

Gogama Local Services Board  
Monthly Board Meeting – December 15, 2022  
Community Centre – 6:30PM

MINUTES

1. **Call meeting to order and roll call**

Gilles Veronneau, presiding as Chairperson, called the meeting to order at 6:35PM.

**Present**

Gilles Veronneau – Vice Chairperson  
Andre Jodouin – Board Member  
Paul Gignac – Board Member (arrived at 6:40PM)  
Lisa Fortin – Board Member  
Christine Bedard – Secretary Treasurer

**Absent with Regrets**

Daniel Mantha – Chairperson

No members of the public present.

2. **Declaration of conflict of interest** - As the meeting progresses.

3. **Acceptance of agenda**

The Secretary Treasurer requested that the Board add the following agenda items;

- 7.1.1 **Annual Meeting Schedule**
- 7.6.3 **Health Unit Inspection**
- 7.7.2 **Power outage/no water – update from OCWA**

The Board was agreeable to add the items listed above to the agenda for discussion.

The Secretary Treasurer asked for a motion to accept the agenda including the aforementioned listed items.

**The motion to accept the agenda including the aforementioned listed items was moved by Andre Jodouin and seconded by Gilles Veronneau.**  
**Motion Carried**

4. **Acceptance of minutes**

5.1 **Acceptance of November 28,2022 meeting minutes**

The Secretary Treasurer requested a motion to defer the review and approval of the November 28, 2022 meeting minutes.

**The motion to defer the review and approval of the November 28, 2022 meeting minutes was moved by Andre Jodouin and seconded by Lisa Fortin.**  
**Motion Carried**

5.2 **Acceptance of December 6, 2022 special meeting minutes**

The Secretary Treasurer requested a motion to defer the review and approval of the December 6, 2022 special meeting minutes.

**The motion to defer the review and approval of the December 6, 2022 special meeting minutes was moved by Andre Jodouin and seconded by Lisa Fortin.**  
**Motion Carried**

- 5.3 Acceptance of December 14, 2022 - 2022-23 Approved Budget and proposed User Fees public vote**  
The Secretary Treasurer requested a motion to defer the review and approval of the December 14, 2022 – 2022-23 Approved Budget and Proposed User Fees public vote.

**The motion to defer the review and approval of the December 14, 2022 – 2022-23 Approved Budget and Proposed User Fees public vote was moved by Andre Jodouin and seconded by Gilles Veronneau.** **Motion Carried**

The Secretary Treasurer advised the Board that, as directed by the Board, the approved 2022-23 Budget package was prepared and mailed out to all residents on December 7<sup>th</sup> following the Board's December 6<sup>th</sup> special meeting. This allowed seven (7) full calendar days during which members of the public could contact or attend the office to ask questions and obtain clarifications as it pertained to the Board's approved budget.

As provided, by way of mail out notice, a public voting day was held on December 14, 2022. The voting poles were opened at 9:00AM by Vice Chairperson, Gilles Veronneau and closed on the same date at 7:00PM. Volunteer scrutineers, Gerry Talbot and Rachelle Minarik received the ballot box promptly at 7:00PM from the Secretary Treasurer in the presence of the Vice Chairperson.

The scrutineers' count of the ballots reflected 14 ballots cast, with 14 votes in favor of accepting the user fees as proposed and 0 votes against. The Secretary Treasurer confirmed by way of sign in sheets that 14 residents had attended during the designated time and had cast their vote by way of secret ballot vote.

The Vice Chairperson asked for a motion to destroy all ballots and a motion to conclude/close the public vote meeting.

The results of the vote will be posted once the Board reviews and approves the minutes transcript of the proceedings.

**5. Disbursements:**

Board Member, Paul Gignac, arrived at the meeting at 6:40PM and provided his apologies for his late arrival.

**5.1 Monthly Budget Update**

The Secretary Treasurer presented the Board with the monthly budget update. Having no questions regarding the budget update, the Secretary Treasurer asked for a motion to approve the monthly budget update.

**The motion to approve the monthly budget update as presented to the Board by the Secretary Treasurer was moved by Andre Jodouin and seconded by Paul Gignac.** **Motion Carried**

**6. Action Items: Old Business**

The Secretary Treasurer asked that the Board defer the discussion of old action items to the next meeting.

**The motion to defer the discussion of old action items to the next meeting was moved by Andre Jodouin and seconded by Gilles Veronneau.** **Motion Carried**

## 7. New Business:

### 7.1 Administrative Portfolio:

#### 7.1.1 Annual Meeting Schedule

The Secretary Treasurer reminded the Board that at the beginning of the fiscal year, Board Member Paul Gignac, did not have his annual work schedule available to him at the time. It had been agreed upon that the Board would revisit and complete the annual meeting schedule prior to the January 12, 2023 meeting.

Board Member, Paul Gignac, advised the Board that he did have his new work schedule available therefore the Board discussed and reviewed the information and agreed that the remaining annual meetings would be set as follows;

<b>January 12, 2023</b>	<b>February 9, 2023</b>	<b>March 9, 2023</b>
<b>April 6, 2023</b>	<b>May 4, 2023</b>	<b>June 1, 2023</b>
<b>July 10, 2023</b>	<b>August 8, 2023</b>	<b>September 21, 2023</b>

The Secretary Treasurer asked for a motion to approve the remaining annual meeting schedule as described above.

**The motion to approve the remaining annual meeting schedule as described above was moved by Andre Jodouin and seconded by Paul Gignac. Motion Carried**

### 7.2 Financial Portfolio: **None**

As there were no items of business to discuss pertaining to the Financial portfolio, the Secretary Treasurer moved on to the next agenda item.

### 7.3 Garbage Collection/Disposal Portfolio:

#### (Conflict declared for Lisa Fortin on Garbage Collection/Disposal discussions)

##### 7.3.1 Garbage bin inspection – reschedule

The Secretary Treasurer advised the Board that as the garbage bin inspection had needed to be postponed, it would be recommended that the Board review the current guidelines and discuss whether changes need to be made to the document. As most issues pertaining to garbage collection are issues that manifest during Spring to Fall months, it would be recommended that the newly revised guidelines document be mailed out to residents (outlining new changes if any) in March 2023 with a notice that the Board will be performing bin inspections in May or June 2023 to ensure that all bins meet the Board's requirements. This process would allow for residents to ensure their bins are compliant prior to the inspection. Notification of this process, if approved by the Board, would be communicated to the contractor.

Board Member, Lisa Fortin, abstained from the discussion and the vote.

The Board discussed the matter and agreed that the guidelines be reviewed to ensure that it properly reflected the requirements of the Board as well as to provide a clear guideline to all inhabitants since there were numerous new property owners in the last year that may not be aware of the Board's procedure.

The Board agreed that an inspection, to take place in May or June 2023 would be best, allowing inhabitants the time to ensure their bins are in compliance prior to the inspection.

The Secretary Treasurer asked for a motion to approve that a newly revised guideline be mailed to inhabitants in March 2023 and approve a bin inspection in May or June 2023.

**The motion to approve that a newly revised guideline be mailed to inhabitants in March 2023 and approve a bin inspection in May or June 2023 was moved by Paul Gignac and seconded by Andre Jodouin.**

**Motion Carried**

#### **7.4 Fire Protection Portfolio:**

##### **7.4.1 Fire Chief Monthly Report**

Board Member and Fire Protection portfolio holder, Gilles Veronneau, advised the Board that he had no items to report from the Fire Chief at this time and since the Fire Chief was not present at the meeting, the Board moved on to the next agenda item.

##### **7.4.2 Monthly GLSB/GFD meetings**

The Secretary Treasurer asked if there was an update on the status of scheduling monthly meetings to be held at the Board Office and attended by the Fire Chief, Deputy Fire Chief, Board portfolio holder and the Secretary Treasurer.

Board Member, Gilles Veronneau advised that he had not yet had an opportunity to speak with the Fire Chief on this matter but would reach out to him as soon as possible in the hopes of setting a monthly meeting schedule for the new year.

#### **7.5 Library Portfolio:**

##### **(Conflict declared for Lisa Fortin on Library discussions)**

##### **7.5.1 Work at Library**

The Secretary Treasurer advised the Board that contractor, I Do Construction, has resumed work at the Library last week. Plumbing pipes have been capped into the adjacent wall, boiler pipes have been covered and drywall to the adjacent wall has been installed. She also advised that the first coats of mud have been applied. The small holes in the wall between book stacks have also been mudded. All that remains to be done is some minor sanding and the work will be complete. The Board can anticipate that the work will be finalized by end of next week. The outstanding work to the boardroom sink has been completed.

#### **7.6 Recreation Portfolio:**

##### **(Conflict declared for Andre Jodouin on Manager Custodian discussions)**

##### **7.6.1 Manager Custodian monthly report**

The Secretary Treasurer gave the floor to Board Member, Lisa Fortin, to provide the Board with an update on the manager custodian monthly report.

Board Member, Lisa Fortin, advised the Board that she and the manager custodian had carried out a tour of the community centre building and the manager custodian had outlined for her the tasks that were required of her as per her contract. She further advised that she and the manager custodian had met on December 6, 2022 to go over the monthly fire extinguisher and emergency lighting inspection process and had carried out the monthly inspection for December.

Board Member, Lisa Fortin, advised the Board that the manager custodian reported no other issues.

##### **7.6.2 Maintenance Contract**

##### **(Conflict declared for Andre Jodouin on Maintenance Contract discussions)**

The Secretary Treasurer reminded the Board that, as previously advised, the Board Office has emailed a maintenance contract tender package to W.Q. Carpentry Inc. as requested as well as a second contractor that voiced an interest in reviewing the tender.

As of the time of the meeting, the Board Office has received a bid from W.Q. Carpentry Inc. and has reached out to the second contractor requesting an update on whether they wished to bid or pass.

The second interested party has contacted the office stating he has questions prior to submitting a bid.

It is recommended that W.Q. Carpentry Inc.'s bid be reviewed and discussed only once the second contractor has had an opportunity to bid or pass.

The Board discussed the matter and agreed that the matter of reviewing the bids for the Maintenance Contract will be addressed at the January 12, 2023 meeting in order to provide the second interested party an opportunity to receive his/her answers.

### **7.6.3 Health Unit Inspection**

The Secretary Treasurer advised the Board that a representative from the Sudbury Health Unit had attended the community centre premises in order to conduct an inspection. There were two items on the report that were cited as non-compliant;

#### **1. Test Strips**

It was observed that there were no HYDRION pH and sanitizer test kits (strips) available under the hall kitchen sink. These test strips are required for any banquet halls or halls with kitchen facilities available to the public where dishes need to be disinfected when washed by hand.

#### **2. Weather Stripping on hall door**

It was observed that the hall exit door closest to the clinic requires a weather stripping to be installed on the bottom of the door to prevent rodents or insects from entering into the building.

The Board discussed the matter and it was agreed that the Secretary Treasurer would look into obtaining the test strips and the matter of the weather stripping on the door would be a priority once the maintenance contract was signed.

### **7.6.4 Recreation Committee Fundraising Policy Review**

Board Member, Lisa Fortin, requested this agenda item be added so that she may update the Board on her recommendations of the Recreation Committee Fundraising Policy.

Lisa Fortin advised the Board that she had reviewed the Board's Fundraising Policy and had found that, as the policy was made in 2015, it could use some updating, specifically the inconsistencies surrounding when a fundraising report should be submitted to the Board for review and reconciliation. She further stated that in one part, the policy outlines that the report needs to be submitted to the Board office 5 days after the event and in another part, it states differently.

The Secretary Treasurer advised that all fundraising and/or events put on by all committees should have a report that includes all revenues and expenses related to any event within a timely manner. This has not always been the case with all reports. She further stated that submitting a report weeks or months following an event runs the risk of monies being lost or misplaced and the receipts going missing as well as proper recollection of events.

Board Member, Lisa Fortin, advised the Board that, in order to familiarize herself with the process, she had chosen to shadow a member of the Recreation Committee during their process of preparing for the annual Children's Christmas Party event. She provided the Board with a summary of her observations and advised that she had made herself available to the Recreation Committee to help prepare the ensuing report. She requested to know the Secretary Treasurer's upcoming work schedule between Christmas and New Year so that a date could be set to sit down with the Committee member and the Board Office to complete and submit the report. The Secretary Treasurer advised that although the 10-day turn around for the report would bring it to December 28, 2022, it was unlikely that the Board Office would have the necessary time to meet with the Board and recreation members and it would be best to schedule a date in the early new year.

The Board further discussed the matter and agreed that the Board should set a date on which to meet with the Recreation Committee members to discuss the reporting aspect of fundraising policy and review any changes, if any, made to the policy.

## **7.7 Water/Sewer Portfolio:**

### **7.7.1 Kresin Engineering – Technical Memorandum**

The Secretary Treasurer advised the Board that Kresin Engineering had submitted a technical memorandum related to the Lagoon Expansion for the Board's review. This memorandum also served to update the Board on the status of the project.

The Board was advised that, on December 13, 2022, the Board Office provided the Board members with a copy of the engineer's technical memorandum along with clarifications obtained by the Secretary Treasurer during a follow up telephone conversation with the engineer. Also included in the email was a copy of MECP's outline of requirements that the technical support team would need in order to make the required change/increase to the ECA. These documents were provided to the Board in advance for their review prior to discussion this evening.

The Secretary Treasurer took the Board through the documents and clarifications of certain sections. She requested to know if the Board had any additional questions for the Engineer that had not already been asked and answered. Any new questions would be emailed to the Engineer.

As the Board had no questions for the Engineer at this time, the Secretary Treasurer moved on to the item on the agenda.

### **7.7.2 Power Outage resulting in no water**

The Secretary Treasurer provided the Board with a summary of an incident that occurred in the morning of December 2, 2022 whereas, at the start of an unplanned power outage, the water treatment plant suffered a low-pressure loss that resulted in some residents reporting that they had no water for approximately 15 minutes.

The Secretary Treasurer advised the Board that she had reached out to OCWA supervisor, Chris Ciarrocca, the following day to inquire on the issue. OCWA confirmed that there had been an occurrence following the sudden loss of power, but that because the OIT employee happened to be onsite, he was able to see that the power bump caused the breaker to trip which, in turn caused the pressure in the system to dip in PSI but not enough to trigger a drinking water advisory.

The Secretary Treasurer advised the Board that she had requested further investigation of the electrical instruments, panel and equipment to ensure that this was not something that would cause further issues. OCWA advised that their generator specialists were scheduled to be onsite for the annual generator maintenance inspection the following week, he would have him investigate the matter further and would advise the Board of their findings.

The Secretary Treasurer requested that the Board review the results of this investigation as it had been received earlier that afternoon. The investigation results showed that the equipment and instrumentation were working as devised and this was simply a one-off anomaly but that OCWA has documented the incident and will keep monitoring to ensure that it does not re-occur. OCWA stated that the dip in water pressure caused the semblance of no water experienced by some residents as it took approximately 10 minutes for the pressure to build back up in the system in order to push the water through all the infrastructure.

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

The Chairperson asked if anyone had any additional items they wished to bring up for discussion.

ard Member, Lisa Fortin, stated she had been approached by a few people requesting to know if the Board planned to open the skating rink this year and if not, why.

The Secretary Treasurer advised Lisa that approximately three years ago, the Board had agreed to re-open the rink as there had been some community interest. Unfortunately, most of the people who said they would volunteer, were unable to once the season came, leaving the workload to a few individuals. Since then, as structures degrade over time, the rink now requires a good amount of work in order to restore the use for the public. She went on to explain that the penalty boxes are in such a state of disrepair they are no longer safe and need to be removed, the doors require reinforcing in the very least and hinges replaced and the lights need to be changed. As these are all matters that risk injury, the Board is currently not in a position to safely re-open the rink for public use.


The Board discussed the matter and agreed that this is an item that can potentially be a summer project and the Secretary Treasurer advised she would look into possible grant funding and reach out to some community partners about potential donations.

**i. 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 8:15PM was moved by Andre Jodouin and seconded by Lisa Fortin.  
Motion Carried**

  
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Christine Bedard – Secretary Treasurer

  
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Gilles Veronneau – Vice Chairperson