

Gogama Local Services Board  
Monthly Board Meeting – November 10, 2020  
Gogama Community Centre at 6:30 P.M.

**MINUTES**

**1. Call meeting to order and Roll Call**

**Present**

Daniel Mantha – Chairperson  
Bernard Souliere – Board Member  
Richard Gravelle – Board Member  
Gilles Veronneau – Vice Chairperson (dialed into teleconference line at 7:13PM)  
  
Christine Bedard – Secretary Treasurer  
  
Roxanne Veronneau – Member of the public attending via teleconference.

**Absent with Regrets**

Alain Constantin – Board Member

Daniel Mantha, Chairperson presiding, called the meeting to order at 6:40PM.

**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 Board discussed the following;

- Adding items to agenda as the meeting progresses – no objections

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

**Motion Carried**

**4. Acceptance of minutes**

**4.1 October 5, 2020 meeting minutes**

The Board discussed the following;

- Defer the approval of October 5, 2020 meeting minutes to next meeting – November 15, 2020

The Chairperson asked for a motion to defer the approval of the October 5, 2020 meeting minutes to November 15, 2020 pending review of the minutes by the board.

**The motion to defer the approval of the October 5, 2020 meeting minutes to November 15, 2020 pending review of the minutes by the board was moved and seconded by the Board.**

**Motion Carried**

5. **Disbursement:**

**5.1 2020-21 User Fees – review**

The Secretary Treasurer presented the following to the Board;

- 1<sup>st</sup> draft budget outlook as per Board decisions made at 1<sup>st</sup> budget meeting November 4, 2020
- Next snapshot of budget review by the Board will include carry overs from previous year
- Scheduling of the next meeting of the board to review the revised budget options

The Board discussed the following;

- Putting in place a financial plan for the Asset Management Plan
- Renewal confirmation of OCIF Formula Based Component grant from OMAFRA of \$50,000.00
- Possibility of a loan through OCWA to cover capital assets repairs
- Grant drop schedules being deferred or cancelled by ministry agencies due to COVID-19
- Different options for the capital work needing to be done (one lift station instead of both, etc....)

The Chairperson asked for a motion to defer the budget review to November 15, 2020 at 1:00PM.

**The motion to defer the budget review to November 15, 2020 at 1:00PM was moved and seconded by the Board.** **Motion Carried**

**ACTION ITEMS:** Secretary Treasurer

- Contact MOECC, request to opt out of river sampling

6. **Grants Update:** None

7. **Action Items:** List of action items to resume at next general meeting.

8. **New Business**

**8.1 Correspondence:**

- Letter from Gogama Property Solutions

**8.2 Administrative Portfolio:**

**8.2.1 Business Administration Consultant Contract**

The Secretary Treasurer advised the Board that the contractor has signed the contract.

**ACTION ITEM:** Chairperson

- To sign contract to fully execute

**8.2.2 COVID-19 PPEs**

The Secretary Treasurer advised the Board that the order for the office has been placed and received.

The Board discussed the following;

- A previous order placed in April was received
- PPE items purchased most recent order itemized
- Additional donation from the IAMGOLD business funds expected for PPEs (second round)
- GFD looking at possibility of purchasing a steamer-type disinfectant machine (shareable item)

**ACTION ITEM:** Bernard Souliere

- Send steamer disinfecting machine info to Board office

**8.2.3 MNRF Planned Harvesting**

The Chairperson delivered an update to the Board regarding the upcoming planned Harvesting of the Timiskaming and Pineland forest blocks.

The Board discussed the following;

- Map of Timiskaming block 170
- Gogama's potable water source – aquifers and capture zones
- Involving community partners in future meetings and discussions
- Drafting of letter to MNRF feedback team – deadline November 12, 2020

**ACTION ITEM:** Secretary Treasurer

- Draft letter to MNRF and planning team for review by board prior to sending November 12, 2020
- Email 1<sup>st</sup> and revised budget drafts to Vice Chairperson
- Email draft copy of October 5<sup>th</sup> meeting minutes to Vice Chairperson to review
- Forward MNRF info to Chamber of Commerce

**ACTION ITEM:** Chairperson

- Reach out to Chamber of Commerce & other tourism organizations to advise of deadline for input

Vice Chairperson dialed in to the meeting via teleconference, Secretary Treasurer provided a recap of the meeting progress to date.

**8.2.4 Court Proceedings**

The Secretary Treasurer updated the Board on the following:

- Possible resuming of court proceedings in January – disinfecting station to be installed by their technician prior to resuming public court appearances.

**8.3 Garbage Collection Portfolio:** None

**8.4 Financial Portfolio:** None

**8.4.1 2020-21 Snow Clearing Contract**

The Secretary Treasurer advised the Board that a formal motion to accept the Snow Clearing Contract bid from Tate Inc. is required.

The Board discussed the following;

- Tate Inc. delay in bringing in equipment (purchased new)
- Back up equipment on site in interim
- Sanding of Fire Hall and Community Centre parking lots
- Additional snow clearing referrals to Tate Inc by the Board would reduce the amount of the contract quoted.

**ACTION ITEM:** Secretary Treasurer

- Send contractor information to school, BGIS (tower and Lamothe Lake Rd)

The Chairperson asked for a formal motion to accept the 2020-21 Snow Clearing Contract bid from Tate Inc. in the amount of \$29,900.00 plus HST.

**The motion to accept the 2020-21 Snow Clearing Contract bid from Tate Inc. in the amount of \$29,900.00 plus HST was moved and seconded by the Board. Motion Carried**

## **8.5 Fire Protection Portfolio:**

### **8.5.1 Gogama Fire Department – Update**

The Board discussed the following;

- Status of recent call outs
- Clean up of fire hall building
- New furniture acquired from O.P.P station
- GFD bank account is now open
- Installation of new printer/toner

#### **ACTION ITEM:** Secretary Treasurer

- Send new GFD bank account info to MTO for direct deposit

#### **ACTION ITEM:** Bernard Souliere

- Bring final GFPT bank account statement to Board office as soon as received
- Look into pricing for disinfectant steamer machine

## **8.6 Library Portfolio: None**

## **8.7 Recreation Portfolio:**

### **8.7.1 Manager/Custodian Monthly Report**

The Board discussed the following;

- Snow clearing at fire hall (doors and stairs) by Manager/Custodian
- Purchase of sand/salt mixture stored in second fire hall building
- Fire Department will keep sand and salt buckets full

### **8.7.2 Manager Custodian Contract**

The Secretary Treasurer advised the Board that the Manager/Custodian contract had been signed and included the additional duties of snow clearing of doors and stairs at the fire halls.

**Maintenance Monthly Report:** No issues

### **8.7.3 Recreation Committee Meeting**

The Chairperson asked for a formal motion to approve the Recreation Committee's cash advance request of \$500.00 for their Halloween goodie bags for the kids.

**The motion to approve the Recreation Committee's cash advance request of \$500.00 for their Halloween goodie bags for the kids was moved and seconded by the Board. Motion Carried**

#### **8.7.4 Winter Prep**

The Secretary Treasurer advised the Board that work order was sent to maintenance to purchase and deliver sand/salt mixture bags for office and fire hall.

The Chairperson asked for a formal motion to approve the purchase of sand/salt mixture bags for fire hall and office.

**The motion to approve the purchase of sand/salt mixture bags for fire hall and office was moved and seconded by the Board. Motion Carried**

#### **8.7.6 Grounds Care Contract**

The Board discussed the following;

- Letter from the contractor regarding revision request
- Safety features related to maintenance, fire inspector's concern

The Chairperson asked for a motion to defer the decision on the Grounds Care Contract until the next meeting so that the letter can be reviewed.

**The motion to defer the decision on the Grounds Care Contract until the next meeting so that the letter can be reviewed was moved and seconded by the Board. Motion Carried**

#### **8.8 Water/Sewer Portfolio:**

##### **8.8.1 Water Valve Operator Contract**

The Board discussed the following;

- The letter to seasonal residents (newsletter)
- Public posting of newsletter to general public in 6 conspicuous places

The Chairperson asked for a formal motion to approve the newly reduced rate per occurrence from \$50.00 to \$30.00 and an emergency fee per occurrence of \$50.00 if less than 24 hour notice.

**The motion to approve the newly reduced rate per occurrence from \$50.00 to \$30.00 and an emergency fee per occurrence of \$50.00 if less than 24 hour notice was moved and seconded by the Board. Motion Carried**

**ACTION ITEM:** Secretary Treasurer

- Draft letter to seasonal residents
- Draft newsletter for general public

#### **9. Deputations or Delegations or Discussions from the floor**

The Board discussed the following;

- Getting back on top of keeping a rolling list of action items to be reviewed from one meeting to the next
- Possibility of getting meeting minutes a week or two following the meeting
- Board have more input on the agenda
- Board to inform each other on status of items in their individual portfolios
- what the public communication for budget is going to look like

**MENDM Board Training (added to the agenda by Board)**

The Board discussed the following;

- Status of MENDM Board Training scheduling

**ACTION ITEM:** Secretary Treasurer

- Follow up with MENDM representative on new meeting dates for Board Training

**High Voltage Cable Incident (added to agenda by Board member)**

The Board discussed the following;

- Is there existing Board member leading this item?
- Water/Sewer portfolio member will take the lead on this item and work with Secretary Treasurer
- Add agenda item for November 15, 2020 meeting to develop an action plan on how to deal with issue
- Statute of limitation
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**ACTION ITEM:** Secretary Treasurer

- Get all incident specifics together for the Board lead

**Water Treatment Plant Generator – (added to agenda by Board member)**

The Board discussed the following;

- Generator risk of failing is now extremely high
- Recent issues experienced at last power outage (transfer panel)
- Fuel transport – other options
- Tank certification status
- Heater has been replaced
- How far electrical pipe extends to in order to connect community centre

**ACTION ITEM:** Secretary Treasurer

- Reach out to OCWA for new quote on replacement generator
- Monthly breakdown of cost for loan

**10. Adjournment**

Having no further board business to discuss, the Chairperson asked for a motion to adjourn the meeting.

**The motion to adjourn the meeting at 8:00PM was moved and seconded by the Board. Motion Carried**



Christine Bedard – Secretary Treasurer



Daniel Mantha - Chairperson