

Gogama Local Services Board
Monthly Board Meeting – July 13, 2021
Teleconference – 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

Daniel Mantha – Chairperson
Gilles Veronneau – Vice Chairperson
Bernie Souliere – Board Member
Alain Constantin – Board Member
Richard Gravelle – Board Member
Christine Bedard – Secretary Treasurer

Absent with Regrets

Special Guest:

Kim Murch – Ministry of Energy, Northern Development & Mines – Northern Development Advisor

Members of the public in attendance:

Natalie Gaudette – attending via teleconference

The Chairperson thanked Ms. Kim Murch, for attending the Board meeting. Ms. Murch is the newly appointed Northern Development Advisor for the Gogama Local Services Board.

Following introductions, Ms. Murch provided the Board with a bit of background. She is located in Sudbury, Ontario and has been in the position for several years and brings a wealth of experience and knowledge to the position. The Gogama Local Services Board is one of three Local Services Boards under Ms. Murch's responsibility and she is excited to move forward with Gogama.

The Board conversed with Ms. Murch and having no further questions from the Board, Ms. Murch took her leave of the meeting at 7:10PM.

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 and seconded by the Board.

Motion Carried

4. **Acceptance of minutes**

5.1 June 8, 2021 meeting minutes

The Chairperson asked for a motion to approve the June 8, 2021 meeting minutes with the amendment to include Natalie Gaudette's name as member of the public in attendance.

The motion to approve the June 8, 2021 meeting minutes was moved and seconded by the Board.
Motion Carried

5.2 February 23, 2021 approved meeting minutes

The Board office received a written request from contractor, Natalie Gaudette, stating that in reviewing the approved, signed, February 23, 2021 Board minutes posted on the www.gogama.ca website, she observed that her name and details of her presentation to the Board regarding criminal background checks was not

listed. She stated that the information listed was very vague and general and does not properly reflect the serious concerns that she had expressed at the meeting, nor did it reflect the Board members' responses.

Ms. Gaudette is requesting that the minutes be revised to include her name, her presentation to the Board in details (as she presented it), as well as the responses and comments made by Board members.

As the meeting in question was five months ago, the Board requested that the Secretary Treasurer retrieve the February 23rd minutes and read the approved, signed except pertaining to the Ms. Gaudette's concern.

The except from the February 23rd meeting minutes read as follows;

7.1 Police Background Checks

A Board contractor had requested to be added to agenda to speak to the matter of Board requests to contractors for background checks. The Chairperson gave the floor to the contractor.

The contractor asked if the Board currently had a policy for background checks and brought forward some questions for the Board to consider.

Having another commitment to attend to, the contractor thanked the Board for their time and left the meeting at 7:21PM.

The Board discussed the matter briefly and agreed that an action item be created to source out the different background check types and associated information for further review at the next meeting.

The Board reviewed the above statement that had been entered into the minutes and agreed that the Board had discussed far more than indicated in the minutes.

The Secretary Treasurer reminded the Board that Ms. Gaudette's presentation to the Board was at least 30 minutes long plus the discussions and feedback from the Board.

A Board member recalled some of the Board discussions being regarding wanting to make it a fair process for all contractors and not pointing the finger to any one contractor. Another Board member made the statement that he was fairly certain that when the format of the minutes was previously discussed, it was agreed that the minutes would not read "this Board member said this and this Board member said that" but that when a member of the public spoke to an item, they would be named and the content of their discussion would be summarized in an effort to shorten the minute preparation process.

The Secretary Treasurer clarified and stated she could return to that conversation in the recordings and was fairly certain that the Board's direction was very clear, no Board member names would be used and contractors would not be named and the agenda item would include a topic title, a general summary and a Board decision if one had been made in order to keep the anonymity and protect all involved.

The Chairperson asked for a motion to approve that the minutes of February 23, 2021 be revised to include the details of Natalie Gaudette's presentation to the Board including all Board member responses and comments.

The motion to approve that the minutes of February 23, 2021 be revised to include the details of Natalie Gaudette's presentation to the Board including all Board member responses and comments was moved and seconded by the Board.

Motion Carried

5.3 **Approved 2020-2021 Board minutes**

The Secretary Treasurer advised the Board that the office had received a written request from resident, Natalie Gaudette, stating that in reviewing the approved 2020-2021 Board minutes posted on the www.gogama.ca website, she had observed that her name was not listed when she attended Board meetings throughout the fiscal year. She stated that when attending GLSB meetings in person, members of the public are asked to sign an attendance sheet. She understands that this is not possible when attending meetings via teleconference.

Ms. Gaudette is requesting that the minutes be revised to list her name as a member of the public attending the meetings in order for a proper record to be kept.

Being that Ms. Gaudette was in attendance at the current meeting, a Board member asked her if there was a specific reason as to why she was wanting to be named.

Ms. Gaudette stated that in her opinion, it was a matter of a legal record and is what is appropriate.

The Board agreed that moving forward, when someone asks to have their name and discussion or comment recorded in the minutes, the minutes should reflect this.

The Chairperson asked for a motion to approve that the minutes whereas Ms. Gaudette was in attendance, be revised to include her name.

The motion to approve that the minutes whereas Ms. Gaudette was in attendance, be revised to include her name was moved and seconded by the Board. **Motion Carried**

5. **Disbursement:**

6.1 **Monthly Budget Review**

The Secretary Treasurer presented the monthly budget review to the Board.

The Chairperson asked for a motion to approve the monthly budget review as presented to them by the Secretary Treasurer.

The motion to approve the monthly budget review as presented to them by the Secretary Treasurer was moved and seconded by the Board. **Motion Carried**

6. **Grants Update:**

7.1 **Canada Community Revitalization Fund (CCRF) – NEW**

The Secretary Treasurer advised the Board that a new grant has become available for application. The Canada Community Revitalization Fund (CCRF) aims to help communities across Canada build and improve community infrastructure so they can rebound from the effect of the COVID-19 pandemic. With a national allocation of \$500 million over two years, the Fund's purpose is to support not-for-profit organizations, municipalities and other community groups, as well as Indigenous communities to help them on the road to economic recovery.

Here in Northern Ontario, a total of more than \$19 million is available immediately and a one-time special scheduled intake will focus on eligible projects that are ready to proceed. Assessment of applications will begin on July 23, 2021, so applicants are strongly encouraged to submit their applications by this date.

The Secretary Treasurer provided the following list of examples of possible eligible projects that Gogama could partake in:

Examples may include projects involving:

- **Green projects and projects that reduce environmental impacts**
- **Improvement of accessibility**
- **Community and cultural centres**
- **Museums and libraries**
- **Waterfront and tourism facilities**

Financial support will be determined based on the minimum amount required to carry out a project and may represent up to 75 per cent of total eligible costs (up to 100% funding for projects with Indigenous groups).

The Board discussed the matter and were in agreement, directing the Secretary Treasurer to draft and submit an application. As the submission deadline is extremely short, the Board was in agreement that the Secretary Treasurer make this her first priority.

The Chairperson asked for a motion to approve the Secretary Treasurer to draft and submit an application for the CCRF grant on behalf of the Board.

The motion to approve the Secretary Treasurer to draft and submit an application for the CCRF grant on behalf of the Board was moved and seconded by the Board. Motion Carried

The Secretary Treasurer also advised the Board that the second intake of the Green Stream Funding grant has finally been opened to submissions. The Board had been asked to re-submit at the second intake period as the funding allotment of the first intake had been depleted.

The Secretary Treasurer advised that although the second intake format has changed, she felt confident that the submission deadline of September 9, 2021 could be met.

The Chairperson asked for a motion to approve the Secretary Treasurer to re-draft and submit an application for the second intake for the Green Stream Funding grant on behalf of the Board.

The motion to approve the Secretary Treasurer to re-draft and submit an application for the second intake for the Green Stream Funding grant on behalf of the Board was moved and seconded by the Board.

Motion Carried

7. Action Items: Old Business

7.1 Water Treatment Plant (WTP) pump failure debrief (continued)

The Board further discussed the incident and the next step to establishing a community communication plan for future occurrences.

Action Item: Secretary Treasurer to contact other LSBs in the area to see if they would share their current process.

7.2 Police Background Checks

The Board was provided with information on the various types of background checks employers and organizations can request from employees/contractors/volunteers for review. The Board was also advised that calls were placed to the South Porcupine O.P.P detachment and Timmins Fire Department requesting any shareable documents on implemented procedures and/or by-laws.

The information obtained from the O.P.P was shared with the Board and the Timmins Fire Chief has committed to sending their documents and by-laws to the office in the coming week.

Action Item: Secretary Treasurer to review the information required and draft an administrative procedure and by-law for the Board's review and approval at the next meeting.

7.3 Public Dock Repairs

The Board further discussed the immediate repairs required to the public dock at the end of Poupore Street. The most pressing plank replacements have been done, however there is more repair work required.

Action Item: Secretary Treasurer to issue work order to maintenance contractor to purchase required materials and perform the repairs.

7.4 Asset Management Plan Update

The Board was advised that the review and update to the Asset Management Plan can be expected for review shortly.

Action Item: Secretary Treasurer to email the updated document to the Board for review if completed prior to the next meeting.

7.5 Board Meeting Procedures

The Board was advised that a draft document can be expected for review shortly, time permitting.

Action Item: Secretary Treasurer to email the draft document to the Board for review if completed prior to the next meeting.

7.6 TIM002 Fire Cost Recovery

The Board was advised that correspondence had been received by France Gelinis stating that her efforts in trying to locate previous branches of ministries that had provided funding relief to other Boards had yielded no results. The Board was advised by a board member that a letter had been sent to MNRF on behalf of the Board requesting consideration for cost recovery and an answer was anticipated in the near future.

7.7 Garbage Collection Issues

The Board was advised that the Garbage Guidelines poster had been mailed out and posted and for the exception of one ongoing matter, the previous individual issues have not re-occurred.

7.8 Community Centre – Ballast for light

The Board was advised that the maintenance contractor had placed the order for the materials required to replace the light and ballast at the back of the community centre. The maintenance contractor advises that the work order will be completed as soon as the materials arrive.

7.9 Community Centre – Generator Shed

The Board was advised that the maintenance contractor had placed the order for the materials required to secure the generator shed at the community centre. The maintenance contractor advises that the work order will be completed as soon as the materials arrive.

7.10 Water Treatment Plant Generator

The Board was advised that the pump leak on the water treatment plant generator had been fixed, the generator tested and issue has been resolved.

7.11 Administration – Approved Financial Statements – public communication

The Board was advised that both the 2018-19 and 2019-20 Approved Financial Statements have been mailed out to inhabitants and posted to the www.gogama.ca website as requested.

7.12 2021-22 Elections

The Board was advised that the notice of nominations process poster had been mailed out and posted as requested and a copy sent to the Ministry of Energy, Northern Development and Mines (MENDM) representative.

7.13 Ministry of Energy, Northern Development & Mines (MENDM) – Interim Budget & 2nd Request for Payment

The Board was advised that the Interim Budget & 2nd request for payment package had been submitted to MENDM for review and processing. The Board office has received correspondence from the Northern Development Advisor stating that the processing and payment is a bit delayed due to their COVID-19 protocols still in place, but that MENDM does not have any concerns regarding content at this time.

7.14 Donation Search

The Board was advised that the draft donation letter template should be ready for Board review soon.

Action Item: Secretary Treasurer to send draft template to Board for review and approval via email if ready prior to the next meeting.

7.15 Community Newsletter

The Board was advised that the requested draft community newsletter had been emailed to the Board for their review and feedback. To date, the draft was approved as is by two Board members, feedback for minor changes was received from one Board member. The Board was provided a new draft that included the proposed changes from one Board member. The Board reviewed the newsletter and discussed the matter. It was requested that the format of the newsletter be changed to reflect specific projects and work being done by the Board and feedback was provided on items the Board wished to have included.

Action Item: Secretary Treasurer to re-draft the community newsletter based on Board feedback and email the new draft for Board review if the draft is ready before the next meeting.

New Business:

8.1 Administrative Portfolio:

8.1.1 Housing – France Gelin

The Chairperson advised the Board that France Gelin has taken on the task of finding out who, within Infrastructure Ontario and MNRF, has the authority to authorize the release and sale of vacant housing in the community. The Chairperson explained to the Board that this request was submitted to France Gelin by him following an influx of concerns from community residents stating that there was a serious lack of housing options available.

8.1.2 Request for water – Cenetaph

The Chairperson advised the Board that the Gogama Chamber of Commerce is seeking permission to connect to the hydrant located in the MNR yard. The water supply is required to bring water to the War Memorial Park in order to water the flowers. As the original meeting date was rescheduled from July 6, 2021 to July 13, 2021, an email motion was made by the Board to approve the request for the Chamber to hook up to the existing hydrant in the interim.

Chairperson, Daniel Mantha, declared a conflict and abstained from the vote. Out of the remaining 4 Board members, the motion to approve was unanimous. The representative from the Chamber was notified of the Board decision via email.

The Chairperson asked for a formal motion to approve the request for the Gogama Chamber of Commerce to hook up to the existing hydrant for their water requirements at the Memorial Park. Once again, the Chairperson declared a conflict and abstained from the vote.

The formal motion to approve the request for the Gogama Chamber of Commerce to hook up to the existing hydrant for their water requirements at the Memorial Park was moved and seconded by the Board.
Motion Carried

8.1.3 Helipad Inspection

The Board was advised that Ornge has conducted their annual inspection of the helipad on June 11, 2021. The helipad was found to be compliant and this year's inspection has found no deficiencies as outlined in the report. The Board reviewed the inspection report from Ornge.

8.1.4 2021-22 Gogama Local Services Board Nominations

The Board was advised that the 2021-22 Gogama Local Services Board nominations were opened on June 28, 2021 and closed on July 12, 2021 at 5:00PM during which the Inhabitants were able to submit their nominations for the upcoming annual election via mail, email or in person by appointment at the board office.

The Board was further advised that one nomination received via email was returned to the nominator with an explanation that the nomination ballot had been filled out incorrectly. The nominator confirmed that the nominations would need to be resubmitted but no resubmission was received.

The Board was advised that one nomination had been received after the close of nominations and was returned to the nominator, however, the nominator had also mailed the same nomination and it was confirmed that the nomination sent via mail had met the nomination deadline and had been included.

The Chairperson opened and read each nomination and the results are as follows:

Nominations for the 2021-22 Gogama Local Services Board Election in the order they were received.

Nominee Daniel Mantha	Nominated by Christine Bedard Gilles Veronneau Sue Primeau Marguerite Veronneau Karen Constantin Rachelle Minarik Gisele Constantin
Gilles Veronneau	Christine Bedard Sue Primeau Marguerite Veronneau Karen Constantin Gisele Constantin
Pauline Gaudreau-Secord	Christine Bedard
Natalie Gaudette	Christine Bedard
Paul Derkacz	Christine Bedard Sue Primeau Marguerite Veronneau Karen Constantin
Paul Veronneau	Christine Bedard
Andre Jodouin	Christine Bedard

	Gilles Veronneau Sue Primeau Marguerite Veronneau Karen Constantin Gisele Constantin
Bernard Souliere	Sue Primeau Marguerite Veronneau Karen Constantin Marc Constantin Donna Gareau Gisele Constantin
Rachelle Minarik	Rachelle Minarik Edward Chenard Suzette Derkacz Gisele Constantin
Christine Bedard	Rachelle Minarik
Paul Gignac	Natalie Gaudette
Marc Smith	Donna Gareau
Richard Gravelle	Patrick Gareau
Alain Constantin	Diane Secord

The Chairperson was provided with a list of nominees and will be contacting each person nominated to ask whether they accept or decline their nomination. Once complete, the Chairperson will return the signed forms to the Board Office and a poster announcing the confirmed candidates will be posted and mailed out along with the details of the upcoming election voting day should there be more than five nominees who accept their nomination.

Action Item: Secretary Treasurer to draft a nominee results/election notice poster for posting and mail out.

The Board discussed and agreed that the next Board meeting would be held on August 10, 2021 and the election voting day, if one is required, would be held on August 11, 2021 from 9:00AM – 7:00PM and scrutineers would count the ballots at 7:00PM while being observed by a MENDM representative.

The Chairperson asked for a motion to approve setting the 2021-22 Election day vote for Wednesday, August 11, 2021.

The motion to approve setting the 2021-22 Election day vote for Wednesday, August 11, 2021 was moved and seconded by the Board.

Motion Carried

8.2 Financial Portfolio: None

8.3 Garbage Collection/Disposal Portfolio:

8.3.1 Issues with Garbage pick up on June 28 and July 12, 2021

The Board was advised that the Garbage Collection/Disposal Contractor reported to the office that there were two new issues regarding Garbage collection on Monday, June 28, 2021.

- First issue – loose garbage in can and loose recycling (mostly not recycling the waste disposal site accepts) in other can
- Second issue – wasp nest in roadside bin

Garbage Portfolio Board Member was notified and he attended both in person. Additional information was required from the contractor at the time of the visits.

The Garbage Collection Contractor advised the Board office that while attempting to collect the garbage from a resident's bin on Monday, July 12, 2021, the bin referenced above as the second issue, the garbage contractor was stung. The garbage was reported as having been left in the bin. An incident report form was sent to the contractor by the Board office.

8.4 Fire Protection Portfolio:

8.4.1 Fire Department – Update

The Board was advised that the letter sent to Manitoulin Sudbury DSAB requesting that a decommissioned ambulance be donated to the fire department for use as a new extrication vehicle was approved. The new vehicle is a 2014 Chevrolet 3500. Ownerships were received along with a bill of sale. Vehicle was added to auto insurance policy and an authorization letter was provided to the Fire Chief and Deputy Fire Chief so they could have the vehicle transferred into the name of the Gogama Local Services Board.

The Board was advised that on July 7, 2021, the new extrication vehicle was picked up and brought in for certification. Repairs related to the certification were completed. Transfer of ownership, plates and stickers were purchased.

The breakdown of costs are as follows:

Purchase cost	\$ 0.00
Travel cost to Sudbury	\$ 68.20
Temp Travel Permit	\$ 47.00
Transfer of ownership & Plate sticker	\$ 120.00
Repairs related to cert.	<u>\$1879.83</u>
Total cost paid by Gogama Fire Department	\$2115.03

All copies of documents and transactions have been remitted to the Board office for accounting and filing purposes

The Chairperson asked for a formal motion to approve the transfer of ownership of the vehicle into the Board's name and fees associated with the transfer of ownership be payable from the Gogama Fire Department Budget. Board member, Bernard Souliere declared a conflict and abstained from voting.

The motion to approve the transfer of ownership of the vehicle into the Board's name and fees associated with the transfer of ownership be payable from the Gogama Fire Department budget was moved and seconded by the Board.
Motion Carried

The Chairperson asked for a formal motion to approve that the vehicle be added to the Board's insurance policy, premiums for the vehicle insurance payable from the Gogama Fire Department budget. Board member, Bernard Souliere, declared a conflict and abstained from voting.

The motion to approve that the vehicle be added to the Board's insurance policy, premiums for the vehicle insurance payable from the Gogama Fire Department budget was moved and seconded by the Board.
Motion Carried

8.5 Library Portfolio: None

8.6 Recreation Portfolio:

8.6.1 Manager/Custodian Monthly Report

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

8.6.2 Maintenance Monthly Report

Air Conditioning Unit – Community Centre

The Board was advised that the air conditioning unit in the community centre is not working. Maintenance performed troubleshooting; issue not resolved. The Board discussed the matter and agreed that the small air conditioner can be installed in the Board Office for the time being.

The Chairperson asked for a motion to approve the work order to the maintenance contractor to install the small air conditioner in the Board office.

The motion to approve the work order to the maintenance contractor to install the small air conditioner in the Board office was moved and seconded by the Board.
Motion Carried

8.7 Water/Sewer Portfolio:

8.7.1 Water Treatment Plant Generator

Water Valve Contractor reported to the Board office that the back up generator at water treatment plant was on this morning. No hydro outages known, email sent to water/sewer portfolio and chairperson to advise.

OCWA advises that the ongoing issues with the transfer switch was the issue, causing the back up generator to come on even though there is no power outage.

The Board discussed the matter and agreed that an enquiry to OCWA was required in order to proceed with the replacement of the transfer switch.

The Chairperson asked for a motion to approve the Secretary Treasurer to communicate with OCWA on the matter of the transfer switch.

The motion to approve the Secretary Treasurer to communicate with OCWA on the matter of the transfer switch was moved and seconded by the Board.
Motion Carried

8.7.2 Vacant lot connections

The Board was advised that the office received a call from an inhabitant this morning stating that it has been observed that there are several vacant lots in the community that have been purchased whereas the new owners have moved a mobile trailer onto the property. It was stated that the Board had, in the past, discussed this and had enacted a by-law stating that water/sewer connections to mobile, non-permanent, structures would not be allowed and that those who purchased vacant lots would need to build a permanent structure within a certain amount of time. This would ensure that "mini trailer parks" would not sprout up within the community risking a diminished property value to adjacent properties.

The office looked into past by-laws in an effort to locate this old by-law and verify whether it has been rescinded or if it is still active. No by-law was found.

The Board discussed the matter and felt that the matter required further investigation.

The Chairperson asked for a motion to defer the matter of further discussion of vacant lot connections to the next meeting.

The motion to defer the matter of further discussion of vacant lot connections to the next meeting was moved and seconded by the Board. Motion Carried

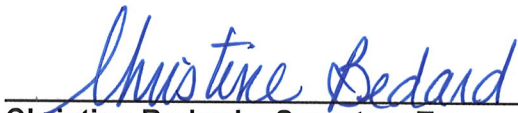
8. **Deputations or Delegations or Discussions from the floor**

As there were no deputations or delegations or discussions from the floor, the Chairperson moved to adjourn the meeting.

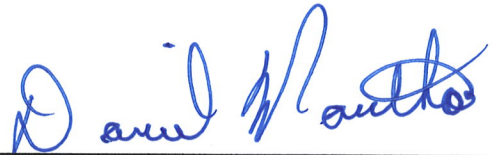
9. **Adjournment**

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 9:16PM was moved and seconded by the Board. Motion Carried



Christine Bedard – Secretary Treasurer



Daniel Mantha - Chairperson