

Local Services Board of Tilden Lake

46 Village Drive, Tilden Lake, Ontario, P0H 2K0

Date: May 13th 2025

Location: Tilden Lake Community Centre

Present: Fiona Venedam, Rick Banting, Barb Carruthers, Arthur Shrum, Marie Lochhead, Brenda Haines

Regrets: None

Community: Denis Graveline, Janice Graveline, Heather Gravelle, Bob Morrow, Chuck St Amand, Astrid Steele.

Call to Order: 6:02 pm

1. Conflicts: To be noted as they arise.

2. Minutes from previous Meeting:

The March 11th 2025, minutes were circulated prior to the meeting via email. Rick Banting motioned to accept, seconded by Fiona Venedam. Carried.

3. Business Arising from Minutes:

- I. **Job Descriptions:** October 2025.
- II. **Firefighter Identification:** Professional photos have been taken and will be forwarded to Rick once received. Upon approval, ID cards will be printed. Brenda will give Fiona the printed cards to laminate.
- III. **Fire Department Team Property Book:** Defer, ongoing.
- IV. **Scotiabank GIC-** Auto renewed at 2.70% for the term 13 months. Brenda to send another email to Scotiabank advisor Joshin to confirm the rate at 3.00% as stated in email dated April 30th 2025.

4. Financial Report: Financial reports presented by Brenda Haines, Secretary/Treasurer

The financial reports are distributed via email prior to the meeting by Brenda Haines to all board members for review. Fiona Venedam noted that a few lines were inputted incorrectly and should be changed. Brenda Haines will correct.

5. Proposed Policies, Bylaws, Motions and Tenders:

- Auditors Report - Fiona Venedam motioned to accept, seconded by Barb Carruthers.
- By-Law 02-2025: Being a by-law to accept the report of the auditor. Fiona Venedam motioned to accept the by-law 02-2025, seconded by Barb Carruthers.
- Lawn Maintenance Contract: Only one response was received for the lawn maintenance contract. The proposal was reviewed by the board for the term June 1st – Sept 30th 2025. The board agreed to have the Community Centre lawn thatched and aerated. Fiona Venedam motioned to accept, seconded by Barb Carruthers. The contract was awarded to Denis Graveline. Brenda will have the contract to sign within the next few days.
- By-Law 03-2025: Being a by-law to approve a Lawn Maintenance contract. There was an error noted within the bylaw. Brenda will redo and send out for signature.

6. Chair Report: (Fiona Venedam)

- Fiona Venedam received notification that we were not successful in our Fire House Sub Grant.
- Fire Teams Address/Property Book: ongoing. Fiona Venedam spoke to Stephen James regarding the previous form used and he advised he had given it to Rick Banting on a USB stick. Rick will give USB stick to Fiona.
- Response letter sent to J. North via email.
- Brenda Haines and Fiona Venedam have organized and updated the filing system in the Fire Hall. Many files have been archived.
- Correspondence/Inquiry received regarding the use of firearms in the area of Tilden Lake. Specifically, is target shooting permitted in the area around the lake? And is bow hunting permitted in the area around the lake? Keeping in mind the Nippissing Crown Land Preserve. A reply was sent back linking the Ontario Hunting Regulations web site and the person to contact the Ministry of Natural Resources.
- Jeremy from the MNR (Ministry of Natural Resources) has updated Fiona Veneham in regards the dam and the measurements. Fiona Venedam has updated the community via Tilden Lake Face Book.
- Correspondence with the Adam from the MNR (Ministry of Natural Resources) regarding sand and sandbags. Sand and bags received. Fiona Venedam dropped off some of the bags to an area resident who requested them.
- Correspondence received from MEPR (Ministry of Emergency Preparedness and Response) regarding HIRA(Hazard Identification and Risk Assessment Program). We now have access to their IT system for accessing information.
- Brenda Haines sent Fiona Venedam a couple of grant applications to look into. One is from Good Neighbour Fire Fighter Safety Program and the other is Desjardins Credit Union grant (GoodSpark Fund). Unfortunately in order to qualify for the Good Neighbour Grant, we must be in the US. In order to apply for the Desjardins Grant, we must have an account with them. The board decided not to open an account with Desjardins.
- MTO (Ministry of Transportation) Fiona sent another email regarding the clearing of bush at Highway 11 and Tilden Lake Road. The bush that has been cleared is not where we requested it to be removed from.

7. Secretary Report: (Brenda Haines)

- No current WSIB claims.
- WSIB Premiums reported for April 1st -June 30th 2025. Credit was used to pay premiums. We still have a credit showing with WSIB.
- Draft minutes for March 11th 2025 meeting were circulated via email. Rick Banting motioned to accept, seconded by Fiona Venedam via email. April 2nd 2025.
- KS Chartered Professional Accountants: Fiona Venedam and Brenda Haines attended the audit review on March 7th 2025. Final audit received on March 13th 2025, sent to all board members for review. 2 entries for year-end adjustments are complete.
- Scotiabank GIC Renewal – GIC for the amount of \$18,121.05 was to be renewed in April 2025. Scotiabank advisor did not renew on time. Agreed by board members to deposit into chequing account until further discussion. Fiona and I met with the advisor Joshin on March 25th at the branch specifically to address this issue. During the meeting, he assured us that he could complete the renewal electronically and also confirmed that he had updated Fiona's and the boards email address for future communications. GIC up for renewal May 3rd 2025 for the

amount of \$10,415.76, Scotiabank advisor did not renew on time. Email has been sent to Scotiabank manager and advisor regarding the serious concern regarding the recent handling of the GIC renewals.

- Firefighters Honorarium- January-March 2025 Paid out April 1st 2025.
- Near North Laboratories Inc – Dropped off water sample April 1st 2025. Results emailed to all board members on April 4th 2025 for review. Results are posted in the Community Centre kitchen.
- Lawn maintenance tender 2025. Fiona Venedam motioned to accept, seconded by Marie Lochhead via email. April 13th 2025. All bids to be submitted by May 9th 2025. Posted via facebook and community board.
- Community Centre rentals. The community centre is reserved for two family events. July 5th 2025 and July 19th 2025.
- TPON (Transfer Payment Ontario)- The second set of advanced TPON documents has been put on hold while they work to resolve a few outstanding IT issues before we proceed with uploading.
- North Bay Regional Health Centre. Payment was made for Call Taking & Alerting Services. April 1st 2025- March 31st 2026.
- Snow removal. 2nd payment/final payment has been made.

8. LSB Committee Reports:

8.1 Fire Protection: (Rick Banting)

- The fire team practiced twice in March. On March 5th the members completed the pre-exam test for Tactical Ventilation, Chapter 11 in the Essentials for Fire Fighting training manuals. On March 19th the team conducted a cut in thin ice near the lakeshore from which water could be drawn. During periods of poor ice, this action may be necessary as access onto the lake would be unsafe. The team also began a review of the Emergency Response Guidelines, a Federally distributed document that provides instruction for initial response to a chemical or hazardous product incident. On March 12th practice was cancelled due to a highway incident and closure which prevented a number of fire fighters from attending practice.
- In April the fire team met for 3 practices. On April 2nd we began to study Chapter 7 in our training book, entitled Ropes and Knots. Several video's pertaining to knot tying and uses were viewed, the ropes on our trucks were examined and the fire team practiced tying relevant knots. The team continued with a review of the Emergency Response Guidelines. On April 9th and the 16th, the team completed the workbook questions for selection, use and care of ropes and conducted several exercises that required the tying of knots. These exercises included hoisting a ladder and power tools and securing a scene.
- There were no injuries or emergency calls in March or April.
- The Fire Chief attended the Fire Education Conference in Huntsville on March 28th. The registration was for one day's participation which provided access to the trade show, speaker presentations and round table discussions.
- The department received the Samsung Tablet that was partially paid for by a grant. Approximately 1/3 of the Tablet's cost was covered by Fire Marshall's Public Fire Safety Council. The Tablet is planned to be used to store the TL property mapping and some in-house training records.
- The fire station inventory record is essentially complete. Some PPE information remains to be gathered before the record is filed and linked with our Emergency Preparedness document.
- Further discussions with the Marten River Fire Department regarding compensation for neighbouring fire department's that may provide supporting services in our jurisdiction remains to be scheduled. Changes in the Services Board Act will allow Local Services Board Fire departments to enter into mutual aid agreements.

8.2 Property: (Barb Carruthers)

- Fiona Venedam brought up the fact that the community bulletin board was broken. Barb agreed to have Gord Copeland look into fixing it.
- It was noted that the toilets in both the men's and women's were not working properly. The chains constantly fall off. Denis Graveline will purchase new guts and will repair the toilets.
- It was discussed that too many people know the codes to all the doors in the fire hall and community centre. It was agreed by the board members that the codes should be changed at least twice a year. It was also noted that the internal doors should be locked at all times (the doors between the fire hall and the community centre). Denis Graveline will change the code to the front door of the community centre and inside door accessing the fire hall. Denis Graveline will let Brenda Haines know once the new codes is set. Brenda will email all board members new codes.
- Discussion took place regarding Lawn Maintenance start date to mid-April next year.
- Denis and Janice Graveline will get the pickleball court up and running.

8.3 Recreation: (Marie Lochhead)

- **Line dancing by Denise Cote**- new session started April 24, 2025 for 6 lessons. \$20 Donation to TLVFD per attendee. 13 people registered to attend.
- **Games night hosted by Janice and Denis Graveline**- last games night held April 11, 2025. No fee to attend.

Upcoming events and programs:

Wine Fundraiser- sponsored by TLCA. Barb Carruthers is coordinating the fundraiser. Last day to order June 14th 2025.

Breakfast and Car wash- Saturday June 7th 2025 9:00- 11:00 am

Breakfast and Bingo- Saturday July 6th 2025 9:00- 11:00 am

Tilden Lake Boat Poker Run- TBA

Fireman's Picnic- August 9th 2025.

Saving Seeds- Anne Dockendorff. Harvest and store seeds. August 17th 2025.

Christmas evergreen porch pots- TBA

Halloween Kids drop - Sunday October 26th 2025.

8.4 Emergency Services: (Arthur Shrum)

- Nothing to report.

9. New Business:

- Astrid Steele did a presentation to the board about logging in the Tilden Lake area. Astrid's presentation can be viewed on the web site. www.tildenlakelsb.ca

10. Next Meeting: June 10th 2025 6:00pm

Meeting Adjourned: 8:53pm