

**LOCAL SERVICES BOARD OF NOLALU**  
**Regular Meeting Minutes**  
**June 26, 2018**  
**7:30 PM**  
**Nolalu Community Centre**

**Attendance:**

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

Secretary/Treasurer: Karen Caren

NCC: Phyllis Garton

NEST: John O'Malley (7:57 pm), Teresa Patcheson, Sarah Shoemaker

Absent: Sherida Bowey and 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 was adopted as presented.

**2. Conflict of Interest**

No conflicts of interest were declared.

**3. Approval of Minutes – May 29, 2018 Meeting**

Resolution No. 2018-26:

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

THAT the regular meeting minutes of May 29, 2018, as circulated, be accepted.

CARRIED

**4. Financial Reports - April 2018**

Resolution No. 2018-27:

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

THAT the LSB expenditures of \$757.79 for administration, \$2,496.00 for recreation services and \$4,650.58 for fire protection services for a total of \$7,904.37 for the month May 2018 be accepted; and

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

CARRIED

## **5. Updates**

### **5.1 NCC**

Phyllis Garton noted that there was good attendance at the volunteer appreciation supper with lots of food and leftovers for volunteers to take home. The clean-up day on June 2<sup>nd</sup> went well and a second clean-up day is to be scheduled. The July 1<sup>st</sup> Canada Celebration with NEST is the last scheduled program for the summer until regular programs resume again in September. NCC Board meetings continue throughout the summer.

### **5.2 NEST**

Sarah Shoemaker noted that calls in June have been as expected with most calls being people concerned about other people burning. June has been a very busy month for training with 2 one week long sessions being held outside the community. Everything is set for the Canada Celebration on July 1<sup>st</sup> from 1 to 4 PM at the community centre.

## **6. Correspondence**

### **6.1 Thunder Bay District Social Services Administration Board (TBDSSAB)– Notice of Nomination**

Sharon read the letter from the TBDSSAB respecting the nomination process for the upcoming election for a member to represent the Territory Without Municipal Organization on the TBDDSAB. It was the consensus to hang the nomination papers included with the letter on the NCC bulletin board.

## **7. Old Business**

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

Sharon reviewed the current sections and wording contained in the Emergency Plan respecting livestock and pets. She then read amended wording mainly in reference to livestock evacuation to the O'Connor Community Pasture. After discussion of the new wording, Sharon will redraft the section and email it to board members, NEST and the Manager of the Community Pasture for final comment. The final wording will be on the next agenda for approval.

### **7.2 Levy Deduction for Tax Roll Changes - Update**

The Secretary/Treasurer advised that the Ministry of Finance, upon further review of the deductions from the LSB's 2018 levy, had noted an error in the levy amount to be refunded. The correct amount is \$1,580 and not \$2,370. This new figure represents the levy for 2 properties and not 3 that were forfeited to the Crown for the years 2009 to 2015. This agrees to what was deducted from the 2018 levy.

### **7.3 Review of Records Retention, Preservation and Destruction Policy**

The Records Retention, Preservation and Destruction Policy was reviewed. It was the consensus that no amendments to the Policy are required.

### **7.4 Nolalu Website – RFP**

The Secretary/Treasurer advised that the Request for Proposal for a person or company to redesign and manage the Nolalu.ca website closed on June 22<sup>nd</sup>. Two proposals were received: one from a company located in India and another from Texas. Both proposals were more than what the LSB is looking for in regards to both money and size. It was the consensus to reject both proposals. Karen indicated that she can maintain the site as is until someone is found. It was the consensus that board members reach out to local people who have the appropriate skills to see if they are interested. Potential names are to be brought back to the August meeting.

## **8. New Business**

### **8.1 Methods of Notification of LSB Meetings (Election, Budget, Levy)**

The current methods of notification of Election, Budget and Levy meetings are the local posting sites, the website and the Thunder Bay Source. None of these methods seem to be getting people out to these meetings. A direct flyer to mailboxes has also been used in the past but it also was ineffective. Phyllis offered that the notice board out front of the NCC can be used to advertise these meetings.

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

At the April LSB meeting during the review of the service contracts, NCC and NEST were to investigate with their insurance brokers the financial impact of increasing their liability insurance limits from \$2 to \$5 million. NCC is currently looking into with its Broker. NEST indicated that it will cost an additional \$1,170 and that its Broker told NEST to seek legal advice of adding the LSB as an additional insured. This will be on the next agenda for discussion. If the LSB is asking for an increased liability limit it may need to fund the additional premium.

## **9. Adjournment of Meeting – 9 PM**

There is no meeting in July. The next regular meeting is August 28, 2018 at 7:30 PM.

Resolution No. 2018-28:

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

THAT there being no further business and the time being 8:15 PM, the meeting be adjourned.

CARRIED

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