Gogama Local Services Board
Monthly Board Meeting – February 23, 2021
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 6:48PM.

PRESENT	**ABSENT WITH REGRETS**
Daniel Mantha – Chairperson	
Gilles Veronneau – Vice Chairperson	
Bernard Souliere – Board Member	
Alain Constantin – Board Member	
Richard Gravelle – Board Member	
Christine Bedard – Secretary Treasurer	

One 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.

   The motion to accept the agenda was moved and seconded by the Board. **Motion Carried**

   The Board Contractor, who was on the call asked if the Board would consider moving up agenda item 7.1 to the top of the list to be heard as they had another meeting commitment at 7:30PM.

   The Board stated they had no issues with moving the item up on the agenda to accommodate therefore agenda item 7.1 was heard ahead of schedule.

4. **Acceptance of minutes**

4.1 November 15, 2020

The Board requested that a correction be made to agenda item 7.1 to read as follows;

7.1 Fire Protection – agenda item added by the Board
The Board discussed the following:
- Northern911 contact by Fire Chief and Deputy Fire Chief
- Add signature line on administrative procedure for Fire Chief
- Fire Protection related items to be copied to portfolio member

The Chairperson asked for a motion to approve the November 15, 2020 meeting minutes that had been previously deferred by the Board to include the correction made to agenda item 7.1.

The motion to approve the November 15, 2020 meeting minutes including the correction to agenda item 71 was moved and seconded by the Board. **Motion Carried**

4.2 November 30, 2020

The Chairperson asked for a motion to approve the November 30, 2020 meeting minutes that had previously been deferred by the Board.

The motion to approve the November 30, 2020 meeting minutes that had previously been deferred by the Board was moved and seconded by the Board. **Motion Carried**

4.3 December 8, 2020

The Chairperson asked for a motion to approve the December 8, 2020 meeting minutes.

The motion to approve the December 8, 2020 meeting minutes 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 and approve the monthly budget report.

The motion to accept and approve the monthly budget report was moved and seconded by the Board. **Motion Carried**

6. Grants Update:

6.1 Green Stream Grant – Second intake

The Secretary Treasurer updated the Board on the status of the 2nd intake for Green Stream grant. Grant is still not open for application submission

7. Action Items: Old Business

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.

7.2 High Voltage Signs

Action Item from December 8, 2020

A Board member updated the Board on two pricing quotes and submitted the quotes to the Secretary Treasurer for follow up.

The Chairperson asked for a motion to approve the purchase of 20 signs from the supplier quote of $17.00 per sign.

The motion to approve the purchase of 20 signs from the supplier quote of $17.00 per sign was moved and seconded by the Board. **Motion Carried**

7.4 Asset Management Plan
Action Item from December 8, 2020
The Secretary Treasurer advised the Board of the NOHC grant now available for application.

The Board requested that the Secretary Treasurer gather a list of potential projects eligible under this grant for review and decision by the Board at the next meeting.

The Chairperson asked for a motion to approve the Secretary Treasurer to begin the work on the NOHC grant application.
The motion to approve the Secretary Treasurer to begin work on the NOHC grant application was moved and seconded by the Board. **Motion Carried**

7.5 By-Law 2019-20-14 – Management of Fire Protection Funds
Action Item from December 8, 2020
The Secretary Treasurer advised the Board that the amended by-law for the management of Fire Protection Funds has now been signed by the Fire Chief and a copy has been provided for his records.

7.6 Update of GLSB Website
Action Item from December 8, 2020
The Secretary Treasurer advised the Board that all required changes to the Board's website have been updated and can be viewed at www.gogama.ca.

7.7 Water Treatment Plant Generator
Action Item from December 8, 2020
The Board reviewed the correspondence received by OCWA and MENDM regarding the matter of securing a loan for the replacement of the Water Treatment Plant Generator.

The Chairperson asked for a motion to approve the request for a loan from OCWA for the purchase and installation of new generator for the Water Treatment Plant.

The motion to approve the request for a loan from OCWA for the purchase and installation of new generator for the Water Treatment Plant was moved and seconded by the Board. **Motion Carried**

The Chairperson asked for a motion to approve an early contract renewal of 5 years with OCWA if required for the loan.

The motion to approve an early contract renewal of 5 years with OCWA if required for the loan was moved and seconded by the Board. **Motion Carried**

7.8 Board Meetings
Action Item from December 8, 2020
The Board discussed the matters of the Board meetings policy/procedure draft submitted for consideration and the existing by-law pertaining to Board meetings on record. The Board agreed that an amalgamation of both documents would be best. An action item was set to have a new Board meetings draft procedure ready for review by the next meeting was set.

7.9 High Voltage Line Incident
Action Item from December 8, 2020
A final update of the matter was provided to the Board by the Secretary Treasurer. The Board will be notified when payment by the property owner is received.

7.10 MENDM procedural concerns

Action Item from December 8, 2020

The Board reviewed correspondence received from the Ministry regarding procedural concerns. As the NSBA is silent on the matter, the Board agreed that the current procedure in question would remain in effect

7.11 O.P.P Headquarters closure in Gogama

The Board was provided with correspondence received from O.P.P regarding the O.P.P headquarters closure in Gogama.

7.12 TIM002 Fire Cost Recovery

The Board was provided with correspondence received from MENDM on the status of the reimbursement request.

An action item was set to draft a letter to the Assistant Deputy Minister requesting resolution.

8. New Business:

8.1 Administrative Portfolio:

8.1.1 MNRF Harvesting

The Board was provided a copy of emailed correspondence forwarded by the Gogama Chamber of Commerce.

8.1.2 Public Health Sudbury District – Update

The Board was provided the latest provincial shutdown extension documentation received by the Ministry of Health for their review.

8.1.3 Helipad

The Board received an update on the Helipad solar lights.

New batteries for the solar lights were ordered and installed and are now working. ORNGE were advised of the issues and were also advised of normal restoration. ORNGE and the battery manufacturer have both advised the Board that the old batteries cannot be refurbished and should be disposed of properly. The old batteries will be disposed of by the Recreation portfolio member.

8.2 Financial Portfolio:

8.2.1 Audit

The Board was advised that the onsite audit of the Board's 2019-20 financial documents was completed February 18, 2021. Trial balance and final journal entries are expected to be received by March 5, 2021 and the delivery of both, 2018-19 & 2019-20 audits to the Board are scheduled for March 23, 2021.

The 2019-20 2nd request for payment from MENDM to the Board will be submitted to the Ministry on March 24, 2021 at which point, the 2020-21 1st request for payment to MENDM can move forward for submission. Both of these requests for funding payment were delayed due to the Board not having financial statements available to them on the due dates for submission of June 10, 2019 and December 10, 2020 respectively.

As the delivery of the financial statements to the public do not require a vote from the inhabitants, the Board agreed that the financial statements will be released to the public once approved by the Board and a question period will be made available to those inhabitants who wish to submit their questions.

8.2.2 OPTA 2020-21

The Board was advised that the OPTA system is currently open for input and closes February 26, 2021. The Secretary Treasurer stated she was prepared to meet that deadline.

8.3 Garbage Collection/Disposal Portfolio:

8.3.1 Issue for pick up January 4 & 18, 2021

The Board was advised that the Garbage Collection and Disposal contractor had been experiencing some issues during the month of January.

The issues were reported to the Board office, addressed and resolved.

8.3.2 Letter of Interest

The Board was advised that a letter of interest had been received by the office for the upcoming Garbage Collection/Disposal contract. A copy of the letter was provided to the Board for review.

The Board briefly discussed the matter and agreed that further discussion would take place at the next monthly Board meeting, giving Board members the time to review the letter.

The Chairperson asked for a motion to defer further discussion of the letter of interest to the next Board meeting.

The motion to defer further discussion of the letter of interest to the next Board meeting was moved and seconded by the Board. **Motion Carried**

8.4 Fire Protection Portfolio:

8.4.1 Fuel Account set up

The Board was advised that the GFD requires to have an account set up at the Watershed 144 Ltd. for fuel for emergency vehicles.

The Board discussed the matter and an action item was set for the Fire Protection portfolio Board member would look into the matter and bring his findings back to the Board at the next meeting.

8.5 Library Portfolio:

8.5.1 Windows 10

The Board was advised that the Library's public computer requires a different version of Windows 10 Operating System software in order to set up separate guest access in order to protect and secure the network. The current "Home" edition no longer has that option.

The Library is requesting a purchase of Windows 10 "Pro" or "Educational" version.

The Chairperson asked for a motion to approve the purchase of the proper Windows 10 version of software to be costed out and purchased at the lowest price available.

The motion to approve the purchase of the proper Windows 10 version of software was moved and seconded by the Board. **Motion Carried**

8.5.2 Bell Internet

The Board was advised that the new Bell Internet line has been installed in the Library and is up and operational. The Venture Centre grant will cover the expense for the internet line for the next few years.

8.5.3 2020-21 Calendar Fundraiser

The Board was advised that the Library 2021 Calendar Fundraiser has been temporarily suspended due to the publisher/printer closing its business doors end of December 2020. As the calendars were not received, a stop payment was issued on the cheque and the Board office is awaiting further news from the Librarian on when they will be proceeding. The Librarian has issued letters to patrons advising of the delay.

8.6 Recreation Portfolio:

8.6.1 Manager/Custodian Monthly Report

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

8.6.2 Maintenance Monthly Report

The Board was advised that the Maintenance Contractor reported no issues.

8.6.3 Infrastructure Ontario – Pandemic

The Board was advised that a re-entry survey was required from Infrastructure Ontario regarding heating/cooling HVAC systems in buildings leased by court. Survey submitted; no further action required at this time.

8.6.4Public Beach

The Board was advised that the Gogama Chamber of commerce has requested to know if the Gogama Recreation Committee would be interested in taking over the responsibility for the Public Beach.

The Board discussed the matter and agreed to defer the item for further discussion at the next meeting.

The Chairperson asked for a motion to defer discussions brought forward by the Gogama Chamber of Commerce regarding the possible take over of the Gogama Public Beach to the next meeting.

The motion to defer discussions brought forward by the Gogama Chamber of Commerce regarding the possible take over of the Gogama Public Beach to the next meeting was moved and seconded by the Board. **Motion Carried**

8.7 Water/Sewer Portfolio:

8.7.1 2020 Minister's Annual Report on Drinking Water
2019-20 Chief Drinking Water Inspector Annual Report

The Board was provided a copy of the correspondence received December 21, 2020 of the 2019-20 Chief Drinking Water Inspector Report for review. No action required.

8.7.2 Pump failure

The Board was provided an update on the pump failure that occurred January 8, 2021 causing the Health Unit to issue a Drinking Water Advisory. The Board was advised that the failed pump was replaced and a new shelf spare should be purchased. The Board briefly discussed a debrief of events and set an action item to further discuss a plan of action for future emergencies at the next meeting.

The Chairperson asked for a formal motion to approve the expenditure of purchase of potable bottled drinking water for residents.

The formal motion to approve the expenditure of purchase of potable bottled drinking water for residents was moved and seconded by the Board. **Motion Carried**

The Chairperson asked for a motion to defer detailed debrief of incident and action item of plan of action for future emergencies at the next meeting.

The motion to defer detailed debrief of incident and action item of plan of action for future emergencies at the next meeting was moved and seconded by the Board. **Motion Carried**

9. Deputations or Delegations or Discussions from the floor

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

10. 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 8:52PM was moved and seconded by the Board. **Motion Carried**

Christine Bedard

Christine Bedard – Secretary Treasurer

Daniel Mantha - Chairperson