

Gogama Local Services Board
Monthly Board Meeting – January 23, 2023
Community Centre – 6:30PM

MINUTES

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

Present

Daniel Mantha – Chairperson
Gilles Veronneau – Vice Chairperson
Andre Jodouin – Board Member
Lisa Fortin – Board Member
Christine Bedard – Secretary Treasurer

Absent with Regrets

Paul Gignac – Board Member

Members of the Public

Claude Secord

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 Gilles Veronneau.

Motion Carried

4. **Member of the public request**

4.1 Formal complaint by a resident – Garbage issues

The Chairperson turned the floor over to member of the public, Claude Secord.

Mr. Secord thanked the Board for their time and advised the Board that on the morning of January 16, 2023, he got up to see his neighbor's garbage from across the street had been torn by birds and/or animals and had blown into his yard. He stated this has happened on several occasions over the past few years and wanted to know that the Board was going to address the matter.

The Secretary Treasurer advised the Board that Mr. Secord had lodged a formal complaint with the office on January 16th and had provided the Board with pictures he had taken prior to having picked up the neighbor's garbage and re-deposited it back across the road. The Secretary Treasurer advised the Board that this is the third occurrence in as many weeks of torn garbage from this resident. She stated it had been reported by the contractor on January 2, and 9, 2023. The Secretary Treasurer reminded the Board that this resident has been addressed by the Board via letter on April 12, 2021, on June 7, 2021 and on May 2, 2022 and the matter is now occurring regularly.

Considering that this matter is not new to the Board, Mr. Secord is requesting that the Board take stronger measures regarding this matter. Having said what he came to say to the Board, Mr. Secord took his leave thanking the Board for their time.

Board member, Lisa Fortin, declared her conflict and abstained from the conversation and vote. The Board discussed the matter further and were in agreement that although the Secretary Treasurer should draft another letter to the resident requesting that appropriate measures be taken to ensure that her garbage not

be torn into by animals moving forward, the Secretary Treasurer should continue her efforts to reach the housing director and bring the matter to the housing authority as they are the property owners.

5. Acceptance of minutes

5.1 Acceptance of November 28, 2022 meeting minutes

The Chairperson asked for a motion to approve and accept the November 28, 2022 meeting minutes.

The motion to approve and accept the November 28, 2022 meeting minutes was moved by Andre Jodouin and seconded by Gilles Veronneau. Motion Carried

5.2 Acceptance of December 6, 2022 special meeting minutes

The Chairperson asked for a motion to approve and accept the December 6, 2022 special meeting minutes.

The motion to approve and accept the December 6, 2022 special meeting minutes was moved by Andre Jodouin and seconded by Lisa Fortin. Motion Carried

5.3 Acceptance of December 15, 2022 monthly meeting minutes

The Chairperson asked for a motion to approve and accept the December 15, 2022 meeting minutes.

The motion to approve and accept the December 15, 2022 meeting minutes was moved by Lisa Fortin and seconded by Andre Jodouin. Motion Carried

6. Disbursements:

6.1 Monthly Budget Update

The Secretary Treasurer requested that the monthly budget update be deferred to the March monthly meeting as the Board's financials are being prepared for the annual audit in February.

The Chairperson requested a motion to defer the monthly budget update to the March meeting pending the annual audit preparations in February.

The motion to defer the monthly budget update to the March meeting pending the annual audit preparations in February was moved by Gilles Veronneau and seconded by Andre Jodouin. Motion Carried

7. New Business:

7.1 Administrative Portfolio:

7.1.1 Pre-Budget Consultations

The Secretary Treasurer advised the Board that the office received an email from M.P.P. France Gélinas inviting the GLSB to participate in the government pre-budget consultations that will be held in February 2023. Participation requires registration by January 24, 2023.

As the budgeting members of parliament are not likely aware what an LSB is, this session would serve to do the following;

- Advise what an LSB is and its function for the community
- Where Gogama is located – rural isolation
- Increased cost of providing services
- Current cap on funding = increased user fee costs downloaded onto an aging population

Once registered, the Board will be advised of the ZOOM link, date and time of their speaking slot. The Secretary Treasurer asked the Board if they wished to participate and who would like to speak on behalf of the Board.

The Board discussed the matter and the Chairperson advised that since this was a matter he had been speaking to the M.P.P on for the better part of the last few years, he would like to address the

members of government on behalf of the Board. The Board agreed and advised the Secretary Treasurer to forward the ZOOM link once received.

7.2 Financial Portfolio:

7.2.1 By-Law 2022-2023-17 OPTA By-Law

The Secretary Treasurer advised the Board that on January 10, 2023, MNM communicated to the Board office that the Minister of Finance required the Board's OPTA By-Law in advance of the opening of OPTA submissions. The By-law was drafted and provided to the Board for review and approval. With quorum approval, the By-Law was signed by the Vice Chairperson in lieu of the Chairperson.

To formalize the motions and to enter the by-law into the minutes, By-Law 2022-2023-17, Administrative By-Law to Approve OPTA By-Law User Fees for the Local Services Board of Gogama for the Year 2022-23 was moved by Andre Jodouin and seconded by Lisa Fortin.

Having been signed by the Vice Chairperson, this constituted quorum approval. The executed By-Law was emailed to the Minister of Finance and copied to MNM and has been accepted.

7.2.2 Ontario Property Tax Analysis – OPTA

The Secretary Treasurer advised the Board that the Board office received notice via email on January 23, 2023, that the OPTA system is now open for submission. The deadline to submit user fee information is February 28, 2023 and the Board office anticipates no issues in meeting the deadline.

7.2.3 2021-2022 Audit

The Secretary Treasurer advised the Board that the 2021-22 Audit has been scheduled to occur onsite on Wednesday, February 22, 2023. In order to ensure there are no interruptions, the Secretary Treasurer is requesting that the Board approve the office to be closed to the public on that day. The auditor will arrive at 8AM and the audit should conclude by 5-6PM.

The Chairperson asked for a motion to approve the Secretary Treasurer's request to close the office to the public in order to conduct the onsite audit on February 22, 2023.

The motion to approve the Secretary Treasurer's request to close the office to the public in order to conduct the onsite audit on February 22, 2023 was moved by Andre Jodouin and seconded by Gilles Veronneau. **Motion Carried**

The Secretary Treasurer also requested that the Board consider approving the closure of the Board office to the public on February 15, 16 & 17 in order to ensure all preparations for the audit are complete prior to the auditor's arrival, should it be needed.

The Chairperson asked for a motion to approve the closure of the Board office to the public on February 15, 16 & 17 in order to ensure all preparations for the audit are complete prior to the auditor's arrival, should it be needed.

The motion to approve the closure of the Board office to the public on February 15, 16 & 17 in order to ensure all preparations for the audit are complete prior to the auditor's arrival, should it be needed was moved by Andre Jodouin and seconded by Lisa Fortin.

Motion Carried

7.2.4 Donation from Interfer formerly EACOM

The Secretary Treasurer advised the Board that on January 11, 2023, Ashlynn Giovenazzo and Lorne MacDonald attended the Board Office to present the Board with a donation of \$10,000.00. This donation is the second installment of the \$35,000.00 donation commitment made by EACOM in 2020. Mr. MacDonald apologized for the delay in delivering the donation and advised that the third committed installment of \$10,000.00 can be expected in the next few weeks.

Present from the Board to receive the donation was Board Member, Lisa Fortin. A discussion of community needs took place and Mr. MacDonald made the Board an offer of an additional donation of materials (wood) that would be used to refurbish the community outdoor rink so that the rink could be re-opened next year. He advised that any other donation requests can be sent directly to him, contact info was provided.

The Board further discussed the matter and the Chairperson advised that he would like to be present when the next donation installment is made therefore, if more notice could be provided, that would be appreciated.

7.3 Garbage Collection/Disposal Portfolio: (Conflict declared for Lisa Fortin on Garbage Collection/Disposal discussions)

7.3.1 Garbage Collection Issues

The Secretary Treasurer advised the Board that the contractor has provided pictures of issues with garbage bins and is requesting that the Board review and consider addressing these issues via letters to the affected residents since the fall garbage bin inspection has been rescheduled to early summer.

The Board discussed the matter and agreed that the Secretary Treasurer should draft the letters to be reviewed and approved by the Board prior to sending.

7.3.2 Draft Letter to Resident

As this matter was discussed at the beginning of the meeting when Mr. Secord was heard by the Board, the Chairperson moved on to the next agenda item.

7.4 Fire Protection Portfolio:

7.4.1 Fire Chief Monthly Report

As the Fire Chief was not present at the meeting to provide his report to the Board, the Chairperson moved on to the next agenda item.

7.4.2 Monthly GLSB/GFD meetings

The Chairperson asked Board Member, Gilles Veronneau, for a status update on the scheduling of these meetings. Board Member, Gilles Veronneau, advised the Board that he had not yet been able to meet with the Fire Chief on this matter but would continue to try to speak to him on the matter of scheduling monthly meetings between the Board and the Fire Chief and would advise the Board on his progress.

7.4.3 Annual Fire Alarm Inspection

The Secretary Treasurer advised the Board that on January 20, 2023, Cain Safety conducted the Board's annual fire alarm system inspection at the Community Centre. Included in this inspection were the fire extinguishers, emergency lighting and strobes/horns. The annual inspection extended to the Nursing Clinic, Library, Wellhouse, Water Treatment Plant and Fire Hall buildings. No issues have been reported by Cain Safety and the results of the inspection, along with the inspection certificate is expected to follow in the next few weeks.

7.5 Library Portfolio:

(Conflict declared for Lisa Fortin on Library discussions)

7.5.1 Health & Safety Concern

The Secretary Treasurer advised the Board that the Librarians reported a health & safety concern to the Board for resolution.

Following the completion of the work at the library, it was observed that a plug that used to be mounted in the side of the kitchenette cupboard was left as the contractor performing the work was not cleared for electrical work, therefore, he could not remove it.

As this presented a risk of shock, JTE was called in and the outlet was disconnected and removed.

The Board reviewed the information and agreed that the Board Office did follow the proper procedure to eliminate the health & safety risk.

7.5.2 Raffle Licence request

The Secretary Treasurer advised the Board that the Librarians have requested a raffle licence for an upcoming fundraiser. As there have been no applications for any type of licencing since before the pandemic, the process has changed. The Board office has reached out to AGCO and is waiting on the online account set up in order to submit the licence request. Librarians are being kept up to date on the process.

7.6 Recreation Portfolio:

(Conflict declared for Andre Jodouin on Manager Custodian discussions)

7.6.1 Manager Custodian monthly report

Board Member, Lisa Fortin, advised the Board that she had met with Manager Custodian, Alice Jodouin, on January 5, 2023 at which time, she assisted the Manager Custodian with the completion of the monthly fire alarm (horns & strobes) inspection for the community centre, nursing clinic and library.

The Secretary Treasurer advised the Board that the manager custodian had reported the main storage room off the hall was in a mess following the Children's Christmas Party. She advised that although the Recreation Committee and their volunteers did an awesome job at cleaning up the kitchen and taking down the decorations following the party, the status of the storage room was a problem;

- Chairs were piled on top of table rack, Christmas decorations were left scattered everywhere and the tubs of decorations were not put away in the cabinets.
- The fire extinguisher and light switch area could not be reached as chairs and other items were piled in front of it causing a fire safety non-compliance. The portfolio Board member was made aware.

Storage room clean up

The Secretary Treasurer recommended that the Board consider conducting a review and clean up of the storage rooms at the community centre. There are several items that would need to be thrown out such as old broken wooden tables, tvs, acetate projector, file cabinets and desks, ect...

The Board discussed the matter and agreed that these storage rooms need decluttering and the Secretary Treasurer proposed that Board members who wished to assist the Manager Custodian could schedule a clean up date prior to the end of February so not to interfere with the scheduled hall events dated February 21 & 27, 2023.

The Board directed the Secretary Treasurer to reach out to the Recreation Committee to have them come sort out and throw away any unwanted items prior to the week of February 13, 2023.

7.6.2 Maintenance Contract

As previously advised, the Secretary Treasurer reminded the Board that there were two interested parties for the Board's maintenance contract, W.Q. Carpentry and Darren Jodouin. Both were provided a tender package.

Upon review of the package, Darren Jodouin opted not to bid this year as he is not set up to meet the WSIB criteria. He thanked the Board for the opportunity to be considered and advised he would like to be sent a tender package the next time the Board decides to put the tender out to public bid.

W.Q Carpentry provided a bid of \$65.00 per hour plus HST. The contractor is able to meet all criteria requirements including the generator start/stop.

The Board reviewed W.Q Carpentry's tender package and discussed the matter. Having been satisfied that W.Q. Carpentry meets all Board criterion outlined, the Chairperson asked for a motion to accept W.Q. Carpentry's bid of \$65.00 per hour plus HST.

The motion to accept W.Q. Carpentry's bid of \$65.00 per hour plus HST for the Board's 2022-23 fiscal year was moved by Gilles Veronneau and seconded by Andre Jodouin.

Motion Carried

The Board directed the Secretary Treasurer to draft a clean, final copy of the Maintenance contract and forward to W.Q. Carpentry for signature.

Work Orders

The Secretary Treasurer advised the Board that the following work orders for the new maintenance contractor require discussion from the Board;

- Library

Now that the work at the Library has been completed, there is the matter of minor painting.

- Nursing Clinic

The contractor advised that he is able to strip and wax the clinic floors therefore the Board shouldn't need to call anyone in from Timmins. The work needed would include;

- Moving all the furniture out from the clinic to the hall
- Stripping and replacing the baseboards where needed
- Stripping and waxing the floor
- Bringing the furniture back in to the clinic
- Minor painting on one wall
- Replacement of rubber baseboard in main reception area

TAFHT Director has advised that the clinic work could commence on a Thursday evening through to Sunday evening providing the contractor 3.5 days to complete the floors. TAFHT is looking into providing the contractor a temporary alarm code and key.

- Community Centre Hall

In order to meet the most recent health inspection non-compliance, a door sweep would need to be installed on the exit door in the hall next to the clinic door.

The Board discussed the above-mentioned work orders and agreed that the work at the nursing clinic would be the first priority. The Board requested that the Secretary Treasurer obtain a quote from W.Q. carpentry prior to doing the work.

7.6.3 Nursing Clinic – Update

The Secretary Treasurer advised the Board that the weekly calls between herself and the Executive Director of the Timmins Academic Family Health Team are still ongoing and the Executive Director advised of the following;

- there is a COVID-19 vaccine clinic scheduled for Tuesday, February 21, 2023. The vaccine clinic will be held in the community centre hall. Notices have been mailed out to residents.
- The TAFHT are happy to announce that they have hired a full time Nurse Practitioner for Gogama. The Nurse Practitioner begins on February 1st and is currently being transitioned into the position by the part time Nurse Practitioner.

TAFHT will be communicating this to the public shortly. For the time being, the new Nurse Practitioner will be keeping the same schedule (in-person at the clinic every Wednesday and via zoom as needed). In-person attendance will increase as needed, if needed.

7.7 Water/Sewer Portfolio:

7.7.1 Kresin Engineering – Lagoon Expansion Update

Kresin Engineering have advised that they have received the final 2021 reports required from OCWA in order to proceed with the submission of the report to MECF. They anticipate submission to occur by end of January and will keep the Board apprised of developments as it becomes available.

i. Deputations or Delegations or Discussions from the floor

The Chairperson requested to know if there were any updates regarding the matter of street lighting.

The Secretary Treasurer advised that she had reached out to both the M.P.P and M.P regarding obtaining a contact name and number for someone within the Hydro One organization that could assist with answering some questions regarding the current street lighting set up, new proposed installation of dusk-to dawn- solar lighting and cost.

The Board Office received a call from Ms. Linda Vaghela who identified herself as the manager of the street lighting department of Hydro One. She stated she had been requested by the M.P.P France Gelinis to contact the GLSB on this matter.

Based on the discussions, Ms. Vaghela explained the current situation and advised that once disconnected by request of the property owner, the street light would not be re-connected as Hydro One is phasing out this service. She did state that the GLSB could utilize the existing poles for a monthly fee (\$0.17/pole/month) but the installation and maintenance/repair of the new solar systems would be the responsibility of and cost to the Board.

She advised that she would have someone contact the Board office to schedule a field technician that would assist with proposing a street lighting map/grid for the Board.

She recommended that once the Board was ready to move forward with the installation of the solar systems, Hydro One's technicians would then disconnect the existing street lights.

The Secretary Treasurer further advised that she had received a call from a Ms. Chloe Lynds who was looking to see what the best time and number to have a field technician attend the office to meet with the Secretary Treasurer to further discuss the matter. She stated that the Board should receive a call from a field technician in the next few weeks.

The Secretary Treasurer advised the Board that the GLSB used to hold the power of Street Lighting at one time but had given it up over a decade ago when the Board ceased re-imbursing residents for half the cost of the street light attached to their property. As the Board is now looking to re-instate the power of street lighting, the proposal would need to be prepared and a series of public meetings would need to be held to consult the members of the public on the matter. Once the informational meetings were held, a public vote would need to take place and,

provided that the vote was in favor of re-instating the power, the results of the meetings and vote would be sent, along with the proposal to the Minister for final consideration and approval.

e Secretary Treasurer advised the Board that she would keep them apprised of any developments.

I. Adjournment

As there was no other Board business to discuss, the Chairperson asked for a motion to adjourn the meeting.

**The motion to adjourn the meeting at 7:33PM was moved by Andre Jodouin and seconded by Lisa Fortin.
Motion Carried**



Christine Bedard – Secretary Treasurer



Daniel Mantha - Chairperson