Gogama Local Services Board
Monthly Board Meeting – October 12, 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 6.35PM.

Present	Absent with Regrets
Daniel Mantha – Chairperson	Bernard Souliere – Board Member
Gilles Veronneau – Vice Chairperson	Richard Gravelle – Board Member
Andre Jodouin – Board Member	

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 Andre Jodouin and seconded by Gilles Veronneau.
Motion Carried

4. **Acceptance of minutes**
The Chairperson advised the Board members present that agenda items 4.1, 4.2, 4.3 and 4.4, which are the visions to the approved minutes that were requested by member of the public, Natalie Gaudette, will be ueferred to the November 2, 2021 meeting as there is no Board quorum at this meeting of the Board members who were present for those meetings.

4.1 December 8, 2020 Meeting
Revised minutes reflecting Natalie Gaudette as member of the public attending via teleconference.

The Chairperson asked for a motion to defer the review and approval of the December 8, 2020 meeting minutes to the November 2, 2021 meeting.

The motion to defer the review and approval of the December 8, 2020 meeting minutes to the November 2, 2021 meeting was moved by Daniel Mantha and seconded by Gilles Veronneau.
Motion Carried

4.2 February 23, 2021 Meeting
Revised minutes reflecting the full content of discussion as presented to the Board by contractor, Natalie Gaudette of I Do Construction, on the topic of Police Background Checks.

The Chairperson asked for a motion to defer the review and approval of the February 23, 2021 meeting minutes to the November 2, 2021 meeting.

The motion to defer the review and approval of the February 23, 2021 meeting minutes to the November 2, 2021 meeting was moved by Daniel Mantha and seconded by Gilles Veronneau.
Motion Carried

4.3 March 23, 2021 Meeting

Revised minutes reflecting Natalie Gaudette as member of the public attending via teleconference.

The Chairperson asked for a motion to defer the review and approval of the March 23, 2021 meeting minutes to the November 2, 2021 meeting.

The motion to defer the review and approval of the March 23, 2021 meeting minutes to the November 2, 2021 meeting was moved by Daniel Mantha and seconded by Gilles Veronneau.

Motion Carried

4.4 June 8, 2021 Meeting

Revised minutes reflecting Natalie Gaudette as member of the public attending via teleconference.

The Chairperson asked for a motion to defer the review and approval of the June 8, 2021 meeting minutes to the November 2, 2021 meeting.

The motion to defer the review and approval of the June 8, 2021 meeting minutes to the November 2, 2021 meeting was moved by Daniel Mantha and seconded by Gilles Veronneau.

Motion Carried

The Chairperson advised the Board that agenda items 4.5, 4.6 and 4.7, which are regular meeting minutes not yet approved, will also be deferred to the November 2, 2021 meeting as there is no Board quorum of the Board members who were present at those meetings.

4.5 August 16, 2021 Meeting

Secretary Treasurer requesting the Board defer the review and approval of meeting minutes to the November 2, 2021 meeting.

The Chairperson asked for a motion to defer the review and approval of the August 16, 2021 meeting minutes to the November 2, 2021 meeting.

The motion to defer the review and approval of the August 16, 2021 meeting minutes to the November 2, 2021 meeting was moved by Daniel Mantha and seconded by Gilles Veronneau.

Motion Carried

4.6 September 14, 2021 Meeting

Secretary Treasurer requesting the Board defer the review and approval of the meeting minutes to the November 2, 2021 meeting.

The Chairperson asked for a motion to defer the review and approval of the September 14, 2021 meeting minutes to the November 2, 2021 meeting.

The motion to defer the review and approval of the September 14, 2021 meeting minutes to the November 2, 2021 meeting was moved by Daniel Mantha and seconded by Gilles Veronneau.

Motion Carried

4.7 October 4, 2021 Meeting

Secretary Treasurer requesting the Board defer the review and approval of the meeting minutes to the November 2, 2021 meeting.

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

The motion to defer the review and approval of the October 4, 2021 meeting minutes to the November 2, 2021 meeting was moved by Daniel Mantha and seconded by Gilles Veronneau.

Motion Carried

5. **Disbursement:**

6.1 Monthly Budget Review

The Secretary Treasurer advised the Board that in preparation for the first budget meeting on October 13, 2021, the monthly budget review is unavailable.

The Chairperson asked for a motion to defer the review and approval of the monthly budget report to the November 10, 2021 monthly meeting.

The motion to defer the review and approval of the monthly budget report to the November 10, 2021 monthly meeting was moved by Gilles Veronneau and seconded by Andre Jodouin.

Motion Carried

6. **Grants Update:**

The Secretary Treasurer advised the Board that no additional new information is available at this time.

7. **tion Items: Old Business**

The rest of the Old Action Items list will be included in the November 2nd meeting agenda for review and discussion.

1. **Board Meetings Procedure**

Review of draft by-law.

The Secretary Treasurer provided a final draft copy of the Board Meeting Procedures to all Board members for review and approval. A hard copy of the Board meeting procedure was also provided to new Board member, Andre Jodouin, for review.

Board member, Andre Jodouin, stated that the Board meeting minutes should return to its original format that includes the entire discussion of agenda items so that should there be a question in the future, the minutes will have sufficient information to provide clarification of the matter.

The Board did a final review of the document and agreed that the section pertaining to the process on how the meeting minutes are to be kept is to return to the original method of record keeping;

- Agenda item title,
- A summary of the discussion to include sufficient information so that the discussion is clear should it need to be referenced at a later date,
- Include Board member names in motions.

The Chairperson asked for a motion to approve the Board Meeting Procedures document including all aforementioned items.

The motion to approve the Board Meeting Procedures document including all aforementioned items was moved by Daniel Mantha and seconded by Andre Jodouin. Motion Carried

2. **Police Background Check Procedure**
   Review of draft by-law supplied to Board members at the October 4th meeting for review.

   The Secretary Treasurer provided the Board with a draft Police Background Check Procedure outlining all instances where a person, whether a contractor or volunteer, would be required to provide the Board with a current police background check. Included in the document, it specifies whether the background check required is a level 1 or vulnerable sector check.

   The Board reviewed the document and agreed that it outlines all specific requirements set out by the Board.

   The Chairperson asked for a motion to approve the police background check document.

   The motion to approve the police background check document was moved by Andre Jodouin and seconded by Daniel Mantha. Motion Carried

New Business:

8.1 Administrative Portfolio:

8.1.1 2021-2022 Contracts

The Secretary Treasurer advised the Board that the following contracts have been made ready for signatures, all contractors have received a letter from the Board advising they are to make an appointment to attend the office to review and sign the new contracts;

- Business Administration Consulting Contract – Contractor – Natalie Gaudette
- Manager Custodian Contract – Alice Jodouin
- Garbage Collection/Disposal Contract – I Do Construction
- Grounds Care Contract – Gogama Business Solutions – Marc Beland
- Snow Clearing Contract – Tate
- Valve Operator Contract – Claude Secord

The Maintenance Contract has been extended and posted until November 1, 2021.

The Generator & Fire Extinguisher Maintenance Contract poster draft is ready for Board review.

The Board reviewed the Generator & Fire Extinguisher Maintenance Contract poster draft and found it to be satisfactory.

The Chairperson asked for a motion to approve the Generator & Fire Extinguisher Maintenance Contract poster.

The motion to approve the Generator & Fire Extinguisher Maintenance Contract poster was moved by Andre Jodouin and seconded by Daniel Mantha. Motion Carried

8.1.2 Board Portfolios

The Board discussed and chose their respective portfolios at the October 4, 2021 meeting, there are two remaining portfolios to choose;

- Administration/Financial – Daniel Mantha
- Financial/Fire Protection – Gilles Veronneau
- Recreation – Andre Jodouin (Daniel Mantha will oversee anything related to Manager Custodian contract due to conflict of interest)
- Water/Sewer – Bernard Souliere
- **Garbage Collection/Disposal – Still to be assigned**
- **Library – Still to be assigned**

The Secretary Treasurer advised the Board that an email was sent to Board member, Richard Gravelle, requesting that he choose his portfolio(s) as he was absent at the October 4, 2021 meeting. The Secretary Treasurer advised the Board that no response had been received from Board member, Richard Gravelle, at this time.

In the interim, Gilles Veronneau stated that he will temporarily stand in to cover the Garbage Collection/Disposal portfolio and Andre Jodouin stated he would temporarily stand in to cover the Library portfolio.

8.1.2 2021-22 By-Laws

The Secretary Treasurer advised the Board that the following by-laws have been prepared for Board review and approval. The Secretary read out loud, each by-law for the Board;

- By-Law 2021-2022-1 – Approval of Insurance Policy

The Chairperson asked for a motion to approve by-law 2021-2022-1 – Approval of Insurance Policy

The motion to approve by-law 2021-2022-1 – Approval of Insurance Policy was moved by Daniel Mantha and seconded by Gilles Veronneau. Motion Carried

- By-Law 2021-2022-2 – Approval to maintain bank accounts

The Chairperson asked for a motion to approve by-law 2021-2022-2 – Approval to maintain bank accounts

The motion to approve by-law 2021-2022-2 – Approval to maintain bank accounts was moved by Andre Jodouin and seconded by Daniel Mantha. Motion Carried

- By-Law 2021-2022-3 – Appointment of Secretary Treasurer

The Chairperson asked for a motion to approve by-law 2021-2022-3 – Appointment of Secretary Treasurer

The motion to approve by-law 2021-2022-3 – Appointment of Secretary Treasurer was moved by Gilles Veronneau and seconded by Andre Jodouin. Motion Carried

- By-Law 2021-2022-4 – Approval of Business Administrative Consulting Contract

The Chairperson asked for a motion to approve by-law 2021-2022-4 – Approval of Business Administrative Consulting Contract.

The motion to approve by-law 2021-2022-4 – Approval of Business Administrative Consulting Contract was moved by Gilles Veronneau and seconded by Andre Jodouin. Motion Carried

- By-Law 2021-2022-5 – Approval of Manager Custodian Contract

Board Member, Andre Jodouin, declared a conflict.

The Chairperson asked for a motion to defer the approval of by-law 2021-2022-5 – Approval of Manager Custodian Contract to the next meeting due to the declaration of conflict by Board member, Andre Jodouin.

The motion to defer the approval of by-law 2021-2022-5 – Approval of Manager Custodian Contract to the next meeting due to the declaration of conflict by Board member, Andre Jodouin was moved by Daniel Mantha and seconded by Gilles Veronneau. Motion Carried

- By-Law 2021-2022-6 – Approval of Garbage Collection/Disposal Contract

The Chairperson asked for a motion to approve by-law 2021-2022-6 – Approval of Garbage Collection/Disposal Contract.

The motion to approve by-law 2021-2022-6 – Approval of Garbage Collection/Disposal Contract was moved by Andre Jodouin and seconded by Gilles Veronneau. Motion Carried

- By-Law 2021-2022-7 – Approval of Grounds Care Contract

The Chairperson asked for a motion to approve by-law 2021-2022-7 – Approval of Grounds Care Contract.

The motion to approve by-law 2021-2022-7 – Approval of Grounds Care Contract was moved by Daniel Mantha and seconded by Andre Jodouin. Motion Carried

- By-Law 2021-2022-8 – Approval of Water Valve Operator Contract

The Chairperson asked for a motion to approve by-law 2021-2022-8 – Approval of Water Valve Operator Contract.

The motion to approve by-law 2021-2022-8 – Approval of Water Valve Operator Contract was moved by Gilles Veronneau and seconded by Andre Jodouin. Motion Carried

- By-Law 2021-2022-9 – Approval of Snow Clearing Contract

The Chairperson asked for a motion to approve by-law 2021-2022-9 – Approval of Snow Clearing Contract.

The motion to approve by-law 2021-2022-9 – Approval of Snow Clearing Contract was moved by Andre Jodouin and seconded by Gilles Veronneau. Motion Carried

- By-Law 2021-2022-10 – Approval of Library Annual Operating Funding Grant (PLOG)

The Chairperson asked for a motion to approve by-law 2021-2022-10 – Approval of Library Annual Operating Funding Grant (PLOG).

The motion to approve by-law 2021-2022-10 – Approval of Library Annual Operating Funding Grant (PLOG) was moved by Daniel Mantha and seconded by Gilles Veronneau. Motion Carried

- By-Law 2021-2022-11 – Appointment of Auditor

The Chairperson asked for a motion to approve by-law 2021-2022-11 – Appointment of Auditor.

The motion to approve by-law 2021-2022-11 – Appointment of Auditor was moved by Andre Jodouin and seconded by Daniel Mantha.
Motion Carried

8.2 Financial Portfolio: None

8.3 Garbage Collection/Disposal Portfolio:
No issues with Garbage Collection reported to the Board by the contractor. Historically, the Garbage Collection/Disposal portfolio Board member meets with the contractor as early as possible so that an on-site inspection of bins can be made to ensure that all bins meet the standards outlined by the Board. Once the portfolio is assigned, that Board member will make the necessary arrangements to schedule a meeting with the contractor.

8.4 Fire Protection Portfolio:
As Gilles is new to the Fire Protection portfolio this year, it is recommended that he meet with the Fire Chief to review where the department is at, potentially meet any new members and to hear any requests from the department to the Board.

The Secretary Treasurer advised the Board that the office received an email from the Deputy Fire Chief earlier that day advising 2 new members have joined the brigade. Their names will be forwarded to the insurance company.

8.5 Library Portfolio: None

8.6 Recreation Portfolio:
The Chairperson advised the Board that since there is a direct conflict for Board member, Andre Jodouin, regarding the Manager Custodian contract being held by his daughter, Alice Jodouin, Daniel Mantha has accepted to be the direct point of contact for all matters related to Manager Custodian contract.

The Secretary Treasurer advised the Board that the manager custodian reports no issues. She is aware that she is required to hand in a police background check and will be making an appointment to have this done on the next time she is in Timmins.

8.7 Water/Sewer Portfolio:

8.7.1 Transfer Switch
The Secretary Treasurer advised the Board that Chad Byce, of OCWA, had advised the office that the transfer switch has been received and he is working with the contractor to have it installed as soon as possible. OCWA had thought of scheduling the installation to the first week of November so that the contractor would also be able to perform the annual generator inspection, however, in light of the continued, numerous power outages being experienced in Gogama, OCWA will look to having this done as soon as possible.

8.7.2 Monthly Generator check sheets
The Secretary Treasurer advised the Board that the office has received the August and September monthly generator check sheets from OCWA today. Moving forward, the sheets will be emailed to the Board on a monthly basis.

8.7.3 **C of A for Lagoons & Exfiltration beds**

The Secretary Treasurer advised the Board that, as per Board direction, Mike Kresin from Kresin Engineering has advised the office that they are in the process of retrieving the files required for the process of increasing the C of A from 300 cubic meters/day to 650 cubic meters/day. They anticipate being able to provide the Board with an action items list that they will require in order to submit and have approved an application for extension.

8. **Deputations or Delegations or Discussions from the floor**

The Chairperson asked the Board if there were any deputations or delegations or discussions from the floor. As there were none, the Chairperson proceeded to adjourn the meeting.

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 7:27PM was moved by Andre Jodouin and seconded by Gilles Veronneau.

Motion Carried

Christine Bedard

Christine Bedard – Secretary Treasurer

Daniel Mantha

Daniel Mantha – Chairperson