

Gogama Local Services Board
Monthly Board Meeting – October 4, 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 –	Board Member
Gilles Veronneau –	Board Member
Andre Jodouin –	Board Member
Lisa Fortin –	Board Member
Paul Gignac –	Board Member
Christine Bedard -	Secretary Treasurer

Absent with Regrets

No members of the public present.

Board Member, Daniel Mantha, presiding as Chairperson, welcomed all returning and new Board Members to the Board and commenced the meeting by outlining some board meeting etiquettes and housekeeping items that are expected to be observed throughout the term of the 2022-23 fiscal year;

- All meetings of the Board are open to the public,
- Inhabitants are not allowed to participate or speak at meetings unless they are on the agenda. Board members should refrain from addressing members of the public during meetings whenever possible,
- All Board members are encouraged to attend board meetings in person, if on occasion, this is not possible, members should advise the office that they will either attend via phone or provide their regrets in advance,
- All Board members are encouraged to review the meeting agenda and previous meeting minutes prior to arriving at the meeting,
- All Board members are encouraged to provide their feedback on draft minutes ahead of the meeting,
- All meetings of the Board are recorded on audio for the purpose of transcribing minutes. Audio recordings can be requested by the public, should Board members not wish to have something they say be entered into the minutes, please refrain from saying it, all Board members are asked to keep the language professional at all times and refrain from naming inhabitants or divulging addresses during discussions,
- At the beginning of every agenda item, should there be a conflict, the Board member in conflict is identified by the Chairperson or the person chairing the meeting in his/her stead. An identified conflict means that the Board member in conflict should not participate in the topic discussion and must abstain from voting. All Board members, whether in conflict or not, will receive the information in full but cannot participate in discussions as this may influence or intimidate other Board members to vote accordingly.

Should a Board member identify they are in conflict on an agenda item that has not been identified by the Chairperson, they should state that they are in conflict and abstain from the following discussion and vote.

From time to time, the board office may request a board decision via motion to be made by text or by email, please ensure to respond as quickly as possible as this is usually time sensitive. The motions made by text or email will be formalized at the following meeting and entered into the minutes.

The Chairperson and Secretary Treasurer outlined the following known conflicts;

Board member, Andre Jodouin, identified conflict with the Recreation portfolio as the portfolio liaison would be the primary point of contact for the Manager Custodian, Alice Jodouin.

- Board member, Lisa Fortin, identified conflicts with the Garbage Collection/Disposal and Library portfolio as the portfolio liaison would be the primary point of contact for the Garbage Collection/Disposal contract and Library.

As all Board members were agreeable to the above noted housekeeping items and conflict declarations, the Chairperson continued with the next agenda items.

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 Daniel Mantha.

Motion Carried

4. **Acceptance of minutes**

The Chairperson turned the floor over to the Secretary Treasurer to continue with the items on the agenda.

- 4.1 **Acceptance of June 14, 2022 meeting minutes**

The Secretary Treasurer asked for a motion to approve the June 14, 2022 meeting minutes. Minutes had been previously deferred by outgoing Board members pending review. Continuing Board members Daniel Mantha, Gilles Veronneau and Andre Jodouin were present for the meeting.

The motion to approve the June 14, 2022 meeting minutes was moved by Daniel Mantha and seconded by Gilles Veronneau.

Motion Carried

- 4.2 **Acceptance of July 12, 2022 meeting minutes**

The Secretary Treasurer asked for a motion to approve the July 12, 2022 meeting minutes. Minutes had been previously deferred by the outgoing Board members for further review. Continuing Board members Daniel Mantha, Gilles Veronneau and Andre Jodouin were present at the meeting.

The motion to approve the July 12, 2022 meeting minutes was moved by Daniel Mantha and seconded by Andre Jodouin.

Motion Carried

- 4.3 **Acceptance of August 9, 2022 meeting minutes**

The Secretary Treasurer asked for a motion to approve the August 9, 2022 meeting minutes. Minutes had been previously deferred by the outgoing Board members for further review and quorum. Board members present at the meeting that can approve the minutes are Bernard Souliere, Gilles Veronneau and Andre Jodouin. Motion to approve was obtained from Bernard Souliere via email, as he is no longer a Board member.

Motion to approve the August 9, 2022 meeting minutes was moved by Bernard Souliere via email and seconded by Gilles Verronneau.

Motion Carried

4.4 Acceptance of September 13, 2022 meeting minutes

The Secretary Treasurer asked for a motion to approve the September 13, 2022 meeting minutes. Board members present at the meeting that can approve these minutes are Bernard Souliere via email, Daniel Mantha and Gilles Veronneau. Motion to approve was obtained from Bernard Souliere via email as he is no longer a Board member.

Motion to approve the September 13, 2022 meeting minutes was moved by Bernard Souliere via email and seconded by Daniel Mantha.
Motion Carried

5. Disbursement:

6.1 Monthly Budget Review

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

The Secretary Treasurer asked for a motion to defer the monthly budget review to the next meeting.

The motion to defer the monthly budget review to the next meeting was moved by Andre Jodouin and seconded by Daniel Mantha.
Motion Carried

6. Grants Update:

The Secretary Treasurer advised the Board that all grants information will be provided to Board Members at the November meeting to be reviewed and discussed by new Board.

7. Action Items: Old Business

The Secretary Treasurer advised the Board that the Old Action Items list will be included in the November monthly meeting agenda for review and discussion. Some examples and brief action items outlines were discussed with new Board members in attendance.

new Business:

8.1 Administrative Portfolio:

8.1.1 Board Positions and Portfolios

The Secretary Treasurer advised the new 2022-23 Board members of the following positions and portfolios to be appointed. She further advised that currently, Daniel Mantha, Gilles Veronneau and Christine Bedard are banking signatories on all Board owned bank accounts. The banking signatories are tied to the Chairperson, Vice Chairperson and Secretary Treasurer positions. The Board currently owns bank accounts for Operating, Reserve, Fire Department, Recreation Committee, Library, Bingo and Nevada.

The Board discussed the matter of positions and agreed on the following;

- **Chairperson**

Gilles Veronneau nominated Daniel Mantha for the position of Chairperson, the nomination was seconded by Andre Jodouin. All Board members were in agreement. Daniel Mantha accepted his nomination for the position of Chairperson.

- **Vice Chairperson**

Daniel Mantha nominated Gilles Veronneau for the position of Vice Chairperson, the nomination was seconded by Andre Jodouin. All Board members were in agreement. Gilles Veronneau accepted his nomination for the position of Vice Chairperson.

The Secretary Treasurer advised the Board that the remaining three Board member positions would be filled by Andre Jodouin, Lisa Fortin and Paul Gignac.

- **Board Member** – Andre Jodouin
- **Board Member** – Lisa Fortin
- **Board Member** – Paul Gignac

As there will be no changes to the Board's current banking signatories on file with the bank, the Secretary Treasurer asked for a motion to approve a formal letter to be drafted and sent to the bank advising that no changes are required for the fiscal year of 2022-23.

The motion to approve a formal letter to be drafted and sent to the bank advising that no changes are required for the fiscal year of 2022-23 was moved by Daniel Mantha and seconded by Andre Jodouin.

Motion Carried

The Secretary Treasurer outlined for the new Board members, a brief description of each portfolio and requested that the Board members choose their portfolios.

- **Administration/Financial**

These portfolios are held by the Chairperson. The Secretary Treasurer reports directly to the Chairperson on all matters related to Administration/Financial. The Chairperson is also a signatory on all contracts and is the primary point of contact for the Business Administration Consulting contractor.

- **Financial** (Vice Chairperson shared with Chairperson)

This portfolio is shared by both, the Chairperson and Vice Chairperson. The Secretary Treasurer reports to the Vice Chairperson in the absence of the Chairperson.

- **Fire Protection**

This portfolio member is responsible to liaise with the Fire Chief and Deputy Fire Chief. This portfolio member is also responsible to speak to all matters that relate to fire protection for the community.

The Secretary Treasurer recommended that, in order to maintain open lines of communication between the Fire Department and the Board, monthly meetings with the Secretary Treasurer, Fire Chief and Board member should be scheduled on pre-determined dates prior to each regular monthly Board meeting so that should the Fire Chief not be able to attend regular Board meetings, items for discussion can be documented and added to the Board meeting agenda.

The Board discussed the portfolio and Gilles Veronneau, who is currently the fire protection portfolio liaison for the fire protection portfolio, stated he would like to retain the portfolio if there were no objections.

All Board members were agreeable that Gilles Veronneau remain the fire protection portfolio liaison for the fire protection portfolio. Gilles advised the Board that he will reach out to the Fire Chief to schedule monthly meetings.

- **Recreation**

This portfolio member is responsible to oversee all assets of the Board (buildings) and would liaise with the manager custodian, grounds care contractor, snow clearing contractor and/or the maintenance contractor when a maintenance contractor is contracted by the Board.

The Secretary Treasurer requested to know if the Board wished to re-tender the maintenance contract. The Board discussed the matter and agreed that the maintenance contract should be re-posted.

The Board discussed the duties of the recreation portfolio, the Secretary Treasurer clarified for the two new Board members that the recreation portfolio was separate from the Recreation Committee and that the Recreation portfolio liaison would also be the primary point of contact for the Recreation Committee.

Andre Jodouin advised the new Board members that he was the Recreation portfolio liaison during the previous year. He explained that since his daughter was the manager custodian, and being that this put him in a position of conflict, the Chairperson had been appointed as the primary point of contact for the manager custodian contract. The Secretary Treasurer advised the Board that the manager custodian had submitted her letter of intent to renew once again therefore, it may be in the Board's best interest to have another Board member assume the position of Recreation portfolio liaison for this year.

Board member, Lisa Fortin, expressed an interest in taking the portfolio. The Board was agreeable therefore the Recreation portfolio was assigned to Lisa Fortin.

- **Water/Sewer**

This portfolio member is responsible to liaise with Ontario Clean Water Agency (OCWA) when required by the Secretary Treasurer, to attend properties within the community on matters of water/sewer should the need arise and to attend to matters involving broken pipes or drinking water advisories. This portfolio member is also responsible to liaise with the Water Valve Operator Contractor as required.

- **Garbage Collection/Disposal**

This portfolio member is responsible to liaise with the Garbage collection/disposal contractor when required and assist in addressing matters reported to the Board Office as it relates to garbage collection. To clarify, the Board does not own, manage or hold any liability for the operations of the waste disposal site (dump), this is owned and managed by the Ministry of Natural Resources and Forestry (MNRF).

- **Library**

This portfolio member is responsible to liaise with the librarians on matters that they wish to bring to the attention of the Board.

Based on the Board discussion regarding appointment of portfolios, the Board members were in agreement that the following portfolios be assigned;

Administration/Financial – Daniel Mantha
Financial – Gilles Veronneau
Fire Protection – Gilles Veronneau
Recreation – Lisa Fortin
Water/Sewer – Andre Jodouin
Garbage Collection/Disposal – Paul Gignac
Library – Andre Jodouin

8.1.2 Board Annual Meeting Schedule

The Secretary Treasurer advised the Board that, as this is the new fiscal year for the Board, Board members are asked to plan and provide dates for their next 12 monthly meetings. She further advised that this does not include the meeting schedule for the planning of the upcoming budget that will be provided to them by the Secretary Treasurer within the next few weeks.

The Secretary Treasurer provided the Board the outline and process of the meeting schedule for the budget meetings process and advised that all budget related meetings would need to be held, if possible, prior to December 10th.

The Board was advised that although the budget and proposed user fees have been brought to public meetings for vote in the past, since the pandemic restrictions, the Board has opted to present this in a different manner. This new process is well received by the inhabitants. The Board was reminded that as per the Northern Services Board Act, the budget and proposed user fees are not required to be approved by the inhabitants, that the option to vote on the proposed user fees is a courtesy to the inhabitants.

To the matter of the budget, the Board creates and approves the budget and sends out copies of the approved budget to the inhabitants via mail out, this includes proposed user fees increases. The Secretary Treasurer recommends that all budget related questions from the inhabitants should be referred to the Board Office in order to ensure consistent and accurate information.

The Board discussed the matter and agreed that the approved budget and user fee increases process mirror the same process as the previous few years whereas an approved budget would be mailed to the public, a question/answer period be held prior to the public voting day on user fees increases.

The Secretary Treasurer asked for a motion to approve that the approved budget and user fees increases process be the same as the last few years.

The motion to approve that the approved budget and user fees increases process be the same as the last few years was moved by Daniel Mantha and seconded by Gilles Veronneau.

Motion Carried

The Board discussed the matter of the annual monthly meeting schedule and agreed that since one Board Member only had his work schedule until December 31, 2022, the monthly meetings for November and December would be set to November 28th and December 15th at 6:30PM and the remainder of the monthly meetings would be scheduled as soon as his new work schedule is available.

1.2 2022-2023 Contracts

- **Secretary Treasurer Contract – Christine Bedard**

- Letter of intent to renew received, increase of \$0.31 per hour requested
- Current rate is \$23.69
- New rate requested is \$24.00 per hour

The Board reviewed the Secretary Treasurer's letter of intent to renew and request for increase and were in agreement that the new hourly rate of \$24.00 per hour for all hours worked be approved.

The Chairperson asked for a motion to approve the Secretary Treasurer's new hourly rate of \$24.00 per hour for all hours worked.

The motion to approve the Secretary Treasurer's new hourly rate of \$24.00 per hour for all hours worked was moved by Andre Jodouin and seconded by Daniel Mantha.

Motion Carried

- **Business Administration Consulting Contract – Contractor – Natalie Gaudette**

- Letter of intent to renew received, no increase requested
- Current rate is \$33.19 per hour plus HST
- Maximum 100 hours per fiscal year as approved by the Board

The Board reviewed the Business Administration Consultant's letter of intent to renew and were in agreement that the contract be awarded to Ms. Natalie Gaudette at the current rate of \$33.19 per hour plus HST, for a maximum of 100 hours per fiscal year, as approved by the Board.

The Secretary Treasurer asked for a motion to approve the Business Administration Consultant contract at the current rate of \$33.19 per hour plus HST and award the contract to Ms. Natalie Gaudette of NG Inc.

The motion to approve the Business Administration Consultant contract at the current rate of \$33.19 per hour plus HST and award the contract to Ms. Natalie Gaudette of NG Inc. was moved by Andre Jodouin and seconded by Paul Gignac. Motion Carried

- **Manager Custodian Contract – Alice Jodouin**

- Letter of intent to renew received, increase of \$50.00 per month requested
- No increase requested since in the position 4 years ago
- Current rate is \$750.00 per month
- New rate requested is \$800.00 per month

The Board reviewed the manager custodian's letter of intent to renew and request for a \$50.00 per month increase and were in agreement that the contract be awarded to Ms. Alice Jodouin at the new rate of \$800.00 per month.

The Secretary Treasurer asked for a motion to approve the Manager Custodian contract at the new rate of \$800.00 per month and award the contract to Ms. Alice Jodouin.

The motion to approve the Manager Custodian contract at the new rate of \$800.00 per month and award the contract to Ms. Alice Jodouin was moved by Daniel Mantha and seconded by Paul Gignac. Motion Carried

- **Garbage Collection/Disposal Contract – I Do Construction**

- Letter of intent to renew received, requesting an increase of 5%
- Last increase was last year at 2% to offset increase in fuel and insurance rates
- Current rate is \$61,732.75 HST included
- New rate requested is \$64,819.39 and will be discussed at the first budget meeting
- Until budget increase is approved by public, IDC would be paid the new monthly rate.

The Board reviewed the Garbage Collection/Disposal contractor's letter of intent to renew and request of a 5% increase and were in agreement that the contract be awarded to I Do Construction at the new rate of \$64,819.39 and is in agreement that the contractor shall be paid the new rate from October 1, 2022 until such time pending the outcome of the public vote on the budget increase.

The Secretary Treasurer asked for a motion to approve the Garbage Collection/Disposal contract at the new yearly rate of \$64,819.39 and award the contract to I Do Construction.

The motion to approve the Garbage Collection/Disposal contract at the new yearly rate of \$64,819.39 and award the contract to I Do Construction was moved by Paul Gignac and seconded by Daniel Mantha. Motion Carried

- **Grounds Care Contract – Gogama Business Solutions – Marc Beland**

- Letter of intent to renew received, no increase requested
- Current rate is \$1215.55 per cut, for 8 cuts
- New rate remains the same at \$1215.55 per cut for 8 cuts

The Board reviewed the Grounds Care Contractor's letter of intent to renew and is in agreement to maintain a total of 8 cuts per season at the rate of \$1215.55 per cut.

The Secretary Treasurer asked for a motion to approve the Grounds Care contract at the rate of \$1215.55 per cut for a total of 8 cuts for the season and award the contract to Mr. Marc Beland of Gogama Property Solutions.

The motion to approve the Grounds Care contract at the rate of \$1215.55 per cut for a total of 8 cuts for the season and award the contract to Mr. Marc Beland of Gogama Property Solutions was moved by Andre Jodouin and seconded by Paul Gignac. Motion Carried

- **Snow Clearing Contract – Tate Inc.**

- Letter of intent to renew received, no increase requested
- Current rate is \$29,990.00 plus HST
- New rate remains the same, \$29,990.00 plus HST

The Board reviewed the Snow Clearing Contractor's letter of intent to renew at the current rate of \$29,990.00 plus HST and is in agreement that the contract be awarded to Tates Inc.

The Secretary Treasurer asked for a motion to approve the Snow Clearing contract at the current rate of \$29,990.00 plus HST be awarded to Tates Inc.

The motion to approve the Snow Clearing contract at the current rate of \$29,990.00 plus HST be awarded to Tates Inc. was moved by Andre Jodouin and seconded by Daniel Mantha. Motion Carried

- **Valve Operator Contract – Claude Secord**

- Letter of intent to renew received, no increase requested
- Current rate is \$30.00 per occurrence, \$50.00 per emergency occurrence (occurrence with less than 24 hours notice)
- New rate remains the same, \$30.00 per occurrence, \$50.00 per emergency occurrence (occurrence with less than 24 hours notice)

The Board reviewed the Valve Operator Contractor's letter of intent to renew at the current rate of \$30.00 per occurrence and \$50.00 per emergency occurrence and is in agreement that the contract be awarded to Mr. Claude Secord.

The Secretary Treasurer asked for a motion to approve the Valve Operator Contract at the current rate of \$30.00 per occurrence and \$50.00 per emergency occurrence and that the contract be awarded to Mr. Claude Secord.

The motion to approve the Valve Operator Contract at the current rate of \$30.00 per occurrence and \$50.00 per emergency occurrence and that the contract be awarded to Mr. Claude Secord was moved by Andre Jodouin and seconded by Lisa Fortin. Motion Carried

- **Maintenance Contract**

The Secretary Treasurer advised the Board that, as per the Board motion at the September 13th meeting, the previous outgoing Board had discussed an interest in re-tendering the Maintenance Contract posting.

Generator on/off – Board Members were tasked to turn generator on/off during power outages due to the fridge in nursing clinic (when they stored bloodwork or vaccines). I-Socket alerts Board members when outage occurs.

Until clinic resumes, there is no need to start generator unless the outage is during business hours. New contract with Timmins Academic Family Health Team outlines that they must have a battery back up for fridge in case of power outages.

The Board discussed the matter and proposed to reach out to some specific companies to see if they perhaps had an interest in the maintenance contract prior to considering re-posting. This agreement to not re-post the contract right away was due to having received no interested applicants in the last 4 postings. Some Board members wished to reach out to specific companies that met all requirements of the contract to see if they may have an interest at this time.

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;

- **By-Law 2022-2023-1 – Approval of Insurance Policy**

The Secretary Treasurer read By-Law 2022-2023-1 and asked for a motion to approve By-Law 2022-2023-1– Approval of Insurance Policy.

The motion to approve By-Law 2022-2023-1– Approval of Insurance Policy was moved by Daniel Mantha and seconded by Andre Jodouin. Motion Carried

- **By-Law 2022-2023-2 – Approval to maintain bank accounts**

The Secretary Treasurer read By-Law 2022-2023-2 and asked for a motion to approve By-Law 2022-2023-2– Approval to maintain bank accounts.

The motion to approve By-Law 2022-2023-2– Approval to maintain bank accounts was moved by Andre Jodouin and seconded by Gilles Veronneau. Motion Carried

- **By-Law 2022-2023-3 – Appointment of Secretary Treasurer**

The Secretary Treasurer read By-Law 2022-2023-3 and asked for a motion to approve By-Law 2022-2023-3– Appointment of Secretary Treasurer.

The motion to approve By-Law 2022-2023-3 – Appointment of Secretary Treasurer was moved by Andre Jodouin and seconded by Daniel Mantha. Motion Carried

- **By-Law 2022-2023-4 – Approval of Business Administrative Consulting Contract**

The Secretary Treasurer read By-Law 2022-2023-4 and asked for a motion to approve By-Law 2022-2023-4– Approval of Business Administrative Consulting Contract.

The motion to approve By-Law 2022-2023-4– Approval of Business Administrative Consulting Contract was moved by Andre Jodouin and seconded by Paul Gignac. Motion Carried

- **By-Law 2022-2023-5 – Approval of Manager Custodian Contract**

The Secretary Treasurer read By-Law 2022-2023-5 and asked for a motion to approve By-Law 2022-2023-5– Approval of Manager Custodian Contract.

The motion to approve By-Law 2022-2023-5– Approval of Manager Custodian Contract was moved by Daniel Mantha and seconded by Paul Gignac. Motion Carried

- **By-Law 2022-2023-6 – Approval of Garbage Collection/Disposal Contract**

The Secretary Treasurer read By-Law 2022-2023-6 and asked for a motion to approve By-Law 2022-2023-6– Approval of Garbage Collection/Disposal Contract.

The motion to approve By-Law 2022-2023-6– Approval of Garbage Collection/Disposal Contract was moved by Paul Gignac and seconded by Daniel Mantha. Motion Carried

- **By-Law 2022-2023-7 – Approval of Grounds Care Contract**

The Secretary Treasurer read By-Law 2022-2023-7 and asked for a motion to approve By-Law 2022-2023-7– Approval of Grounds Care Contract.

The motion to approve By-Law 2022-2023-7– Approval of Grounds Care Contract was moved by Andre Jodouin and seconded by Paul Gignac. Motion Carried

- **By-Law 2022-2023-8 – Approval of Water Valve Operator Contract**

The Secretary Treasurer read By-Law 2022-2023-8 and asked for a motion to approve By-Law 2022-2023-8– Approval of Water Valve Operator Contract.

The motion to approve By-Law 2022-2023-8– Approval of Water Valve Operator Contract was moved by Andre Jodouin and seconded by Lisa Fortin. Motion Carried

- **By-Law 2022-2023-9 – Approval of Snow Clearing Contract**

The Secretary Treasurer read By-Law 2022-2023-9 and asked for a motion to approve By-Law 2022-2023-9– Approval of Snow Clearing Contract.

The motion to approve By-Law 2022-2023-9– Approval of Snow Clearing Contract was moved by Andre Jodouin and seconded by Dnaiel Mantha. Motion Carried

- **By-Law 2022-2023-10 – Approval of Library Annual Operating Funding Grant (PLOG)**

The Secretary Treasurer read By-Law 2022-2023-10 and asked for a motion to approve By-Law 2022-2023-10 – Approval of Library Annual Operating Funding Grant (PLOG).

The motion to approve By-Law 2022-2023-10– Approval of Library Annual Operating Funding Grant (PLOG) was moved by Andre Jodouin and seconded by Gilles Veronneau. Motion Carried

- **By-Law 2022-2023-11 – Appointment of Auditor**

The Secretary Treasurer read By-Law 2022-2023-11 and asked for a motion to approve By-Law 2022-2023-11 – Appointment of Auditor.

The motion to approve By-Law 2022-2023-11– Appointment of Auditor was moved by Lisa Fortin and seconded by Paul Gignac. Motion Carried

The Chairperson gave his regrets and excused himself from the remainder of the meeting at 7:23PM.

2 Financial Portfolio:

The Secretary Treasurer asked the Vice Chairperson if he had any financial related items he wished to bring to the attention of the Board at this time. As there was nothing, the Secretary Treasurer moved to the next agenda item.

8.3 Garbage Collection/Disposal Portfolio:

Conflict declared for Lisa Fortin

The Secretary Treasurer advised the Board that 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.

This has not taken place for a few years now and with an abundance of new property owners, it would be recommended that the portfolio Board member provide dates where he would be available to tour all bins in the community with the Secretary Treasurer so that the bins who are found not to be in compliance can be addressed by way of formal letter.

Also, historically, the Board has addressed garbage collection issues via formal letter to residents. This practice was changed in the past few years by having the garbage collection portfolio board member address the issues in person with a verbal discussion. This method has proven to be unsuccessful thus far as recurring issues have continued. It would be strongly recommended that the Board return to the process of formal letters with attached guidelines that would see a resident's garbage collection privileges revoked until such time as a proper bin or remedy to the issue is provided to the Board.

The Board discussed the matter and looked at possible dates where a bin inspection could potentially be scheduled and agreed that the garbage bin inspection could be tentatively scheduled for October 31, 2022. The Board also agreed that they should return to the previous process of addressing all garbage non-compliance issues with a formal written letter that would include a copy of the Board's guidelines for reference.

The Secretary Treasurer asked for a motion to amend the process of addressing issues of non-compliance via formal letters with a copy of the guidelines included.

The motion to amend the process of addressing issues of non-compliance via formal letters with a copy of the guidelines included was moved by Paul Gignac and seconded by Andre Jodouin.

Motion Carried

The Secretary Treasurer will inform the contractor of the Board's tentative date for bin inspections and will provide Board member, Paul Gignac, with a copy of the guidelines.

8.4 Fire Protection Portfolio:

The Secretary Treasurer recommended that this Board member portfolio holder reach out to the Fire Chief to set an annual meeting schedule for meetings to take place on the Thursday PRIOR to each monthly Board meeting. This meeting would take place at the Board office and would be attended by the Board member, Secretary Treasurer and the Fire Chief as well as the Deputy Fire Chief should the Fire Chief be agreeable.

The outcome of this meeting would then be presented at the following Board meeting. The Fire Chief is invited to attend every meeting of the Board and may speak to any item he has provided to the Board office in advance. The Fire Chief has requested that all communications between his department and the Board be carried out via the Fire Protection portfolio board member.

The Board discussed the matter and agreed that Board member, Gilles Veronneau, reach out to the Fire Chief to schedule the first meeting and inform the Secretary Treasurer. The Secretary Treasurer requested that Gilles also remind the Fire Chief that his departmental budget is required prior to October 1st every year and that no budget has yet been received by the Fire Chief.

8.5 Library Portfolio:

Conflict declared for Lisa Fortin

The Secretary Treasurer asked Board Member, Andre Jodouin, if he had any library related items he would like to add to the agenda at this time for discussion by the Board.

Board member, Andre Jodouin, advised that he would reach out to the librarians and discuss this with them. The Secretary Treasurer recommended that Andre should schedule a monthly meeting with the librarians, himself and the Secretary Treasurer, to be held at the Board Office prior to each meeting just like the Fire Department so to ensure that the librarian requests are heard in a timely manner.

8.6 Recreation Portfolio:

Conflict declared for Andre Jodouin

The Secretary Treasurer advised the Board that since the onset of the pandemic, the Board's ability to rent the hall for events, functions or meetings was drastically reduced. The Board made the decision to add some duties to the manager custodian's job description that would see her shovel and keep clear the entrances/exits/stairs at the fire hall as well as perform the monthly emergency lighting, alarms and fire extinguisher inspections.

On the last Board, Board Member, Andre Jodouin, held the portfolio but all duties having to do with the manager custodian proved to be a conflict, therefore, those duties were split between the Chairperson and the Secretary Treasurer.

This year, the Board member with the Recreation portfolio would need to be available to the manager custodian to assist with the monthly emergency lighting and alarms process. Having two people perform the task (one at the panel and one pulling the pull stations and resetting) makes the process quicker and less disruptive to others doing business within the building.

The Board discussed the matter and agreed that Board Member, Lisa Fortin would reach out to the Manager Custodian to effectuate a tour of the facilities as well as sync their schedules for the monthly emergency lighting and alarms inspections.

8.6.1 Gogama Nursing Clinic

The Secretary Treasurer advised the Board that, on July 26, 2022, Centre de Santé Communautaire du Grand Sudbury provided a notice to the Board and to the clients of the Gogama Nursing Clinic that the clinic would be closed effective September 1, 2022.

The Board, alongside M.P.P. France Gélinas, have worked together to petition the Minister of Health to keep the doors open and to restore the positions of Nurse Practitioner and a rotation of Doctors for the community.

The Minister of Health has approached several agencies in Timmins and entered into negotiations for a budget. From this, the Timmins Academic Family Health Team, an agency that hosts over 35 doctors, 6 Nurse Practitioners and numerous other health care providers has stepped forward and advised the community that they will continue to provide a continuity of care for the residents of Gogama until such time as the Minister of Health makes the official announcement.

Unfortunately, as the current receptionist found other employment, they were unable to continue the services provided of prescription delivery, bloodwork clinics and OTN specialist appointments. They have,

however, posted for the positions of Receptionist and Nurse Practitioner and continue to look to fill the positions.

In the interim, they will continue to pay the rent and utilities and are working at refurbishing the clinic and removing furniture and cabinet items that are no longer necessary.

It has been observed that the floors and baseboards in the clinic are in need of stripping and waxing. It would be recommended that the Board approve the Secretary Treasurer to source out quotes for the work in preparation for the new Clinic launch.

The Secretary Treasurer asked for a motion to approve her to source out quotes for the stripping and waxing of the clinic baseboards and floors.

The motion to approve her to source out quotes for the stripping and waxing of the clinic baseboards and floors was moved by Paul Gignac and seconded by Lisa Fortin. Motion Carried

The Secretary Treasurer advised the Board that the agreement for the rental of the clinic space is far outdated and needed to be re-drafted. A draft of the new agreement was provided to the Board for review.

The Secretary Treasurer advised the Board that the change in the new agreement is regarding the fridge that is used to store blood samples and/or vaccines. In the past agreement, the Board, as the landlord, agreed to provide an alternate source of power in the event of power outages (planned or unplanned). This meant that at every outage, the generator needed to be started within 30 minutes of the beginning of the outage and kept running throughout. At the loss of the maintenance contractor, this task fell to Board members.

In the new agreement, it is proposed that the new agency must provide a battery backup for the fridge and the generator will only be started and kept running during business hours. This would apply only during the warmer weather as the Board would still need to run the generator during cold weather to prevent the pipes from freezing.

The Secretary Treasurer asked for a motion to approve the draft of the new Clinic Agreement.

The motion to approve the draft of the new Clinic Agreement was moved by Paul Gignac and seconded by Lisa Fortin. Motion Carried

8.7 Water/Sewer Portfolio:

8.7.1 Current Process:

The Secretary Treasurer advised the Board that beginning January 1st, 2023, the Board has signed a new 10-year agreement with Ontario Clean Water Agency (OCWA).

To be clear, ALL operations and maintenance aspects for water/sewer are handled by OCWA. At no time should any Board members enter any water/sewer premises for any reason unless accompanied by an OCWA employee.

Although the Board is fortunate to have a local OCWA employee (Richard Gravelle), Board members should, at no time, directly consult directly with OCWA employees. Any issues related to water/sewer must be reported to the Board office who will, in turn, relate the information or matter to OCWA through the proper, agreed upon, channels.

For emergency purposes, should a matter occur where the Secretary Treasurer is unreachable, the Board member in charge of the portfolio should contact Chad Byce. His contact information will be made available. All matters, whenever possible, should go through the board office so that a written record can be kept to cover the Board of any liability.

8.7.2 Water valves

The Secretary Treasurer advised the Board that all seasonal residents who require to have their water turned on or off MUST go through the Board Office, no exceptions.

She explained to the Board that, often times, residents will call or go directly to Richard Gravelle's or Claude Secord's homes to request water to be turned on or off. These individuals do re-direct the resident to the office. The same is to be said for Board members. If a resident approaches a Board Member for this service, please re-direct them to the office. This process allows the Board Office the ability to accurately track, invoice and record payments of all occurrences.

8. Deputations or Delegations or Discussions from the floor

The Secretary Treasurer asked the Board if they had any deputations or delegations or further discussions they wished to add to the agenda at this time.

As there were none, the Secretary Treasurer proceeded to adjourn the meeting.

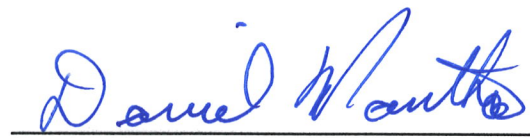
9. Adjournment

As there was no further Board business to discuss, the Secretary Treasurer, in the absence of the Chairperson, asked for a motion to adjourn the meeting.

The motion to adjourn the meeting at 8:20PM was moved by Paul Gignac and seconded by Andre Jodouin.
Motion Carried



Christine Bedard – Secretary Treasurer



Daniel Mantha - Chairperson