

LOCAL SERVICES BOARD OF NOLALU
Regular Meeting Minutes
April 24, 2018
7:30 PM
Nolalu Community Centre

Attendance:

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

Secretary/Treasurer: Karen Caren

NCC: Mike Stevens

NEST: John O'Malley, Teresa Patcheson, Sarah Shoemaker

Absent: Rob Kitson

1. Call to Order and Review of Agenda

The Chair called the meeting to order at 7:30 PM. Without objection, the agenda was adopted as presented.

2. Conflict of Interest

No conflicts of interest were declared.

3. Approval of Minutes – March 27, 2018 Meeting

Resolution No. 2018-13:

Moved by Rox-Anne Moore, seconded by Sharon Low,

THAT the regular meeting minutes of March 27, 2018, as circulated, be accepted.

CARRIED

4. Invited Guest

**4.1 Larry Bockus – Manager, O'Connor Community Pasture
RE: livestock evacuation procedures**

The Chair explained that since the letter in response to the LSB's request to use the Community Pasture for livestock evacuation had not been received until this meeting, it was not appropriate for the Manager of the Community Pasture to attend. The letter received just the day before will be read under Old Business, item 8.1.

5. Financial Reports – March 2018

5.2 March 2018

Resolution No. 2018-14:

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

THAT the LSB expenditures of \$758.53 for administration, \$2,496.00 for recreation services and \$4,650.58 for fire protection services for a total of \$7,905.11 for the month of March 2018 be accepted; and

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

5.2 Transfer Back Temporary Borrowing to Reserve

Now that the levy was received, the Secretary/Treasurer advised that the money that was temporarily borrowed from the reserve account can now be transferred back.

Resolution No. 2018-15:

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

THAT the \$7,500 that was temporarily borrowed from the reserve account to pay for expenses until the levy was received now be transferred back to the reserve account.

CARRIED

6. Updates

6.1 NCC

Mike Stevens noted that NCC is planning to undertake a volunteer recruitment campaign which will mainly consist of one to one outreach to community members. NCC has completed a Strategic Plan of events for the coming year and a review of the constitution and by-laws. The board is looking at the process to bring Bingo back. With the switch over of the senior's lunches from Red Cross to the VON, NCC will be familiarizing attendees of the new payment process – payment at the door versus being billed. Board members are also putting together event binders; user manuals that list directions and tips for the holding of events. This way as board members change the instructions for each event are there. The position of Events Coordinator has been filled. Due to the dilapidated condition of the picnic tables outside, they will be replaced with new ones. The job of creating and printing the Grassroots is a big one so NCC is looking at outsourcing the printing.

The Chair expressed appreciation for the strategic planning NCC is undertaking and suggested that NCC could look at a 2 to 3 year timeframe of events. A big part of this is how to get people involved. The event binders are also a great idea and that each event should be reviewed and evaluated each year when it is complete to see where it could be improved if required.

6.2 NEST

John O'Malley noted that it has been relatively quiet for response calls but maintenance and upgrading of equipment, as well as training, has kept the team busy. The Fire Chief advised that the heavy rescue is now in service. It has a heated area to treat patients and provides a place for responders to take a break and keep warm. Renovations are being done to the East Fire Hall. NEST was successful in its application for \$500 to provide fire safety information at a community event.

This money will go toward the Canada Day celebration, a joint collaboration event between NEST and NCC.

7. Correspondence

7.1 Moose Media – Offer to Sale Nolalu.ca Website

An email from Jacomyn Gerbrandy, owner of Moose Media, and webmaster of Nolalu.ca, advised that she is moving away from the Nolalu community this summer and feels that it may not be suitable for her to continue to manage the Nolalu.ca website. She offered to sell the website to the LSB.

Board members were only interested in potentially purchasing the domain name “Nolalu.ca” and not the website. The Secretary/Treasurer undertook to ask Jacomyn what price she is asking for the domain name, as well as to advise her that the LSB requires written notice of the early termination of the webpage contract.

There was discussion about the “.org” domain, and if it could be obtained for free since Nolalu is a community organization. Rox-Anne undertook to investigate this.

It was the consensus that the LSB would like to see a Nolalu community website continue and that it could contain information on all the service organizations: NCC, NEST, LSB, LRBs, Cemetery, emergency information, general community information and links to community partners (i.e. NorWest Community Health Centre). It was agreed by all that the design of a brand new website is a large project requiring time and expertise. At the board’s direction, the Secretary/Treasurer undertook to issue a Request for Proposal for website design services to be in the June edition of the Grassroots. Pending information on the Nolalu.ca domain and the .org domain, Karen will circulate a draft RFP to board members for approval before the May 15th Grassroots submission deadline.

8. Old Business

8.1 Livestock Evacuation in Emergency Procedures Plan

Sharon read the letter received from Diana Bockus, Secretary/Treasurer of the Thunder Bay Community Pasture. The letter advised that the board is in agreement of the O’Connor pasture being used as an option for the evacuation of livestock in the event of an emergency. With this agreement it is understood that any animal coming in would be the responsibility of the owner to provide food and water. As well, any animals coming in would be held in a holding area and not be free to roam the pasture. Larry Bockus, Pasture Manager, would like to speak to the LSB about the arrangement. It was the consensus of the members to invite him to the next LSB meeting to speak further on this topic.

As for the Emergency Procedures Plan, it needs to be clarified that it is the livestock owner’s responsibility to transport his or her livestock to the pasture and not emergency personnel. This amendment to the Plan will be considered at next meeting pending further information from Larry Bockus’ attendance at the meeting.

8.2 Levy Deduction for Tax Roll Changes

The Secretary/Treasurer advised that she contacted the Ministry of Finance for clarification on the levy deductions for properties that were forfeited to the Crown, as noted at the March 27th meeting. The Ministry of Finance is looking into the matter and therefore a definitive answer has not been received. Pending further information from the Ministry, it was the consensus that further discussion on this matter be deferred to the next meeting.

9. New Business

9.1 Review of Conflict of Interest Policy

The Conflict of Interest Policy was reviewed. It was the consensus that no amendments to the Policy are required.

9.2 Bi-annual Review of Service Contracts

The NCC contract was reviewed. No amendments were required and both parties are satisfied that the terms of the contract are being met.

The NEST contract was reviewed. A number of amendments to Schedule C were noted given the changes in training requirements for volunteer firefighters. The Secretary/Treasurer will work with the Fire Chief to draft an amendment to the contract for consideration by the Board and NEST at the next LSB meeting. Both parties are satisfied that the terms of the contract are being met.

It was the consensus that future contracts, for both NCC and NEST, indicate that \$5 million liability insurance be the requirement instead of the current provision of \$2 million. NCC and NEST were to investigate with their insurance brokers the financial impact of increasing this amount. This will be up for discussion on the next LSB meeting agenda.

It was noted that since the LSB recently received \$107.33 in pre-2009 arrears levy, under the service contracts, the LSB shall consider paying part or all of the arrears tax levy received at a rate of 68% to NEST and 32% to NCC. This will be considered at the next meeting.

9.3 2018 Interim Budget Report and Second Request for Payment – By-law

Resolution No. 2018-16:

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

THAT By-law 2018-02 being a by-law to approve the Interim Budget and Request for Second Payment from the Ministry of Northern Development and Mines be hereby passed and enacted this 27th day of April 2018.

CARRIED

9.4 Leeper Cemetery

Sharon noted that Lynn Piilo had called her about the Leeper cemetery. Volunteers who take care of the cemetery would like to raise funds via a raffle to put towards cemetery maintenance. There is no board in place for the Leeper cemetery so therefore the cemetery is ineligible to hold a lottery license. Lynn asked if the LSB or NEST could apply for the license and donate the funds to the cemetery. Karen advised that since the LSB is a government agency it cannot hold a license, and NEST can only raise lottery funds for its own purposes; funds cannot be donated to an ineligible organization.

Sharon noted that she did suggest to Lynn that perhaps the Nolalu Cemetery Board could be approached to possibly look after Leeper cemetery.

10. Adjournment of Meeting – 9 PM

Sharon noted that she is unable to attend the regularly scheduled May 22nd meeting. It was the consensus of the Board to change the meeting date to May 29th. The meeting date change will be published on the website as well as the regular posting sites.

The next regular meeting is May 29, 2018 at 7:30 PM.

Resolution No. 2018-17:

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

THAT there being no further business and the time being 8:50 PM, the meeting be adjourned.
CARRIED

Chair _____ Secretary/Treasurer_____