

LOCAL SERVICES BOARD OF NOLALU
Regular Meeting Minutes
May 29, 2018
7:30 PM
Nolalu Community Centre

Attendance:

Board Members: Sherida Bowey, Debra Hitz, Sharon Low (Chair), Rox-Anne Moore

Secretary/Treasurer: Karen Caren

NCC: Phyllis Garton

NEST: Mike Neudorf, John O'Malley, Sarah Shoemaker

Visitor: Larry Bockus, Manager, Thunder Bay Community Pasture

Absent: Rob Kitson with notice

1. Call to Order and Review of Agenda

The Chair called the meeting to order at 7:30 PM. Without objection, the agenda following items were added to the agenda:

8.6 LSB Association Update

9.4 Geographic Location of Nolalu LSB as it relates to NEST

2. Conflict of Interest

No conflicts of interest were declared.

3. Approval of Minutes – April 24, 2018 Meeting

Resolution No. 2018-18:

Moved by Debra Hitz, seconded by Sherida Bowey,

THAT the regular meeting minutes of April 24, 2018, as circulated, be accepted.

CARRIED

4. Invited Guest

**4.1 Larry Bockus – Manager, Thunder Bay Community Pasture
RE: livestock evacuation procedures**

The Chair welcomed Larry Bockus, Manager of the Thunder Bay Community Pasture, located in the Township of O'Connor on Highway 595. Mr. Bockus spoke to the LSB's request to use the Community Pasture as an area for livestock owners to bring livestock in the event of an evacuation in the Nolalu area. First, Mr. Bockus provided some data on the pasture; 997 acres owned by the Thunder Bay Community Pasture Association since 1967. The board is made up of volunteers who meet monthly, except in the summer, and set the policies and rates for the

pasture. As the Manager, he is responsible for pasture maintenance, recommending the dates for animals to go on and off pasture, and the administrative matters of the board. All pastures are fully consigned and all cattle are inspected, vaccinated, dewormed and tagged before entering the pasture. If animals are to be brought in on a short term basis as a result of an evacuation, corral panels could be set up to keep the incoming animals separate from the consigned ones. These temporary corrals would have a total animal capacity of approximately 100 head. He recommended that just cattle should be in the temporary enclosure as some horses do not do well with cattle, especially in a crowded area the temporary corral would provide. The owners of the evacuated livestock would be responsible for feeding and watering the animals. Mr. Bockus suggested that there are some privately owned fenced pastures in the area whose owners may be willing to take on cattle and/or horses. He offered that he could personally take on some horses in his own pasture. As for the transporting of the livestock to these temporary locations, it would be a good idea to have a list of persons with trucks and trailers. Mr. Bockus offered to start a list of transporters, with their permission, due to his connections in the livestock community. He also suggested that the Beef Farmers of Ontario may be a good start to look for pastures and transporters. The Chair thanked Mr. Bockus for his time and the information he provided.

5. Financial Reports

5.1 April 2018

Resolution No. 2018-19:

Moved by Rox-Anne Moore, seconded by Sherida Bowey,

THAT the LSB expenditures of \$792.01 for administration, \$2,496.00 for recreation services and \$4,650.58 for fire protection services for a total of \$7,938.59 for the month of April 2018 be accepted; and

THAT the reserve account, petty cash and bank account transactions and balances for April 2018, as per the financial statement as compared to budget, have been reviewed and are hereby approved.

CARRIED

5.2 Payout of Pre-2009 Arrears Levy (received March 2018)

The Secretary/Treasurer explained that in accordance to the contracts with NCC and NEST, any pre-2009 arrears levy received by the LSB may be dispersed amongst NCC (32%) and NEST (68%). The past few years the LSB has elected to transfer the money to the reserve account since the amounts have not been very large.

Resolution No. 2018-20:

Moved by Rox-Anne Moore, seconded by Debra Hitz,

THAT the \$107.33 received in pre-2009 arrears be transferred to the reserve account.

CARRIED

6. Updates

6.1 NCC

Phyllis Garton noted that June 2nd is clean-up day at NCC to clean up the grounds, building and shed. The suppression system in the kitchen needs to be cleaned and she is going to contact SPI, who does the safety inspections of the system, for a recommendation of a company that can do this work. June 23rd is the volunteer appreciation dinner, which includes the spouses of volunteers. Programs have wound up for the summer with programming starting back up in September.

6.2 NEST

John O'Malley noted that April was quiet but May so far has been very busy with 12 calls in 9 days, mainly with grass and brush fires due to the dry conditions. Training is happening every weekend; outside community training in addition to the regular in-house training. Renovations at the east fire hall are ongoing and taking longer than expected because the volunteers have been busy with calls.

The Fire Chief spoke about the July 1st event taking place from 1 to 4 PM at NCC. There will be two displays from the Ontario Fire Marshal, fire truck rides, free food, games for the children, draws, and videos, with volunteers on hand to answer any questions people may have about NEST and its services. The event is advertised in the June Grassroots.

7. Correspondence

7.1 Moose Media – Termination of Web Page Contract

Sharon read the letter from Moose Media (Jacomyn Gerbrandy) advising of the termination of the webpage services contract effective for July 1, 2018. Jacomyn is moving from the area this summer and will be unable to continue to be the Webmaster. Without objection, the letter was accepted.

7.2 Andrew Bak, OFEM – Nolalu Community Risk Assessment

Sharon read the letter from Andrew Bak, Fire Protection Advisor with the Office of the Fire Marshal and Emergency Management. He advises that the OFM is undertaking a Community Risk Assessment for Nolalu which includes gathering information on such profiles as geographic, buildings, infrastructure, hazards, and community services. He is meeting with NEST on June 5th and would also like to meet with and interview a board member as a part of the process. It was the consensus that NEST can best speak to the information Mr. Bak is looking for but Debra Hitz did offer to attend the meeting with Mr. Bak and NEST. The Secretary/Treasurer was to advise Mr. Bak.

8. Old Business

8.1 Livestock Evacuation in Emergency Procedures Plan

With the information earlier in the meeting from Mr. Bockus, it was the consensus that the information relating to livestock in the Emergency Procedures Plan needs to be amended to state that emergency personnel are to just give out information to livestock owners as to locations of pastures and available transporters. The contact information of pasture owners and transporters can be listed in the Confidential Contact List. It was the consensus that animals usually take care of themselves and are safest in their own pasture. People and property are the priority in an emergency.

Sharon undertook to amend the relevant sections of the Plan and bring a draft for review and approval at the next meeting.

8.2 Levy Deduction for Tax Roll Changes

The Secretary/Treasurer advised that the Ministry of Finance reviewed the levy deductions, noted that an error was made, and confirmed that it will be issuing a payment of \$2,370 back to the LSB. The Secretary/Treasurer advised that this amount is greater than what was deducted (\$1,580).

8.3 Amendment to NEST Service Contract – By-law

Resolution No. 2018-21:

Moved by Debra Hitz, seconded by Sherida Bowey,

THAT By-law 2018-03 being a by-law to amend the contract for the provision of fire protection services for the 2017-2018 fiscal year be hereby passed and enacted this 29th day of May 2018.
CARRIED

8.4 Educating the Community about the LSB

It was the consensus to permanently drop this item from the agenda as previous community education and outreach attempts have been unsuccessful.

8.5 Emergency Procedures Plan - Mock Exercise in November

This item is just a heads up that the exercise is to take place in November. It was the consensus to place this item on the September agenda as another reminder.

8.6 LSB Association Update

Sharon advised that she resigned from the Steering Committee because no one else is doing any work; it's a lot of work to keep the Association moving forward. The Association has become defunct until someone resurrects it. A lot of work has been done to date, including the draft

amendments to the *Northern Services Board Act*, but a champion is required to continue the work.

9. New Business

9.1 Nolalu Website – RFP

Resolution No. 2018-22:

Moved by Rox-Anne, seconded by Debra Hitz,

THAT the LSB buy the domain name Nolalu.ca and hosting site from Moose Media for a total cost of \$535 which is good until March 9, 2020.

CARRIED

Resolution No. 2018-23:

Moved by Debra Hitz, seconded by Sherida Bowey,

THAT the LSB issue a Request for Proposal (RFP) for Website Redesign and Management as per the RFP document presented by the Secretary/Treasurer.

CARRIED

9.2 Review of Records Retention, Preservation and Destruction Policy

Given the 9 PM curfew of meeting adjournment, without objection this item was deferred to the next meeting.

9.3 Annual Destruction of Records Approval

Resolution No. 2018-24:

Moved by Debra Hitz, seconded by Rox-Anne Moore,

THAT the Records Destruction Form dated May 29, 2018 is approved and the records noted on the form may be destroyed by the Secretary/Treasurer.

CARRIED

9.4 Geographic Location of Nolalu LSB as it relates to NEST

Mike Neudorf, Deputy Fire Chief, raised a concern about NEST's coverage area versus the LSB's jurisdiction. He provided a copy of the O. Reg. 737 together with a map that states the legal description of the LSB's boundaries. His concern was coverage on the roads but the LSB coverage is only properties, as well as how far in Lismore Township coverage was to extend. He was advised that there are only inhabited properties at Sunset Lake. NEST is going to undertake a review of its constitution to ensure that its coverage area aligns with the LSB's jurisdiction.

In addition, the Fire Chief asked if the LSB had access to the legal descriptions of property that it could use in a new software program which will help them assign fire numbers to properties. The Secretary/Treasurer undertook to provide that information to NEST.

The Fire also advised that on November 6, 2018, 6:30 to 9:30 PM at NCC, NEST is hosting an Incident Management System training session. She suggested that it may be beneficial for an LSB member to attend. It was the consensus to put this on the September agenda.

10. Adjournment of Meeting – 9 PM

The next regular meeting is June 26, 2018 at 7:30 PM.

Resolution No. 2018-25:

Moved by Debra Hitz, seconded by Sherida Bowey,

THAT there being no further business and the time being 9:00 PM, the meeting be adjourned.
CARRIED

Chair _____ Secretary/Treasurer _____