

**LOCAL SERVICES BOARD OF NOLALU**  
**Regular Meeting Minutes**  
**August 28, 2018**  
**7:30 PM**  
**Nolalu Community Centre**

**Attendance:**

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

Secretary/Treasurer: Karen Caren

NCC: Phyllis Garton

NEST: John O'Malley

Visitors: Bob Katajamaki, Kim Brown, Joel Brown

Absent: Debra Hitz 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 was adopted as presented.

**2. Conflict of Interest**

No conflicts of interest were declared.

**3. Approval of Minutes – June 26, 2018 Meeting**

Resolution No. 2018-29:

Moved by Rox-Anne Moore, seconded by Rob Kitson,

THAT the regular meeting minutes of June 26, 2018, as circulated, be accepted.

CARRIED

**4. Visitor – Bob Katajamaki, RE: LHIN Table Committee**

Bob Katajamaki introduced Kim Brown and her husband Joel Brown. Kim is a candidate in the upcoming Thunder Bay District Social Services Administration Board (DSSAB) Election for the Territory Without Municipal Organization. Kim discussed her background and experience as it relates to being a potential member of the DSSAB.

Bob discussed his work with the Local Health Integration Network (LHIN) and the table committee he has been appointed to. This committee has a mandate to review how health care is delivered in Northwestern Ontario. He noted how health care dollars are currently spent and how the money could be spent more wisely in the following three areas: senior's care; chronic disease; and addiction and mental health. Bob is looking for input from community members on these issues, particularly what is deficient with the health care system.

## **5. Financial Reports**

### **5.1 June 2018**

Resolution No. 2018-30:

Moved by Rob Kitson, seconded by Sherida Bowey,

THAT the LSB expenditures of \$1,292.61 for administration, \$2,496.00 for recreation services and \$4,650.58 for fire protection services for a total of \$8,439.19 for the month June 2018 be accepted; and

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

CARRIED

### **5.2 July 2018**

Resolution No. 2018-31:

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

THAT the LSB expenditures of \$865.74 for administration, \$2,496.00 for recreation services and \$4,650.58 for fire protection services for a total of \$8,012.32 for the month July 2018 be accepted; and

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

CARRIED

## **6. Updates**

### **6.1 NCC**

Phyllis Garton noted it has been a quiet summer since programs are not run during that time. Dinner Club starts in September. The start date for the children's program has not been decided yet. There has been some interest in starting a Mom's and Tot's group. There was a suggestion from the floor that the Family Rural Resource Centre in Murillo be approached for resources for such a group. The building was sprayed for cluster flies. All maintenance is up to date but there is a need for some ditching to be done on the property.

### **6.2 NEST**

John O'Malley noted that it has been quiet for calls; only 4 or 5 for the month. The team is looking at improving communications in the dead areas for radios. A booster was installed in the truck which seems to have helped cell service as a back-up if the radios do not work in those areas. The team has been busy with maintaining the trucks. The helipad is being put in at the West Fire Hall and approval from ORNGE is needed before it can be used. The team has been busy training to the new firefighter standards as a result of the change in legislative requirements.

## **7. Correspondence**

### **7.1 Secretary/Treasurer Resignation**

Sharon read the letter from Karen Caren who is resigning from the position Secretary/Treasurer as of August 31, 2018 due to a conflict of interest with a position she has taken in Provincial Land Tax Administration.

## **8. Old Business**

### **8.1 Livestock Evacuation in Emergency Procedures Plan – Draft Wording**

Alternate wording in the Emergency Procedures Plan with respect to the evacuation of livestock was reviewed.

Resolution No. 2018-32:

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

THAT the following wording be inserted into the Emergency Procedures Plan to update the current section on Livestock Evacuation:

If an owner determines that evacuation of livestock is necessary, s/he will relay his/her request to the Senior Fire Officer. The O'Connor Community Pasture may be available to receive evacuated livestock (i.e. cattle). The Senior Fire Officer will provide the contact information for the Manager of the Thunder Bay District Community Pastures to the owner of the livestock; the owner will be responsible to contact the Manager and will follow his instructions. Livestock transportation trucks may be available; this information, and contact telephone numbers, will be provided by the Manager. While in the Community Pasture, evacuated livestock will be held in pens separated from other stock in the pasture. The owner of the evacuated livestock will be totally responsible for the ongoing provision of food and water for their livestock.

CARRIED

### **8.2 Nolalu Website – RFP**

The Secretary/Treasurer advised that a third submission was received before the June 22<sup>nd</sup> RFP deadline but that it was in email junk mail. Karen reviewed the submission from Telkoware. The board was not satisfied with the 50% payment at the start of the project. Sharon advised that she had contacted the Township of O'Connor who indicated that TBayIT developed and manages its website for a reasonable cost. Rox-Anne undertook to contact this company for a quote to bring back to the September meeting.

### **8.3 Insurance Requirements for NCC and NEST (\$5 million vs \$2 million)**

NCC noted that it has not yet received a follow-up from its insurance broker on the cost to increase its liability to \$5 million. NEST has not yet considered legal advice as proposed by its broker about adding the LSB as an additional insured on NEST's policy. It was noted it is a usual contractual requirement for a party who provides service to another party to list the other as an additional insured. There was

discussion about the LSB increasing its liability to \$5 million if it is requesting NCC and NEST to do so. Further discussion and a decision to increase the LSB's liability amount will be voted on under item 9.4 with the renewal of the insurance policy.

## **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 Recruitment of Secretary/Treasurer**

Sharon reviewed the job posting that will appear in the September Grassroots as well as the Nolalu.ca website. The deadline for applications is September 10<sup>th</sup> with an anticipated start date of September 25<sup>th</sup>. Sharon noted that Linda Braun, Northern Development Advisor, offered to meet with a successful candidate prior to the AGM and Election on September 25<sup>th</sup>. Sharon undertook to contact other LSB's to obtain comparable honourariums paid to Secretary/Treasurers in order to establish the honourarium for the candidate which would also be dependent upon the person's qualifications.

### **9.3 AGM and Election**

Without objection, the following meetings were set:

Annual AGM and Election Meeting – September 25, 2018 (immediately following the Regular September Board meeting)

First Meeting of New Board – September 25, 2018 (immediately following the AGM and Election meeting)

### **9.4 2018-2019 Insurance**

Karen noted that the insurance renewal price is \$1,661.04 compared to \$1,620 paid in the prior year; an increase of \$41.04.

There was further discussion about increasing the general liability to \$5 million. Karen noted the additional cost is \$231.12. Increasing the liability would bring the total cost for 2018-2019 to \$1,892.16.

Resolution No. 2018-32:

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

THAT By-law No. 2018-04 being a by-law to enter into contract for insurance against risks that may involve pecuniary loss or liability on the part of the Board for the 2018-2019 fiscal year be approved with the general liability being increased to 5 million dollars.

**CARRIED**

**10. Adjournment of Meeting – 9 PM**

The next regular meeting is September 25, 2018 at 7:00 PM (note earlier start time due to AGM and Election meeting being held directly after the regular meeting).

Resolution No. 2018-33:

Moved by Rob Kitson, seconded by Sherida Bowey,

THAT there being no further business and the time being 8:55 PM, the meeting be adjourned.

CARRIED

Chair \_\_\_\_\_ Secretary/Treasurer \_\_\_\_\_