more information is available.

The Board discussed the matter and it was suggested that perhaps the Board's snow clearing contractor may have an interest in the position as they hold various types of construction-related type contracts and would have the required liability insurance required by the Board. The Board office will email the contractor and make the inquiry.

The Chairperson asked for a motion to approve the Secretary Treasurer to reach out to Tate's Inc. to inquire if they had an interest in the Board's maintenance contract.

The motion to approve the Secretary Treasurer to reach out to Tate's Inc. to inquire if they had an interest in the Board's maintenance contract was moved by Bernard Souliere and seconded by Andre Jodouin.

Motion Carried

7.7 Water/Sewer Portfolio:

7.7.1 Transfer Switch - update

The Chairperson advised the Board that OCWA has confirmed the new transfer switch has been installed.

Board member, Richard Gravelle, advised the Board that there were some issues following the installation of the transfer switch. He stated that a factory preset had caused unnecessary start/stop of the generator on January 4, 2022. He states he contacted OCWA's subcontractor who walked him through the process of resetting this setting. Since then, there have been no issues.

7.7.2 Monthly Generator check sheets - update

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

7.7.3 Fire Extinguisher & Emergency Lighting Inspections

The Secretary Treasurer advised the Board that the monthly paperwork has not been received by OCWA for December 2021 and January 2022 monthly fire extinguisher and emergency lighting inspections. These are required to be on file at the office by the OFMEM's January 21, 2022 inspection date.

7.7.4 Kresin Engineering – Follow up discussion of C of A

Board Member, Richard Gravelle, advised the Board that he recalls a letter having been sent to the Board, to which he was copied, in January or February of 2016. He stated that the letter had been sent by MOECC inspector, Janet Recoski. He stated this information may be helpful in narrowing down the search for the letter by the Board office.

The Board further discussed the matter of the C of A and felt that with the report provided by Kresin Engineering, the Board should have enough information to set up a meeting with MOECC to discuss next steps required to have the C of A increased. The Secretary Treasurer advised the Board that they may wish to include the engineer in the meeting as the Board does not currently have anyone with the expertise to speak to the engineering facts outlined in the report. The Board agreed that further discussion on the matter was required and would be discussed again at the next meeting.

8. Deputations or Delegations or Discussions from the floor

The Chairperson asked if there were any deputations or delegation or discussions from the floor and opened the floor to questions from the public.

- Q. Natalie Gaudette asked the Board if they would be opposed to her providing feedback to discussed agenda items at the time of discussion or if the Board would rather she hold her feedback to the end of the meeting?
- A. The Board discussed the matter and agreed that if her information, as a contractor, was feedback pertaining to an agenda item being discussed, they would welcome her feedback at the time of discussion as opposed to having to revisit the agenda item once again at the end of the meeting.
- Q. As the Board was discussing the matter of having to source out heaters for the community centre, would the Board consider purchasing some heaters as opposed to renting them since the community centre is the emergency centre for the community?
- A. The Board discussed the matter and agreed that 6 space heaters should be purchased for the community centre in the event that they are required.

The Chairperson asked for a motion to approve the purchase of 6 space heaters for the community centre.

The motion to approve the purchase of 6 space heaters for the community centre was moved by Andre Jodouin and seconded by Daniel Mantha.
Motion Carried

9. Adjournment

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

The motion to adjourn the meeting at 9:32PM was moved by Andre Jodouin and seconded by Bernard Souliere.
Motion Carried



Christine Bedard – Secretary Treasurer



Daniel Mantha - Chairperson