

**Gogama Local Services Board**  
Monthly Board Meeting – April 20, 2017  
Gogama Community Centre at 7:30 p.m.  
**Minutes**

**1. Call meeting to order and Roll Call – 7:35**

**Present**

Mike Benson – Chairperson  
Tracey Smith – Vice Chairperson  
Mark Smith – Member  
Christine Bedard – Secretary  
Natalie Gaudette – Bookkeeper  
Paul Rokeby – MNP

**Absent**

Richard Gravelle – Member  
Michel Veronneau – Member

10 members of the public were in attendance

**2. Declaration of conflict of interest - None**

**3. Acceptance of agenda**

The Chairperson requested a change to the order of the meeting's agenda, moving item 7.6.3 in place of item 6. Acceptance of the change and remaining agenda was moved by Mark Smith and seconded by Tracey Smith.

**Motion Carried**

**4. Acceptance of minutes**

Acceptance of the March 2, 2017 – Monthly Meeting was deferred to the next meeting by the Chairperson.

Acceptance of the March 27, 2017 – Special Meeting was moved by Tracey Smith and seconded by Mark Smith.

**Motion Carried**

**5. Disbursements:**

The Chairperson welcomed Mr. Rokeby from MNP, introduced him to the public and turned over the floor so he could move ahead with the presentation of the approved Financial Statements for year ending September 30, 2016.

Mr. Rokeby explained to the public that MNP's responsibility, as it has always been in the past, is to report to the community and, in so doing, have performed an in-depth audit on a "test basis". Mr. Rokeby went on to explain that this meant documents were audited based on random selection and that not all documents were scrutinized. This method is in accordance with Canadian generally accepted auditing standards. Mr. Rokeby stated that "all materials presented fairly".

Mr. Rokeby went on to walk the public through the Statement of Financial Position which outlined Assets, comparing 2016 to 2015,

Mr. Rokeby pointed out that funds received from MNDM as a result of this formula application has been "frozen" at \$44,951.00 for several years now and MNDM have not indicated any upcoming changes to that amount in the near future. Mr. Rokeby expressed concern in this area as this is the second consecutive year whereas the board has not increased user fees in order to help bridge the gap between the constant rise in the cost of conducting business and funding monies that have been frozen for years. He cautioned that in years past, it had been suggested that the board strive to set dollars aside in the Reserve Account for unforeseen expenditures such as infrastructure breaks. Mr. Rokeby went on to say that any savings the board could set aside would be sensible; however, he suggested that to set aside at least 40% of the yearly revenue would be prudent.

Having no further questions or concerns from the public at this time, the Chairperson thanked Mr. Rokeby for the presentation and Mr. Rokeby took his leave of the meeting at approximately 8:15 p.m.

## Monthly Budget Review

The Chairperson asked the bookkeeper if there was anything on the monthly budget report that would cause her concern at this time. Ms. Gaudette stated that all was well but would gladly answer any questions the board or the public may have regarding the report. The board expressed that they had no questions or concerns at this time and the Chairperson asked the members of the public if anyone had any questions or concerns before moving on to the next item.

Having no questions from the public, the Chairperson moved on to the next topic on the agenda.

## 6. Asset Management Planning

At this time, the Chairperson advised the public that the board had not had an opportunity to choose any specific item from the Asset Management Plan/Repair & Maintenance Review binder. The board amended the agenda to deal with a public delegation.

### Recreation portfolio items 7.6.3 Kelly Lamontagne

The Chairperson opened the floor to Ms. Lamontagne to state her request to the board.

Ms. Lamontagne thanked the board for having been provided with the opportunity to speak at tonight's meeting and opened the discussion by stating that her organization, The Gogama and Area Multicultural Support Group, has since been incorporated to its current title from that of The Senior Social Club. She stated that in the past year, she has had opportunities to apply for various governmental grants to help fund activities within the community for seniors, to which the current senior population is estimated to be of 60-65%. She went on to explain that because she was not incorporated last year, she was unable to qualify for said grants. This year, having met the criteria, Ms. Lamontagne explained that she had approached the board with a request for a support letter to include in the grant application. Ms. Lamontagne went on to state that the previous board had provided her with a support letter, detailing an in-kind donation up to \$2000.00.

The Chairperson replied that this matter had already been considered by the board and the board had decided against the long term "in-kind" donation since it would not be proper in light of the boards standing bylaw stating that not for profits pay \$200 rent. The Chairperson explained that the board would consider event by event proposals and each would be dealt with separately.

The Chairperson went on to state that Ms. Lamontagne had been advised of the boards previous decision via email correspondence. He stated that although the board wholeheartedly supported the efforts her organization was putting forth in this matter, the board has decided against a long term commitment to the in-kind donation.

The Chairperson asked the public if there were any other questions before proceeding to the next item on the agenda. At this time, Andrea Beaton addressed the board on the matter of the Recreation Committee's need for support from the board. Tracey Smith explained that the board had given the Recreation committee exactly the freedom they had asked for, and further that the board has no desire to interfere with the committees function. The Boards only concern is accountability of funding that the recreation uses. Tracey further stated that the committee is their own entity, and that the committee must govern themselves and make their own decisions concerning events and day to day operation of the committee

The Chairperson asked the public if there were any other questions regarding this matter before they proceeded with the other agenda items. As there were no further questions, the Chairperson continued with the next item.

## 7. Unfinished Business

### 7.1 Administrative Portfolio:

#### 7.1.1 Business Consultant Invoice #16-02-01

The Chairperson asked the Secretary to confirm that this was the invoice for the Business Consultant's part in helping with the CWWF grant application back in November. The Secretary confirmed that this was indeed the invoice and that although the Chairperson had verbally authorized the work, no formal motion by the board had been made as of yet. The Chairperson reviewed the invoice and asked for a motion to approve payment of said invoice.



Tracey Smith moved that the Business Consultant invoice #16-02-01 be approved and paid, Mark Smith seconded the motion. **Motion Carried**

7.2 Garbage Collection Portfolio: - No unfinished business

7.3 Financial Portfolio:

7.3.1 OPTA by-law #2016-2017-14

The Board reviewed the OPTA by-law #2016-2017-14, confirming the revised amount total of \$238,946.85 to be the new total that shall be collected by the Ministry of Finance on the Board's behalf. The Chairperson asked for a motion to approve the revised by-law.

Mark Smith moved to approve OPTA by-law #2016-2017-14, the motion was seconded by Tracey Smith. **Motion Carried**

7.4 Fire Protection Portfolio: - No unfinished business

7.5 Library Portfolio:

7.5.1 OLCF-ITS Grant update

The Chairperson advised the board that at this time, the Library had utilized all grant funding available to them under this grant. He informed the board that the Head Librarian had purchased a laptop, children's book, adult books, audio books and magnifying screen for the public computers totaling the full amount of the grant being \$3725.00.

7.6 Recreation Portfolio:

7.6.2 Manager/Custodian Monthly Report Update

7.6.2 (i) Light repairs for Library and Clinic update

Tracey Smith informed the board that Richard had undertaken the responsibility of following up with the electrician on this matter and that in his absence, had no new updates to report. The Chairperson deferred the matter to the next meeting.

7.6.2 (ii) New Years' Eve Report update

Tracey confirmed for the board that all matters regarding this report were in order but she would like to see the final copy.

7.6.2 (iii) Ontario Sport & Recreation Communities Fund(OSRCF) – resent to board for review

Tracey Smith asked the Secretary to confirm that this grant deadline had indeed passed. The Secretary confirmed that this was correct. Although the board was concerned about the missing of yet another grant application deadline The Chairperson deferred the matter to the next meeting, with the understanding as stated by the Secretary, that we could once again try to meet the application deadline in July.

7.6.3 Support Letter – Kelly Lamontagne – Request for Reconsideration

The Chairperson advised that since this matter had already been handled earlier in the meeting, the board would now move on to the next item.

7.7 Water/Sewer Portfolio:

7.7.2 Water Treatment Plant – Operation & Maintenance Manual – Update

The Chairperson asked Mark Smith for an update on the status of the MOECC Compliance order to bring the Operations & Maintenance Manual at the water treatment plant up to date. The Chairperson stated that the deadline was April 28, 2017. Mark Smith stated he was unaware of the status and asked the Secretary to confirm that OCWA had been made aware of the board's earlier approval of the fee of \$1400.00 to update the manual. The Secretary confirmed that this had been done and the board had been informed via email. Mark stated that he would look into the matter to ensure the deadline was met.

## **8. New Business**

### **8.1 Correspondence:**

The Chairperson moved on to items of correspondence received by the board since the last meeting.

- 8.1.2** Chamber of Commerce – Light at Junction of 661 & 144
- 8.1.3** Bulletin – ORNGE Helipad Support Team
- 8.1.4** NEOPWO Annual Meeting and Trade Show Invitation
- 8.1.5** Mattagami First Nation request for Fundraising Policies & Procedures best practices
- 8.1.6** Watershed Updates / Snow Course Statistics - April 3, 2017
- 8.1.7** Water Conditions Statement- Water Safety
- 8.1.8** Manitoulin-Sudbury DSB – Tender
- 8.1.9** TestMark - Announcement of Company Name Change

### **8.2 Administrative Portfolio:**

#### **8.2 Administrative Portfolio:**

##### **8.2.1 ORNGE – 2017 Helipad Agreement**

The Chairperson asked the board if everyone had had an opportunity to review the ORNGE 2017 Helipad Agreement forwarded to them for review by the Secretary. The Chairperson asked the Secretary if the agreement had any new changes from the 2016 Agreement, the Secretary replied that the 2017 agreement was identical to the one accepted and signed by the previous board in 2016. The Chairperson asked the board if there were any questions or concerns regarding the new agreement, the board indicated it did not. Having no questions or concerns from the board, the Chairperson stated to the Secretary that the board would sign the documents at the end of the meeting.

##### **8.2.2 2016 Comprehensive Remediation Report & Addendum**

The Chairperson advised the board and the public that the office had received a comprehensive remediation report from CN via GHD for the work performed at the site of the March 2015 derailment. He advised that the report will be stored at the office should anyone want to review it.

##### **8.2.3 Economic Development Strategy 2017-2021**

The Chairperson advised the board and the public that the Chamber of Commerce had provided the LSB with their Economic Development Strategy for the fiscal years of 2017 – 2021. He went on to explain that the board had had an opportunity to meet with a member of the Chamber of Commerce some months back whereas the Chamber had outlined their plan to rebrand the Hamlet of Gogama in the wake of the 2015 derailment. The Chairperson further explained that the Chamber had proposed a few items that directly involved the LSB and its services to the community and that the board was supportive of the initiative and would provide any assistance necessary within its realm of responsibility.

### **8.3 Garbage Collection Portfolio:**

The Chairperson asked if there was any business to report on this portfolio. Since board member, Michel Veronneau was not in attendance, he stated that at this current time, he was unaware of any new business items for this portfolio at this time.

### **8.4 Financial Portfolio:**

#### **8.4.1 Clean Water and Wastewater Fund (CWWF)**

The Chairperson advised the board that the office had received notification from the Ministry of Infrastructure stating a status update on the application submitted on November 11, 2016. The Chairperson advised the public that the board had made application for a grant in the approximate amount of \$96,000.00 which would be used for various projects outlined on the LSB's Asset Management Plan, more specifically, projects that related directly to water/sewer. The status update stated that the LSB projects have been nominated by the province to the federal government and are

currently under federal review. Federal approvals are anticipated to be completed starting mid-April through to the end of May, 2017.

8.5 Fire Protection Portfolio: - No unfinished business

8.6 Library Portfolio: - No unfinished business

8.7 Recreation Portfolio:

8.7.1 Manager/Custodian Monthly Report

Tracey Smith advised the board that the manager/custodian had reported for the second time that the signage outside the community center still had not been changed or taken down. She is requesting that the Recreation Committee attend to the item as soon as possible. The Chairperson asked the Recreation Committee member present at the meeting if this item could please be addressed. She stated that now that the snow is gone and they are able to get to the sign, they will endeavor to update it.

The second item to address was the issue of the hall rental fee payment for the New Years' Eve Dance hosted by the Recreation Committee. Tracey asked the Recreation Committee member present if the hall rental fee had been paid for the event as of yet. Bookkeeper, Ms. Natalie Gaudette, advised the board that there was no issue with this item as there isn't actually any physical money that changes hands between the Recreation Committee and the board regarding such items related to events where alcohol is sold. She went on to explain that the expense was noted in the committee's revenue/expense report and had been accounted for. The bookkeeper further stated that this report had been reviewed and finalized and was good to go.

The last item to address was an issue of a hall booking by the Recreation Committee for their April 23, 2017 bingo. The manager/custodian had reported that the hall had been previously booked by another group for that day and that it wouldn't be available to hold the bingo. The Secretary advised the board that would not be an issue as the Recreation Committee was still unable to host any bingo events in 2017 until their reports of all events in 2016 had been submitted to OLG. The Secretary went on to explain that several of the 2016 bingo reports remained outstanding and due to this, the OLG have put the committee's 2017 licensing request on hold until all reports had been received.

8.8 Water/Sewer Portfolio:

8.8.1 OCWA – Renewal of Partnership

The Chairperson asked the Secretary to explain this item as this was an item that had been received and added to the agenda only after the draft had been sent to the board for their review. The Secretary explained that OCWA's Operation & Maintenance Agreement was ending September 30, 2017 and would need to be re-negotiated and signed by this current board. She went on to explain that OCWA had sent the Renewal of Partnership documentation with three pricing options and a five year term being suggested. Mark Smith asked the Secretary what the deadline was to address this item and respond to OCWA. The Secretary advised the soonest the better but that legally, the board had until the end of the current term to finalize the item deferred the item to the next meeting.

The Chairperson then announced to the public in attendance that the board would now be moving in-camera for the last agenda item which was the review of a taxpayer's request. The Chairperson advised that if there were no further questions from the public regarding any matters discussed at the meeting, this would conclude the public portion of the meeting. Having no further questions from the public, the Chairperson and the board moved in-camera.

9. In Camera portion of meeting

The Chairperson asked for a motion to move in-camera to review the next item.

A motion to move the meeting in-camera to address item 9.2 of the agenda was moved by Mark Smith and seconded by Tracey Smith.

**Motion Carried**



**9.2 Taxpayer Request discussed.**

A motion to move the meeting out of camera was moved by Tracey Smith and seconded by Mark Smith. **Motion Carried**

The Chairperson asked the board if they were in agreement and were ready to make a decision on the matter. The board was divided.

The Chairperson asked for a motion to move the meeting back in-camera to further discuss the matter.

Tracey Smith moved to have the meeting go back in-camera, the motion was seconded by Mark Smith. **Motion Carried**

A motion to move the meeting out of camera was moved by Tracey Smith and seconded by Mark Smith. **Motion Carried**

The Chairperson asked the board if they were in agreement and were ready to make a decision on the matter. The board was still divided and requested that the item be deferred to the next meeting whereas it could be discussed with the other two board members as they may have additional information to lend to the decision. The Chairperson agreed and deferred the item to the next meeting.

**10. Deputations or Delegations or Discussion from the floor**


**11. Adjournment**

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

A motion to adjourn the meeting at 10:00 p.m. was moved by Tracey Smith and seconded by Mark Smith. **Motion Carried**

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**Christine Bedard**  
**Secretary**



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**Edward Benson**  
**Chairperson**

