

Gogama Local Services Board
Monthly Board Meeting – December 8, 2020
Teleconference at 6:30 P.M.

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 – via teleconference
Bernard Souliere – Board Member
Alain Constantin – Board Member
Richard Gravelle – Board Member

Christine Bedard – Secretary Treasurer

One member of the public called in to teleconference line to observe proceedings.

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**

4.1 October 5, 2020

The Board discussed the following;

- The specific meaning of “conflict” wording as it related to agenda item 2.3.

Clarification was provided to the Board members by the Secretary Treasurer.

The Board requested one correction to the minutes;

- Agenda item 8.2.2.3 Maintenance contract
 - o Total rate amount to be noted

The Chairperson asked for a motion to approve the October 5, 2020 meeting minutes with correction to agenda item 8.2.2.3.

The motion to approve the October 5, 2020 meeting minutes with correction to agenda item 8.2.2.3 was moved and seconded by the Board.

Motion Carried

4.2 November 10, 2020

The Chairperson asked for a motion to approve the November 10, 2020 meeting minutes.

The motion to approve the November 10, 2020 meeting minutes was moved and seconded by the Board.

Motion Carried

4.3 November 15, 2020

The Chairperson asked for a motion to defer the approval of the November 15, 2020 meeting minutes to the January 2021 meeting.

The motion to defer the approval of the November 15, 2020 meeting minutes to the January 2021 meeting was moved and seconded by the Board. Motion Carried

4.4 November 30, 2020

The Chairperson asked for a motion to defer the approval of the transcript of 2020-21 Estimated Budget and Proposed User Fees public vote to the January 2021 meeting.

The motion to defer the approval of the transcript of 2020-21 Estimated Budget and Proposed User Fees public vote to the January 2021 meeting was moved and seconded by the Board. Motion Carried

5. Disbursement:

5.1 Monthly Budget Review

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

The Chairperson asked for a motion to accept the monthly budget report as presented by the Secretary Treasurer.

The motion to accept the monthly budget report as presented by the Secretary Treasurer was moved and seconded by the Board. Motion Carried

6. Grants Update:

6.1 2020-21 Public Library Operating Grant (PLOG)

- Received September 14, 2020 - \$1338.00

6.2 Clean Water Waste Water Grant (CWWF)

Five approved projects are;

- **GLSB001 – Replacement of pump at Well building**
 - Total approved project \$ 8,500.00
 - Provincial claim payout \$ 6,375.00
 - Community Contribution \$ 2,125.00
- **GLSB002 – Concrete Water Holding Tanks**
 - Total approved project \$36,000.00
 - Provincial claim payout \$27,000.00
 - Community Contribution \$ 9,000.00
- **GLSB003 – Upgrade Monitoring Equipment**
 - Total approved project \$11,500.00
 - Provincial claim payout \$ 8,625.00
 - Community Contribution \$ 2,875.00
- **GLSB004 – Water System Main Valve Rehabilitation**
 - Total approved project \$30,000.00
 - Provincial claim payout \$22,500.00
 - Community Contribution \$ 7,500.00
- **GLSB005 – Deforestation of Wastewater Lagoon Cells**
 - Total approved project \$10,000.00
 - Provincial claim payout \$ 7,500.00
 - Community Contribution \$ 2,500.00

Claim remittance received November 19, 2020 - \$72,000.00

6.3 2021 Ontario Community Infrastructure Fund Formula Component funding (OCIF)

Letter received from Ministry of Infrastructure on December 1, 2020 confirming allocation of \$50,000.00 for 2020-21 fiscal year.

7. Action Items: Old Business

7.1 Police Background Checks

The Board discussed the following;

- Contracts requiring police background checks on file.

7.2 Annual Grants List

The following list was provided to Board Members by the Secretary Treasurer

- Public Library Operating Grant (PLOG)
- Ontario Community Infrastructure Fund Formula Component funding (OCIF)

The Board discussed the following;

- OCIF Top-Up (Water Infrastructure Replacement project) original application and phases

7.3 High Voltage Signs

Action Item from November 15, 2020

Water portfolio member to investigate how many replacements are needed and info for ordering and pricing

- Total of 35 signs
- How many require replacement - 6
- How many additional are needed – 6

7.4 Asset Management Plan

The Board discussed the following;

- Action Plan for future expenses

The Chairperson asked for a motion to defer the review of the Asset Management Plan so that the document can be fully reviewed and discussed at the next meeting.

The motion to defer the review of the Asset Management Plan to the next meeting was moved and seconded by the Board. Motion Carried

7.5 By-Law 2019-20-14 – Management of Fire Protection Funds

The Board discussed the following;

- Amendment to include signature line for Fire Chief

Document is ready for Fire Chief Signature.

New Business

7.6 Update of GLSB Website

The Board discussed update of the following;

- Fiscal year calendar
- New meeting schedule and teleconference number
- Board member list and portfolios
- Asset Management Plan
- COVID-19 related status

7.7 Water Treatment Plant Generator

The Board discussed the following:

Update:

- Green Stream – Second Intake – not yet open
- Back up or interim plan, correspondence to OCWA

The Board discussed the following;

- Board Procurement Policy document
- Review of options provided by OCWA

The Chairperson asked for a motion to defer the topic for further discussion to the next meeting.

The motion to defer the topic for further discussion to the next meeting was moved and seconded by the Board. **Motion Carried**

The Chairperson asked for a motion to approve moving forward with obtaining two additional quotes for generator replacement in order to meet procurement policy requirements.

The motion to approve moving forward with obtaining two additional quotes for generator replacement in order to meet procurement policy requirements was moved and seconded by the Board. **Motion Carried**

7.8 Board Meetings

The Board discussed the following;

- Draft procedures for the undertakings of Board business

The Board reviewed the following;

- Existing 2010-11 By-Law

The Chairperson asked for a motion to defer the approval of draft procedures for the undertakings of Board Business to the next meeting.

The motion to defer the approval of draft procedures for the undertakings of Board Business to the next meeting was moved and seconded by the Board. **Motion Carried**

7.9 High Voltage Line Incident – Update

The Board discussed the following;

- Draft letters to all parties
- New drafts of letters to be prepared with revisions to dates
- Letter to additional party still to be drafted, reviewed, and approved.

The Chairperson asked for a motion to approve the draft letters to all parties involved.

The motion to approve the draft letters to all parties involved was moved and seconded by the Board. **Motion Carried**

7.10 MENDM procedural concerns

The Board discussed the following;

- Board training by MENDM held on December 01, 2020
- Board administrative procedures (legal opinion from MEMDM)

7.11 2020-21 By-Laws

The Board reviewed the following;

- copies of all 2020-21 By-Laws to date

8. New Business:

8.1 Administrative Portfolio:

8.1.1 MNRF Harvesting

The Board discussed the following;

- Outcome of December 8, 2020 teleconference
- Next Steps

8.1.2 Meeting Scheduling Changes

The Board discussed the following;

- annual meeting schedule

The Chairperson asked for a motion to approve the new annual meeting schedule.

The motion to approve the new annual meeting schedule was moved and seconded by the Board.
Motion Carried

8.1.3 Board Communication

The Board discussed the following;

- portfolio updates to the Chairperson – portfolio holders to be proactive and consistent
- requests from portfolio Board members on office time sent to Chairperson
- portfolio holders to send updates to the office five days prior to the meetings to add to agenda

8.1.4 By-laws

The Board reviewed and approved the following By-Laws;

- **By-law 2020-2021-6**
Administrative By-Law to approve the Grounds Care Contract
- **By-law 2020-2021-7**
Administrative By-Law to approve a Water Valve Operator
- **By-Law 2019-2020-14 Addendum (2)**
Administrative By-Law to approve Management of fire protection funds
- **By-Law 2020-2021-15**
Administrative By-Law to Approve snow clearing contract
- **By-Law 2020-2021-16**
Administrative by-law to approve OPTA user fees
- **By-Law 2020-2021-17**
By-Law to approve service contracts
- **By-Law 2020-2021-18**
By-Law to approve annual budget estimates

The Chairperson asked for a motion to approve all aforementioned by-laws listed above.

The motion to approve all aforementioned by-laws listed above was moved and seconded by the Board.
Motion Carried

8.2 Financial Portfolio:

8.2.1 TIM002 Fire Cost Recovery

The Board discussed the following;

- status of the request for reimbursement of funds during the TIM002 Fire.

8.2.2 2020-21 Estimated Budget and Proposed User Fees

The Chairperson asked for a formal motion to approve the draft budget poster.

The formal motion to approve the draft budget poster was moved and seconded by the Board.
Motion Carried

8.2.3 Gogama & Area Multicultural Group – Support Letter

The Board discussed the following;

- Support letter for the Gogama & Area Multicultural Group

The Chairperson asked for a motion to approve a support letter be drafted and sent.

The motion to approve a support letter be drafted and sent was moved and seconded by the Board.
Motion Carried

8.3 Garbage Collection/Disposal Portfolio:

The Garbage Collection/Disposal portfolio Board member had nothing new to report.

8.4 Fire Protection Portfolio:

8.4.1 MTO Outstanding Claims

The Board discussed the following;

- New direct deposit info for MTO Claims
- Outstanding claims payments deposited to new GFD account
- Last bank statement from GFPT account
- Remaining funds transfer from GFPT account

Deputy Fire Chief will follow up on outstanding GFPT items.

8.4.2 Action Item from November 10, 2020 meeting

- Deputy Fire Chief to provide info materials to board office for disinfecting steamer machine

The Fire Department will not be purchasing steamer machine, they will continue with current disinfecting procedures as directed by OFMEM.

8.4.3 OFMEM's NFPP All Chiefs meeting

The Chairperson provided an update of the teleconference meeting to the Board.

8.5 Library Portfolio:

8.5.1 Action Item from November 15, 2020 meeting

- Balance of available funds for Library was provided to portfolio holder

8.5.2 2020-21 Community Calendar

The Board discussed the following;

- Library's 2020-21 Community Calendar fundraiser
- Cost of ads for Recreation and Office and calendar purchase

The Chairperson asked for a motion to approve the expense of the recreation ad, \$46.00, Office ad, \$70.00 and the purchase of two calendars.

The motion to approve the expense of the recreation ad, \$46.00, Office ad, \$70.00 and the purchase of two calendars was moved and seconded by the Board.

Motion Carried

8.6 Recreation Portfolio:

8.6.1 Manager/Custodian Monthly Report

Manager/Custodian had no issues to report. The Board discussed the following;

- snow clearing at community centre and fire hall locations

8.6.2 Maintenance Monthly Report

The Maintenance Contractor had no issues to report. The Board discussed the following;

- Library maintenance items

8.6.3 Recreation Committee – Cash Advance request

The Board discussed the following;

- Cash advance for 2020 Children's Christmas Event
- Donations received for the Children's Christmas Event

The Chairperson asked for a formal motion to approve the \$2000.00 cash advance for the 2020 Children's Christmas Event.

The formal motion to approve the \$2000.00 cash advance for the 2020 Children's Christmas Event was moved and seconded by the Board.

Motion Carried

8.6.4 Action Item from November 15, 2020 meeting

The Secretary Treasurer provided the balance of available funds for the Recreation Committee to the portfolio holder.

8.6.5 Grounds Care Contract

Update from Action Item from November 15th meeting provided to the Board. The Board received the following information;

- Grounds Care contractor agreed to the reduction of occurrences from 10 down to 8

The Chairperson asked for a motion to approve the grounds care contract with new terms.

The motion to approve the grounds care contract with the new terms was moved and seconded by the Board.

Motion Carried

8.7 Water/Sewer Portfolio:

8.7.1 River Sampling

The Board discussed the following;

- Costs for river sampling
- resolution of the current C of A status
- request to MOECC to be removed from this testing requirement in future

The Chairperson asked for a motion to approve to reach out to Kresin Engineering regarding clarification of next steps required to increase current C of A status.

The motion to approve to reach out to Kresin Engineering regarding clarification of next steps required to increase current C of A status was moved and seconded by the Board.

Motion Carried

8.7.2 Action Item from November 15, 2020 meeting

The Board discussed the following;

- Hazel and Canfield Lift stations (certification)
- Info from Kresin Engineering required
- Last report from MOECC – information to portfolio holder
- Water infrastructure replacement project – as constructed blueprints required by OCWA

The Chairperson asked for a motion to approve to reach out to Kresin Engineering on this matter.

The motion to approve to reach out to Kresin Engineering on this matter was moved and seconded by the Board.

Motion Carried

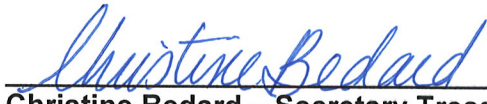
9. Deputations or Delegations or Discussions from the floor - none

10. Adjournment

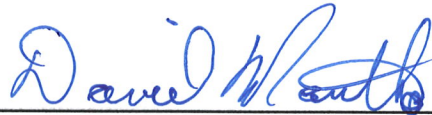
Having no further board business to discuss, the Chairperson asked for a motion to adjourn the meeting.

The motion to adjourn the meeting at 10:30PM was moved and seconded by the Board.

Motion Carried



Christine Bedard – Secretary Treasurer



Daniel Mantha - Chairperson