

**Gogama Local Services Board**  
Special Board Meeting – March 27, 2017  
Gogama Community Centre at 6:00 p.m.  
**MINUTES**

**1. Call meeting to order and Roll Call at 6:07 PM**

**Present**

Tracey Smith – Vice Chairperson  
Michel Veronneau – Member via conference call  
Mark Smith – Member  
Richard Gravelle – Member  
Paul Rokeby – MNP  
Natalie Gaudette – Bookkeeper  
Christine Bedard – Secretary

**Absent**

Mike Benson – Chairperson

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

**3. Acceptance of agenda**

Presiding in the absence of the Chairperson, Tracey Smith, Vice Chairperson asked for a motion to accept the March 27, 2017 agenda as it was prepared.

Acceptance of the March 27, 2017 agenda was moved by Mark Smith and seconded by Richard Gravelle.

**Motion Carried**

**4. Disbursements:**

**4.1** Presentation of audited financial statements to the Board by auditor Paul Rokeby of MNP. Vice Chairperson, Tracey Smith welcomed Mr. Rokeby and thanked him for attending the meeting and turned the floor over to him to present the board with the audited financial statements for the year ending September 30, 2016.

Mr. Rokeby addressed the board, firstly revisiting the recent merger between FJL and MNP during the board's 2015/2016 fiscal year. He stated that this merger in no way affected the organization's ability to perform the board's annual audit and, board permitting, will continue to offer their services as MNP for years to come. Mr. Rokeby explained to the board 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 goes on to explain that this means 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 board through the Statement of Financial Position which outlines Assets, comparing 2016 to 2015, and clarified that this does not reflect Land, Lagoons, etc... as there is no resale value attached to these in this statement. The second section titled Liabilities and Net Assets include grant monies received but not yet spent.

Having received no questions from the board at this time, Mr. Rokeby continued by introducing the Statement of Operations/Year ending September 30, 2016. Mr. Rokeby explained that this statement outlined Revenue and Expenditures of the board comparing the board's 2016 Budget, 2016 and 2015. Mr. Rokeby pointed out under Revenue, more specifically, under Community Fundraising, net, page 7 there was a significant decrease in dollars from the 2015 revenue as compared to the 2016 revenue. Mr. Rokeby went on to explain that although there had been more fundraising activities during 2016 as compared to 2015, the expenditures were significantly higher therefore decreasing the margin of revenue to the board. Mr. Rokeby explained that had it not been for the minimal net revenue generated by the community fundraising in 2016 of \$5,983.00, the board would be looking at a deficit in the area of \$2400.00. Mr. Rokeby made mention of the influx of revenue generated by CN for the board during 2015 including the substantial donation provided to the board by CN which has been earmarked for specific renovation projects at the community center. He stated that unless another like tragedy occurred; this influx of unexpected revenue was not likely to repeat itself.

Mr. Rokeby brought the board's attention to the Summary of Accounting Policies section, more specifically, the General Fund section of the statement. Here, MNP have outlined for the board and community, the formula used by the Ministry of Northern Development and Mines (MNDM) in order to provide LSBs with funding. He stated that if the formula was to be applied to the Gogama Local Services Board directly, the funding currently being received would be exponentially higher than what it actually is. Mr. Rokeby advised the board that in the final approved copy of the Financial Statement, there would be a statement added to show 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 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. Mr. Rokeby gave an example, pointing out that the board's existing water/sewer infrastructure (ground pipes) in certain sections of the hamlet had far exceeded their life expectancy and that failure was eminent. He cautioned the board that in years past, it was 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 suggests to set aside at least 40% of the yearly revenue would be prudent. Mr. Rokeby advised the board that, contrary to what they believed, it is not 100% certain or factual that Ministries and Government bodies would be there to provide bailout funds to the community should the community suffer a grave infrastructure breakdown.

Having no questions or concerns from the board at this time, Mr. Rokeby concluded by updating the board on the newly changed process of filing for HST rebate and offered the board to prepare and file for said rebates on the board's behalf. The board accepted Mr. Rokeby's offer.

At this time, the Vice Chairperson requested a motion to accept the financial statement as it was presented to them by Mr. Rokeby on behalf of MNP.

A motion to accept the Financial Statements for the year ending September 30, 2016 was moved by Mark Smith and seconded by Richard Gravelle. **Motion Carried**

Mr. Rokeby presented the Vice Chairperson with the documents for signature on both, the draft Financial Statement and the HST rebate forms. Mr. Rokeby then explained that, as outlined in the Act, now that the board had approved the financial statements, a presentation of the same would need to take place for the public. Mr. Rokeby asked if the board had set a date yet for the meeting. As the board had not, discussions took place and the date of April 21, 2017 at 7:00 p.m. was set. The board directed the Secretary to prepare and post the required notice a minimum of 5 days prior to the meeting date. Due to some scheduling conflicts that were later realized, the public meeting was rescheduled to April 20, 2017 at 7:30 p.m. The change in scheduling was confirmed with Mr. Rokeby as being acceptable.

#### **4.2 By-Law #2016-2017-9**

At this time, the Vice Chairperson addressed the matter of the board needing to approve by-law #2016-2017-9, approval of 2015-2016 Audited Financial Statements.

A motion to approve by-law #2016-2017-9 was moved by Mark Smith and seconded by Richard Gravelle. **Motion Carried**

The by-law was then signed and the seal attached.

### **5. Unfinished Business**

- |  |        |
|--|--------|
| <b>5.1 Administrative Portfolio:</b>     | - None |
| <b>5.2 Garbage Collection Portfolio:</b> | - None |
| <b>5.3 Financial Portfolio:</b>          | - None |
| <b>5.4 Fire Protection Portfolio:</b>    | - None |
| <b>5.5 Library Portfolio:</b>            | - None |
| <b>5.6 Recreation Portfolio:</b>         | - None |
| <b>5.7 Water/Sewer Portfolio:</b>        | - None |

**6. New Business**

- |                                   |        |
|-----------------------------------|--------|
| 6.1 Correspondence:               | - None |
| 6.2 Administrative Portfolio:     | - None |
| 6.3 Garbage Collection Portfolio: | - None |
| 6.4 Financial Portfolio:          | - None |
| 6.5 Fire Protection Portfolio:    | - None |
| 6.6 Library Portfolio:            | - None |
| 6.7 Recreation Portfolio:         | - None |
| 6.8 Water/Sewer Portfolio:        | - None |

7. Deputations or Delegations or Discussion from the floor - None

**8. Adjournment**

Having no further board business to discuss at this time, the Vice Chairperson asked for a motion to adjourn the meeting at 6:42 p.m.

A motion to adjourn the meeting was moved by Michel Veronneau and seconded by Richard Gravelle. **Motion Carried**

  
Christine Bedard  
Secretary

  
Tracey Smith  
Vice Chairperson