

Gogama Local Services Board
Special Board Meeting – October 20, 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 6:35PM.

Present

Absent with Regrets

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

No members 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 by Gilles Veronneau and seconded by Andre Jodouin.

Motion Carried

4. **Acceptance of minutes**

4.1 Acceptance of October 4, 2022 meeting minutes

The Chairperson asked for a motion to defer the acceptance of the October 4, 2022 meeting minutes to the November meeting.

The motion to defer the acceptance of the October 4, 2022 meeting minutes to the November meeting was moved by Daniel Mantha and seconded by Paul Gignac.

Motion Carried

5. **Disbursements:**

5.1 Monthly Budget Update

The Chairperson asked for a motion to defer the review and approval of the monthly budget update pending the budget approval meeting.

The motion to defer the review and approval of the monthly budget update pending the budget approval meeting was moved by Andre Jodouin and seconded by Lisa Fortin.

Motion Carried

6. **Action Items: Old Business - Update**

1. Public Beach – NO ACTION REQUIRED

Proposal from Chamber of Commerce for Board to take over the responsibility of public beach.

UPDATE – Letter received from Chamber of Commerce

2. GFPT Bank Account – NO ACTION REQUIRED - Update

The Board requires the last bank statement from the GFPT bank account in order to finalize the financial ties to the Board.

UPDATE – Bank statement received from Fire Chief

7. New Business:

7.1 Administrative Portfolio:

7.1.1 Board Annual Meeting Schedule

As discussed at the last meeting, the Board was asked to bring their schedules and agendas for the purpose of setting their annual monthly Board meeting schedule. This schedule is required to be posted for public viewing.

The Chairperson reminded the Board that since November and December Board monthly Board meetings have been scheduled, the remainder will be scheduled at the December 15th meeting.

7.1.2 2022-23 Contracts - Update

The Secretary Treasurer advised the Board that all contracts for the exception of the following two have been signed and received;

- Garbage Collection/Disposal
- Grounds Care

She anticipates receiving the two outstanding contracts in the next few days.

7.1.3 GLSB Website – Update

The Secretary Treasurer advised the Board that the Board's webpage, hosted at www.gogama.ca has now been updated and is current with new Board member names, positions and portfolios.

Minutes for all of 2021-22 have been approved and are posted. The teleconference information and notice has been removed.

7.1.4 Gogama Nursing Clinic – Update

The Secretary Treasurer advised the Board that the Board office participated in a weekly conference call with Timmins Academic Family Health's Executive Director, Melanie Ciccone, earlier today.

The Executive Director of the Timmins Academic Family Health Team is excited to report that the interviews for the Receptionist and Nurse Practitioner positions are currently ongoing and they hope to be in a position of re-opening the Gogama Nursing Clinic at some time in November 2022.

7.1.5 MNDM Board Training

The Secretary Treasurer advised the Board that availability dates for in-person, mandatory board training by MNDM representative is required.

The Board discussed the matter and reviewed their agendas and agreed that the tentative date of November 8, 2022 would be scheduled. The Secretary Treasurer will communicate this to the MNDM Representative and advise the Board.

7.2 Financial Portfolio:

7.2.1 Budget meeting scheduling

The Secretary Treasurer requested that the Board review their schedules in anticipation of setting a tentative date to review budget numbers for the new fiscal year budget.

The Board discussed the matter and upon review of their schedules, tentatively scheduled the budget meeting for November 1, 2022. The Secretary Treasurer will advise the Board in advance should the budget review not be available in time.

7.2.2 Nursing Clinic Agreement – Update

The Secretary Treasurer advised the Board that the Nursing Clinic Agreement is almost complete. TAFHT had requested to be able to pay the rent every three months in advance. The changes to the agreement wording is being re-drafted and a fully executed agreement should be in place by next week.

The Board discussed the matter and as they did not see an issue with the advance payment of rent, the Secretary Treasurer could move forward with the changes to the agreement and forward the draft to TAFHT for final review and signatures when ready.

7.3 Garbage Collection/Disposal Portfolio:

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

7.3.1 Garbage bin inspection

The Secretary Treasurer advised the Board that the garbage bin inspections is scheduled to take place October 31, 2022. However, should anything change, the inspection will be rescheduled and the contractor will be advised in advance.

7.4 Fire Protection Portfolio:

7.4.1 Fire Chief Monthly Report - Update

The Secretary Treasurer advised the Board that the Fire Chief has notified the Board Office that the landscaping at the fire hall property has been completed.

7.4.2 Monthly GLSB/GFD meetings

Board Member, Gilles Veroneau advised the Board that he still intends to reach out to Fire Chief to set a schedule of meeting dates to take place three days prior to each Board meeting. Meetings are to take place at board office and attended by the Fire Chief, the Secretary Treasurer and himself.

Board Member, Gilles Veronneau, gave his regrets and excused himself from the remainder of the meeting.

7.5 Library Portfolio:

(Conflict declared for Lisa Fortin on Library discussions)

7.5.1 Work Order Completion Request - Update

The Secretary Treasurer advised the Board that the office has followed up with the contractor requesting a timeline for completion on the work at the Library. A formal request on behalf of the Board was sent to the contractor via email requesting that, if at all possible, the work be completed on or before November 4, 2022.

7.5.2 Library Grant – Provincial Library Operating Grant (PLOG) - Update

The Secretary Treasurer advised the Board that she has submitted the PLOG grant application for the 2022-23 fiscal year.

7.5.3 Library outdoor benches

The Secretary Treasurer advised the Board that the snow clearing contractor has requested that the library outdoor benches be removed for the winter season so to ensure that they are not damaged by the snow plow during snow removal.

Board member, Andre Jodouin, advised the Board that he had met briefly with the librarians and they had provided him with a list of concerns. He provided the Board members and Secretary Treasurer with a copy of their list for review.

The Secretary Treasurer advised the Board that several of the items on this list had been resolved and discussed with one or both librarians on numerous occasions so in order to ensure that any future discussions are supported, she asked that the Board consider implementing the same monthly meeting procedure with the librarians as there will be with the Fire Chief and Recreation Committee.

These meetings should be attended by the Librarians (Gisele Constantin and Sue Primeau), Andre Jodouin as the liaison and the Secretary Treasurer so there is a record of all discussions. The Board discussed the matter and agreed. Board member, Andre Jodouin will schedule a meeting and advise the Secretary Treasurer.

7.6 Recreation Portfolio:

(Conflict declared for Andre Jodouin on Manager Custodian discussions)

7.6.1 Manager Custodian monthly report - Update

The Chairperson advised the Board that the Manager custodian has no issues to report at this time.

Board member and Liaison, Lisa Fortin, will reach out to the Recreation Committee and set up a meeting to be held at the office.

7.5.4 AECON trailer

The Secretary Treasurer requested that the Board approve her to draft a letter to AECON requesting the removal of their metal staircases from the front of their trailer during the winter months. This would facilitate the snow clearing contractor to keep the front of the trailer clear of snow in anticipation of AECON's return in the Spring.

The Board discussed the matter and approved the Secretary Treasurer to draft and send the letter to AECON.

The Chairperson asked for a motion to approve the draft of the letter to AECON regarding snow clearing.

The motion to approve the draft of the letter to AECON regarding snow clearing was moved by Andre Jodouin and seconded by Paul Gignac. Motion Carried

7.7 Water/Sewer Portfolio:

7.7.1 Water issue notification – information only

The Secretary Treasurer advised the Board that the office had received notification from OCWA advising of a high lead result from a single hydrant. In speaking with OCWA, they advised that no action was required by the Board at this time and they would advise should continued adverse results continue.

OCWA advised that the issue is likely caused by lead shavings inside the hydrant mechanism in which case, may need to be changed should the issue persist.

7.7.2 Manhole on Hwy 661 – information only

The Secretary Treasurer advised the Board that a manhole cover located on Highway 661 down the street from the community centre had been hit and broken by the plow earlier that morning. She advises that MTO have been made aware and will be taking care of replacing it. In the interim, cones and flagging have been placed at the location.

i. Deputations or Delegations or Discussions from the floor

The Secretary Treasurer advised the Board that her intention to take time off beginning November 25th through to November 28th, 2022 has changed.

Due to expected inclement weather and other scheduling conflicts, she is requesting that her week of vacation be moved up to start November 9th. She would be returning to the office on November 17th, 2022.

During this time, the office would be closed to the public on November 9th and 10th, the office would be closed for Remembrance Day on November 11th and would continue to be closed on November 14th, 15th and 16th totaling 5 vacation days and one stat day.

The Secretary Treasurer advised the Board that, as in previous years, as she is in Gogama during this time off, she would continue to check Board emails and telephone messages and would advise the Board of any emergencies should any arise during this time.

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 8:30PM was moved by Andre Jodouin and seconded by Daniel Mantha.
Motion Carried



Christine Bedard – Secretary Treasurer



Daniel Mantha - Chairperson