

**Gogama Local Services Board**  
Monthly Board Meeting – February 2, 2017  
Gogama Community Centre at 7:00 p.m.  
**AGENDA**

**Call meeting to order and Roll Call – Meeting called to order at 19:06.**

**Present**

Mike Benson – Chairperson  
Tracey Smith – Vice Chairperson  
Michel Veronneau – Member  
Mark Smith – Member  
Richard Gravelle – Member  
Christine Bedard – Secretary  
Gerry Talbot – Chamber of Commerce

**Absent with Regrets**

**2. Declaration of conflict of interest – To be declared**

**3. Acceptance of agenda**

Acceptance of the February 2, 2017 agenda was moved by Michel Veronneau and seconded by Tracey Smith.

**Motion Carried**

**4. Acceptance of minutes**

Acceptance of the January 5, 2017 monthly meeting minutes moved by Tracey Smith and seconded by Mark Smith.

**Motion Carried**

**5. Disbursements:**

**5.1 Monthly Budget Review** as prepared by Bookkeeper, Ms. Natalie Gaudette – no items flagged for attention.

**6. Asset Management Planning**

**6.1 Repair & Maintenance Review**

The Chairperson requested that all board members review the Asset Management Plan worksheets by the next board meeting date and select a priority they would like to table for discussion. No new projects selected by the board at this time.

**7. Unfinished Business**

**7.1 Administrative Portfolio:**

Review of current Board Meeting Schedule for 2016/2017

This item had been tabled from the January 5, 2017 meeting to be reviewed for possible changes due to scheduling conflicts by some board members. The current 2016-2017 schedule was discussed and the board decided no changes would be made to the schedule at this time.

**7.1.2 CWWF Grant update**

The Chairperson advised the board that Infrastructure Ontario had reached out requesting some amendments be made to the original CWWF grant application submitted by the board on November 11, 2016. The Chairperson advised the board that all amendments have been completed and the revised application has been sent back to Infrastructure Ontario pending approval of funds.

**7.2 Garbage Collection Portfolio:**

Michel Veronneau advised the board that no new issues have been reported regarding this portfolio at this time.

**7.3 Financial Portfolio:**

**7.3.1 MNDM 1<sup>st</sup> advance request for payment**

The Chairperson advised the board that MNDM 1<sup>st</sup> advance request for payment has been received in the amount of \$22,475.50.

### **7.3.2 OCIF Formula-based Component Agreement**

The Chairperson advised the board that the signed and approved OCIF Formula Based Component Agreement in the amount of \$50,000.00 has been received. Funds should be received late March 2017 following the first reporting deadline having been met.

### **7.4 Fire Protection Portfolio:**

Richard Gravelle advised the board that no new issues have been reported regarding this portfolio at this time.

### **7.5 Library Portfolio:**

#### **7.5.1 OLCF-ITS Grant**

The Chairperson reminded the board that the expenditure deadline for these funds is March 31, 2017. All \$3,725.00 must be spent prior to this deadline as reporting of expenditures is due no later than April 28, 2017. Since the Chairperson holds this portfolio, he stated he would be speaking with Head Librarian, Gisele Constantin, regarding this item.

### **7.6 Recreation Portfolio:**

#### **7.6.1 Manager/Custodian Monthly Report**

As per the board's discussion of the matter during the January 5<sup>th</sup> board meeting, Tracey Smith requested an update from Richard Gravelle on the status of the repairs of the outside lights at the Library and the Clinic. Richard advised the board that he had spoken to electrician, Nick McLoed on the matter and that the electrician had requested that the board allow him to look into changing the ballasts from the current set up to one of LED as it is more cost effective and provides better illumination. The board has approved the repairs. No motion required as a formal motion to repair the lights was made during the January 5, 2017 meeting.

### **7.7 Water/Sewer Portfolio:**

#### **7.7.1 2016 DWS Inspection**

The Chairperson advised the board that the 2016 DWS Inspection had been rescheduled from January 11, 2017 to January 18, 2017 due to bad weather conditions. Present at the onsite meeting was Inspector Janet Recoskie (MOECC), April Swanson, Process & Compliance Technician (OCWA), and Chad Byce, Sr. Operator/ORO (OCWA). No immediate issues reported/discovered, MOECC report to follow.

#### **7.7.2 OCWA Invoice**

The Chairperson advised the board that an invoice from OCWA had been received in the amount of \$260.00 for the manhole repair on Poupore Street. As per information provided to the board by the Secretary, the invoice has been paid in full and a request to the Bookkeeper to generate an invoice to the Gogama Local Roads Board for reimbursement has been submitted.

## **8. New Business**

### **8.1 Correspondence:**

**8.1.1** Letter from OCWA – Notice of additional testing costs (item to be addressed at agenda item 8.8.2)

**8.1.2** Letter from MOECC – Acknowledgement of receipt of support letter regarding IAMGOLD Corporation's proposed Cote Gold Project Environmental Assessment.

**8.1.3** Email from IAMGOLD - EA decision update

**8.1.4** Letter from SNC Lavalin – As of January 1, 2017, SNC Lavalin O&M Solutions Inc. will be changing to BGIS O&M Solutions Inc. This name change will only affect the lease agreement renewal in 2018.

### **8.2 Administrative Portfolio:**

**8.2.1** Gogama Economic Development Plan - Presentation to the Board by Mr. Gerry Talbot

Mr. Gerry Talbot thanked the board for allowing him a few minutes to present the board with a status update on the Chamber of Commerce's progress regarding the Gogama Economic Development Plan. Mr. Talbot explained that a steering committee has now been established and will be actively working on an extensive economic development plan for the community of Gogama. This committee is made up members of the Gogama Chamber of Commerce, Clear Logics represented by owner Mr. Ron Leduc and other members of the community.

Mr. Talbot explains that the steering committee has created an implementation schedule that will span from 2017 through to 2021 and encompasses various directions such as; Branding & Beautification, Expansion Preparation, Visitor Attraction & Retention and Employment & Skills Development. Mr. Talbot goes on to bring attention to the schedule provided whereas the steering committee has identified and proposed lead organizations within each direction based on organization mandates and responsibilities. Having said this, the steering committee is now looking to meet with each group identified in the implementation schedule to discuss whether the proposed project is acceptable and receive feedback on said items.

Mr. Talbot further explained that proposed items that fall under the Chamber of Commerce (Intern) organization means that the steering committee will be working with the Venture Centre to look at the possibility of hiring an intern to assist with the rollout of the Economic Development Plan.

The implementation schedule has the LSB earmarked on the following items;

- Install themed community signage in association with a snow machine Park & Ride Program, i.e. parking at the Community Centre.
- Conduct annual cleanup campaign in association with the whole community as part of a community beautification Project.
- Inventory water system, roads, sewer, buildings, vacant lands for infrastructure opportunities in association with IAMGOLD.
- Obtain sewer Certificate of Approval for expanded community requirements.
- Promote water access (docks, boat launch).
- Implement festivals during key summer weekends.
- Develop highway signage that promotes park and ride, water access, community services which fits in with the first item.

Mr. Talbot explained that the ideas listed on the implementation schedule came about from the Open House meeting hosted by the Chamber of Commerce in December 2016 whereas, consultant Clear Logic, was on site to talk to residents about what they would like to see develop within their community. Communications with the local businesses and individuals also played a big part in the implementation schedule.

In closing, Mr. Talbot asked the board if they would be willing to accept the identified projects. The board discussed the matter and stated that the only limitation the LSB may have regarding these projects is monetary as the budget is a lean one with meager room for extra expenditures. Mr. Talbot also stated that the steering committee would like to invite an LSB member to be involved in a meeting with IAMGOLD. Chairperson, Mike Benson, stated that if no one else on the board is able to attend the call, he would like to partake on behalf of the LSB. Mr. Talbot mentioned that the first draft of the plan should be ready in the coming weeks. This concluded Mr. Talbot's presentation to the board whereas Mr. Talbot then took his leave at 19:40.

#### **8.2.2 2016 Annual Financial Audit**

The Chairperson advised the board that the annual financial audit by MNP has been scheduled for February 23, 2017. Mr. Joel Ahrens of MNP is expected to be onsite to conduct the LSB audit on this date. The Chairperson brought forward the Secretary's request for approval of 4 extra hours for the day(s) prior to the onsite audit to prepare/assemble all the documents that will be required by the auditor to minimize onsite time as well as complete all outstanding filing. The Secretary is also requesting approval of 5 extra hours for the day of the audit to assist the auditor. Approval of extra hours would eliminate the auditor's need to make a second trip or more to complete the audit which would constitute an extra charge. The board discussed the matter and denied the Secretary's request for extra hours stating since the audit has been scheduled well in advance, the Secretary should have the time to prepare all documents and finish all filing prior to the date of the audit within regular board office hours. The Secretary advised the board that the requirement of uninterrupted time is necessary and recommended an alternative of taking time off of regular board office hours in lieu. The board considered the Secretary's recommendation and approved time off of regular board office hours in lieu. The board is aware that the Secretary will be making the audit preparations a priority during the month of February. The board is also aware that this may cause other regular board business to become a second priority in order to achieve this goal. The board directed the Secretary to keep track of extra hours worked so that time off could be accommodated after the audit has been completed. The board also directed the Secretary to close the board office to the public on the day of the audit in order to provide the auditor uninterrupted time in which to complete his work.

### **8.2.3 Photocopier issues – Resolution**

The Chairperson advised the board that on January 19, 2017, a follow up email was sent to Lyndon Leasing outlining a formal complaint on the board's behalf regarding the less than satisfactory servicing being received by Wyatt Image Solutions Inc. Wyatt Image Solutions Inc. is currently contracted by Lyndon Leasing for all service related issues of their leased equipment. As a result of the complaint, Wyatt Image Solutions Inc. has contacted the office stating they will be sending their technician onsite with the required hardware needed to attempt to get the scanner working once again. Wyatt Image Solutions Inc. stands by their previous statement that the current internet provider is the issue of the malfunction in the equipment therefore, has been in extensive talks with the provider on the matter and feels that they have a viable solution to the issue. The manager also stated that the service call and additional hardware will be at no cost to the board. Wyatt Image Solutions Inc. states the board can expect resolution of the issue at this time.

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

Michel Veronneau advised the board that there is no new business to be discussed regarding this portfolio at this time.

### **8.4 Financial Portfolio:**

#### **8.4.1 Invoicing Guideline approval**

The Chairperson tabled the 2016/2017 Invoicing Guidelines document for review and approval. He stated that the methodology of invoicing has not changed from last year to this year as there were no user fee increases implemented. The Chairperson explained that even though no changes were being made to the document, the board needed to review and approve the document every year whether changes were implemented or not. The board took the time to review the said document content and the document was approved.

A motion to approve the 2016/2017 Invoicing Guidelines document was made by Tracey Smith and seconded by Richard Gravelle.

**Motion Carried**

#### **8.4.2 Snowplowing Invoice**

The Chairperson brought the most recent snowplowing invoice to the board's attention for review. The invoice was for services rendered from November 6, 2016 through to January 12, 2017. It was observed that there may be an error in the billing for one of the occurrence dates. The Chairperson advised the board that the Secretary was requesting clarification from the board on whether the invoice should be paid as is or questioned. Richard Gravelle stated that, as per the board's agreement, he had spoken to the contractor regarding some minor changes the board wanted to see happen regarding snow removal in front of the Fire Hall emergency doors. Richard stated that the contractor acknowledged the changes and returned to the Fire Hall to clear the area in question. The board reviewed the invoice and directed the Secretary to reach out to the contractor for clarification of the occurrence billing in question and proceed with payment of the invoice once the matter was clarified.

### **8.5 Fire Protection Portfolio:**

Richard Gravelle advised the board that there is no new business to be discussed regarding this portfolio at this time.

### **8.6 Library Portfolio:**

#### **8.6.1 Library Calendar Fundraiser 2017**

The Chairperson advised the board that the Library staff is currently conducting their annual calendar fundraiser and is requesting the board's approval of the cheque payment to Linmark Publishing Ltd in the amount of \$1,334.81. This cheque is to cover printing costs for the calendars and breaks down as \$6.75 per calendar x 175 calendars needed plus HST and is to be drawn from the Library fundraising budget. The board discussed the matter and approved the expenditure and directed the Secretary to prepare the cheque.

A motion to prepare a cheque made out to Linmark Publishing in the amount of \$1,334.81 for printing costs of 2017 Community Calendars was made by Michel Veronneau and seconded by Richard Gravelle.

**Motion Carried**



**8.6.2 Library Volunteer Recognition – Item added to the agenda by the Chairperson**

Mike Benson advised the board that he had met with the Head Librarian, Gisele Constantin, and had discussed the matter of volunteer recognition. Gisele stated she would like a recognition plaque to be created listing all library volunteers as well as being able to purchase small recognition gifts for the volunteers. Mike would like the board to consider the expenditure and advised the board that the Library does have unspent funds that could be used for the project. The board discussed the matter and agreed on the expenditure and directed the secretary to write a cheque payable to Gisele Constantin in the amount of \$500.00 to cover the cost of the plaque and recognition gifts.

A motion to approve the volunteer recognition project was made by Michel Veronneau and seconded by Richard Gravelle.

**Motion Carried**

A motion to have the Secretary prepare a cheque payable to Gisele Constantin in the amount of \$500.00 for the purchase of a volunteer recognition plaque and gifts made by Michel Veronneau and seconded by Richard Gravelle.

**Motion Carried**

**8.7 Recreation Portfolio:**

**8.7.1 Zoll AED Plus Unit**

The Chairperson advised the board that the board office has received a package containing new pads and batteries for the Zoll AED Plus Unit. The Secretary confirmed that the package has been given to the Manager/Custodian for replacement.

**8.7.2 Canada Day Event Proposal review**

Tracey Smith advised the board that the Recreation Committee has submitted their Canada Day Event Proposal for the Board's consideration and approval. The Recreation Committee is requesting a cash advance of \$2500.00 for the event and are expecting to make an estimated profit of \$1000.00 from this event. The board reviewed the event proposal and approved the event along with the \$2500.00 cash advance request. The board directed the Secretary to prepare the cheque in the amount of \$2500.00 payable to Cheryl Secord.

A motion to approve the Canada Day Event proposal was made by Richard Gravelle and seconded by Michel Veronneau.

**Motion Carried**

A motion to approve the cash advance of \$2500.00 payable to Cheryl Secord for the Canada Day event was made by Richard Gravelle and seconded by Michel Veronneau.

**Motion Carried**

**8.8 Water/Sewer Portfolio:**

**8.8.1 Water Treatment Plant – Operation & Maintenance Manual**

Mark Smith advised the board that he had corresponded with MOECC Inspector, Janet Recoskie, following her inspection of the Water Treatment Plant on January 18, 2017. It was brought to his attention by the Inspector that the Operation & Maintenance manual required updating and that the requirements would be listed in her formal report which should be received by the board shortly. Richard Gravelle added that he had reviewed the O&M manual and confirmed that the manual was outdated and required extensive updating. The board discussed the matter and decided to wait for the Inspector's report to arrive before beginning any updates to the manual. OCWA has stated that the update of the manual is not an item included in the current contract but is willing to perform the update on behalf of the board for an additional fee. Mark will reach out to OCWA for a quote on the cost for the update and will advise the board once the quote is received.

**8.8.2 Notice of additional testing costs - OCWA**

The Chairperson advised the board that the office had received a notice from OCWA stating that due to recent amendments within Reg. 170 and Reg. 169 under the Safe Drinking Water Act, additional costs for the new HAA (Haloacetic Acids) sampling requirement per quarter would be billed to the LSB in the approximate amount of \$110.00 plus taxes and sample shipping.

## 9. Deputations or Delegations or Discussion from the floor

### 9.1 Transportation Safety Board Correspondance – item added to the agenda by the Chairperson

The Secretary advised the Chairperson that an email from the Transportation Safety Board had been received late on the afternoon of the meeting but required immediate board attention. A copy of the email was provided to the Chairperson as well as the members of the board for their review. The email stated that the Transportation Safety Board of Canada (TSB) would be publically releasing the TSB Investigation report R15H0013 regarding the CN Gladwick train derailment (also known locally as Reagon County Derailment) that occurred on 14 February 2015 at mile 111.7 on the CN Ruel subdivision and would like to attend Gogama to present a briefing of the report to the Gogama Local Services Board and the Mattagami First Nation Band Council. The TSB was enquiring whether the board would like to meet with the TSB together with the Mattagami First Nation Band Council or whether they preferred a separate meeting. The board discussed the matter and no decision was taken at the time of the meeting. The Secretary requested board direction on what the board would like as a response to the email and was advised by the board that no response would be sent at this time. The Secretary will await board direction on the matter.

### 9.2 Barrier Buster Grant – item added to the agenda by the Chairperson

The Secretary advised the board that the Barrier Buster grant, pertaining to Infrastructure Improvement for people with disabilities, is now available for application. The grant is in the amount of \$30,000.00 (\$20,000.00 for infrastructure Improvement and \$10,000.00 for an Awareness Event). The Secretary provided the board with an overview, qualification guidelines and FAQs to review and requested that the board consider granting approval to apply on this grant as it requires little to no community contribution. The Secretary also advised the board that there is currently \$2000.00 in the budget that had been donated a few years ago that has been earmarked for such a project. These funds can be put forward as a contribution in order to make this application more attractive and increase the chances of being approved. The board discussed the matter and directed the Secretary to submit an application for consideration.

A motion to have the Secretary submit an application to the Rick Hansen Foundation on the Acces4All Barrier Buster grant was moved by Michel Veronneau and seconded by Richard Gravelle.

**Motion Carried**

### 9.3 Update on the Ontario Sport and Recreation Communities Fund (OSRCF)

Tracey Smith asked the Secretary for an update on the OSRCF grant as the February 1, 2017 submission deadline had since passed. The Secretary explained that having reviewed the grant criteria more closely, application to the OSRCF grant was unable to be submitted at this time as the suggested project of the rink improvements fell under infrastructure renovations or improvements and this grant was not designed to allow such expenditure. The Secretary went on to explain that the board would have to choose/define a specific program in order for a proposal to be drafted and a grant amount would need to be estimated. The board would then need to reflect on the current budget to see if the community contribution of 10% could be found or, in the event that it could not, the board could consider consulting with the recreation committee to see if they would be interested in scheduling fundraising activities throughout the coming year to reach the 10% goal. The deadline of February 1, 2017 was far too short to realize this objective but the Secretary suggested that the board prepare for next years' submission. The board discussed the matter and agreed. The Secretary will await further direction from the board regarding program ideas.

## 10. Adjournment

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

A motion to adjourn the meeting at 8:15 pm was moved by Tracey Smith and seconded by Richard Gravelle.

**Motion Carried**

  
Christine Bedard  
Secretary

  
Edward Benson  
Chairperson