

Gogama Local Services Board
Monthly Board Meeting – April 7, 2016
Gogama Community Centre at 7:00 p.m.

AGENDA:

1. Call meeting to order and Roll Call – 7:06 p.m.

Attendance;

Andre Jodouin	Chairperson
Michel Veronneau	Member
Roxanne Veronneau	Member
Gilles Veronneau	Member
Christine Bedard	Secretary
Natalie Gaudette	Business Consultant
Paul Rokerby	Fuller Jenks Landau

Absent with regrets;

Claude Secord	Vice-Chairperson
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2. Declaration of conflict of interest – no conflicts declared

3. Acceptance of agenda

Acceptance of the April 7, 2016 meeting agenda moved by Michel Veronneau and seconded by Roxanne Veronneau. **Motion Carried**

4. Acceptance of minutes of:

Acceptance of minutes of March 3, 2016 moved by Michel Veronneau and seconded by Roxanne Veronneau. **Motion Carried**

5. DISBURSEMENTS:

Mr. Rokerby of Fuller Jenks Landau attended the meeting to present the 2014-2015 financial statements to members of the general public. Unfortunately, no members from the general public attended the meeting, therefore, Mr. Rokerby proceeded to reiterate to the members of the board some of the points made at the March 17, 2016 meeting then the statements were presented to the Board. Board Member Roxanne Veronneau asked Mr. Rokerby what, in his expert opinion, would be a healthy reserve fund that the Board should strive to maintain and Mr. Rokerby broke it down as having 6 months of operating costs while keeping 5-10% of monies for capital assets maintenance and repair. Having no further questions for Mr. Rokerby, the Chairperson thanked Mr. Rokerby for attending. Mr. Rokerby then left the meeting.

The Secretary advised the Board that the MOF disbursements in the amount of \$241,405.00 was received and deposited to the Operating account.

6. UNFINISHED BUSINESS

6.1 Administrative Portfolio

CN Financial assistance request – UPDATE

The Secretary advised the Board that as of March 24, 2016, Consultant Gerry Talbot had turned over all information and relevant documents related to the CN project to the GLSB. Mr. Talbot feels he has done as much as he can on the project and feels confident that the board Secretary can see the project to its end. All CN points of contact have been

made aware of the change and should be directing their correspondence to the board Secretary moving forward. The Board was also advised that Mr. Talbot has turned in all Asset Management Plan materials in his possession to Natalie Gaudette as well as all keys in his possession.

The Secretary reports that no further communication has been received at this time from CN for the exception of an enquiry from Mr. Jim Feeny, Director of CN Public Affairs. Since Mr. Feeny was originally the first CN point of contact to approach the Board on the matter of the financial donation CN wished to make to the community, he was brought up to date on the correspondence between Mr. Talbot and Mr. Steedman. Mr. Feeny feels he is currently in a position to help settle the matter and will speak with his co-workers in the week to come.

Asset Management Plan – UPDATE

Consultant, Natalie Gaudette reported to the Board that the work on the Asset Management Plan project is still on-going. She states a draft update should be available for the Board's perusal by the May monthly board meeting.

Background checks – UPDATE

The background checks requested by the Board for the Treasurer and Secretary have been received and show as clear.

6.1 Garbage Collection Portfolio No unfinished business

6.2 Financial Portfolio No unfinished Business

6.3 Fire Protection Portfolio No unfinished business

6.4 Library Portfolio

Library obsolete computer and computer equipment

A list of obsolete computer and computer equipment from the Library has been compiled by the Library Computer Technician, Natalie Gaudette as requested by the Board during the February 4, 2016 monthly meeting. This list included recommendations made by Ms. Gaudette for disposal of assets. Ms. Gaudette asked the Board to consider how they would like to proceed on the matter. The Board discussed the matter and decided that any malfunctioning equipment would be properly disposed of. Natalie Gaudette recommended that one computer CPU be kept as a backup for the GLSB office in the event something happened to the existing computer. The Board considered this recommendation and agreed that one CPU will be kept for that purpose. Roxanne Veronneau requested one CPU, one monitor and one mouse & keyboard be allocated to the Recreational Committee for their use in fundraising activities. The Board considered this request and approved it. The Board discussed and agreed that the last CPU was to be wiped and donated to the upcoming Library yard sale. Natalie Gaudette advised the Board that all CPUs would need formatting before they can be used in other capacities. The Board discussed the matter and requested that Natalie Gaudette prepare all units as outlined above.

A motion to dispose of malfunctioning equipment was made by Michel Veronneau and seconded by Gilles Veronneau. Motion Carried

A motion to keep one CPU as backup for the GLSB office was moved by Michel Veronneau and seconded by Roxanne Veronneau. Motion Carried

A motion to allocate one CPU, one monitor, one keyboard and one mouse to the Recreational Committee for their use for fundraising work was moved by Michel Veronneau and seconded by Gilles Veronneau. Motion Carried

A motion to retain Computer Technician, Natalie Gaudette, to prepare all CPUs for new use and set up the Recreational Committee's computer was moved by Roxanne Veronneau and seconded by Gilles Veronneau. Motion Carried

JASI update

Computer Technician, Natalie Gaudette, updated the Board on the JASI project. She reports that they received the final piece for the automation project today and should be commencing the work on digitizing the Library shortly.

6.5 Recreation Portfolio

March 5, 2016 Dance – UPDATE

The Secretary updated the Board on the Recreational Committee's activities as it pertains to items of cash advances. The March 5, 2016 dance was cancelled; Roxanne Veronneau returned the \$500.00 cash advance made to her for this event. Roxanne Veronneau then requested a \$500.00 cash advance for the Easter Egg Hunt & Brunch event. The letter and cheque were prepared in Tracy Smith's name and were later voided. A letter and cheque for the same amount was then prepared in Andrea Beaton's name and was later voided. Roxanne then requested a \$1000.00 cash advance for the Easter Egg Hunt & Brunch made out to her. Due to time constraints, an email vote was taken and was unanimously in favor. The Secretary asked for a formal motion to be made at this time.

A motion to approve a \$1000.00 cash advance for supplies and incidentals for the Easter Egg Hunt & Brunch event was moved by Michel Veronneau and seconded by Gilles Veronneau. Motion Carried

6.6 Water/Sewer Portfolio

Payment of OCWA Invoice

Upon further discussion, the Board decided to pay the remaining balance of OCWA invoice #INV000038996.

A motion to pay the remaining balance of \$244.80 of OCWA invoice #INV00038996 was moved by Michel Veronneau and seconded by Gilles Veronneau.

Motion Carried

Transfer of Funds

The Secretary informed the Board that the transfer of funds from the Reserve Account to the Operating account to cover the OCWA invoice had been completed and payment of the invoice would be prepared according to the Board's most recent motion.

7. NEW BUSINESS

8.0 CORRESPONDENCE:

Email from Joanne Liang from Ministry of Finance

Further to the Board's enquiry of public viewing of the assessment roll information at the LSB office, Joanne Liang from the Ministry of Finance responded that the public may only view the information provided by the Ministry's online tool, AssessmentView, where the current year's assessment roll is accessible. This tool can be accessed by visiting the following site; <http://aviewplt.reamined.on.ca/scripts/avwebplt.dll/> . Any request to view the information in office is not permitted due to privacy laws.

8.1 Administrative Portfolio

Fundraising By-Law#2012-2013-19 presented by Treasurer, Natalie Gaudette

Minor changes and additions were made to the current Fundraising By-Law #2012-2013-19. The new by-law package now includes a revised Fundraising Policy, revised Fundraising forms, the addition of a Fundraising Event Proposal form, and revised Hall rental and rental price list forms. The Board was asked to review the revisions and additions and decide for or against the changes. The Board discussed the changes and accepted the new by-law #2015-2016-16. In so doing, the Board voted to rescind by-law #2012-2013-19.

A motion to rescind the old Fundraising By-Law#2012-2013-19 was moved by Roxanne Veronneau and seconded by Michel Veronneau. Motion Carried

A motion to accept the new Fundraising By-Law# 2015-2016-16 was moved by Michel Veronneau and seconded by Gilles Veronneau. Motion Carried

Statistics Canada

Statistics Canada is requesting the number of year round dwellings as well as seasonal dwellings for their census which will start at end of April through to July 2016. This information would be taken from MPAC therefore the Secretary requested a motion to release the information. The Board discussed the topic and chose to reject the motion based on Privacy Laws.

A motion to approve the release of dwelling numbers to statistics Canada was moved by Michel Veronneau and seconded by Gilles Veronneau. Motion Rejected

Office Chair purchase

The Secretary requested the Board consider approving a request to purchase a new office chair. The current chair is broken beyond repair and poses potential Health & Safety risks. Two quotes were presented to the Board for consideration. The Board decided to approve the purchase of the new office chair and set a maximum price of \$250.00 for the item.

A motion to approve the purchase of a new office chair was moved by Michel Veronneau and seconded by Roxanne Veronneau. Motion Carried

8.2 Garbage Collection Portfolio No new Business

8.3 Financial Portfolio No new Business

8.4 Fire Protection Portfolio

Annual Risk Assessment

Fire Chief, Mike Benson, was to present the Board with the Annual Risk Assessment. Unfortunately, he was unable to attend as expected. Item to be re-scheduled to a later date.

8.5 Library Portfolio

No new Business

8.6 Recreation Portfolio

Cash advance for LCBO License – Spring Dance

A cash advance of \$75.00 was approved by the Board via email vote. This cash advance is for the LCBO License required for the April 16, 2016 Spring Dance. The Secretary requested a formal motion be passed on this matter.

A motion to approve the request for \$75.00 cash advance for the purchase of the LCBO License was moved by Michel Veronneau and seconded by Roxanne Veronneau.

Motion Carried

Cash advance for Spring Dance D.J

A cash advance of \$800.00 for the D.J. deposit and supplies needed for the dance was approved via email vote. The Secretary requested a formal motion be passed on this matter.

A motion to approve the request for \$800.00 cash advance for the deposit on D.J as well as supplies for the dance was moved by Michel Veronneau and seconded by Roxanne Veronneau.

Motion Carried

Cash advance for April 24, 2016 Bingo

A cash advance for \$300.00 for supplies and incidentals required for the April 24, 2016 Bingo was approved via email vote. The Secretary requested a formal motion be passed on this matter.

A motion to approve the request for \$300.00 cash advance for supplies and incidentals for the April 24, 2016 Bingo was moved by Michel Veronneau and seconded by Gilles Veronneau.

Motion Carried

Recreation Committee update – Roxanne Veronneau

Roxanne Veronneau provided the Board with an update on the recreational committee's activities since the last Board meeting. Roxanne reports that the Easter Egg Hunt & Brunch was well received by members of the public and was deemed a success. She went on to state that several community members had commented that they were unaware that the event was for all the community and not just those with kids. Roxanne recognized that this was overlooked when the posters were prepared and will endeavor to correct this on future event postings moving forward. Treasurer, Natalie Gaudette, reported that the March 20, 2016 Bingo brought in a profit of \$732.00 and an outstanding balance of \$48.98 due to the LSB was still outstanding. The recreation committee is requesting that the Board consider and approve the \$48.98 be taken from the recreational committee profits to settle the outstanding amount. The Board discussed the matter and agreed that the Treasurer can transfer the funds from the recreational committee fundraising portfolio to the operations account.

Roxanne requested that the Board consider purchasing a color printer for the Rec Committee's use for Fundraising posters and correspondence. Business Consultant, Natalie Gaudette, brought forward a quote for a printer that would suit the needs of the committee for Board consideration. The cost would be approximately \$800.00 - \$900.00 and was considered to be too great to consider at this time. Roxanne requested that the Board look into what it would cost to upgrade the office printer/photocopier to color as an alternative. The Board agreed to allow the Secretary to look into this possibility.

A motion to approve the transfer of \$48.98 from the Recreation Fundraising portfolio to the operations account to cover the remaining outstanding balance owed to the LSB was moved by Michel Veronneau and seconded by Gilles Veronneau.

Motion Carried

8.7 Water/Sewer Portfolio

2015 Annual Inspection Report for Gogama Well Supply

The Secretary advised the Board that all action items considered by MOE to be in non-compliance have been complied with fully by the March 31, 2016 deadline for the exception of #3, the completion of the 2014 Gogama Well Supply Report. The MOE has granted an extension to April 8, 2016 for its compliance.

Email to Carol Leith MOECC

Chairperson, Andre Jodouin, requested the Board extend an invitation to MOECC to attend the May 12, 2016 Board meeting. This meeting would be an in camera meeting to allow the Board to ask clarifying questions regarding the Board's request to increase plant capacity from 300 m3/day to 450 m3/day. The Secretary advised the Board that the MOECC have accepted the Board's invitation and a meeting time have been set for 5:00pm, May 12, 2016.

9. Deputations or Delegations or Discussion from the floor

None Received

10. Adjournment

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

A motion to adjourn the meeting at 8:30pm was moved by Gilles Veronneau and seconded by Roxanne Veronneau.

Motion Carried



Christine Bedard
Secretary



Andre Jodouin
Chairperson