

LOCAL SERVICES BOARD OF NOLALU
Regular Meeting Minutes
October 25, 2016
7:30 PM
Nolalu Community Centre

Attendance:

Board Members: Sherida Bowey, Debra Hitz, Don Jantunen, Sharon Low (Chair),
Secretary/Treasurer: Karen Caren
NCC: Phyllis Gratton, Sheree O'Malley
NEST: Bob Payne, John O'Malley, Teresa Patcheson, Camille Turcotte

1. Call to Order and Review of Agenda

The Chair called the meeting to order at 7:36 PM. Without objection, the agenda was adopted as printed.

2. Conflict of Interest

No conflicts of interest were declared.

3. Appointment of Chairperson and Secretary/Treasurer 2016-2017 – By-law

Moved by Debra Hitz, seconded by Sherida Bowey,

THAT By-law No. 2016-08 being a by-law to appoint a Chair and a Secretary/Treasurer for the 2016-2017 term of the Board be hereby passed and enacted this 25th day of October 2016.

CARRIED

4. Approval of Minutes

4.1 September 27, 2016 Regular Meeting

Moved by Sherida Bowey, seconded by Debra Hitz,

THAT the regular meeting minutes of September 27, 2016, as circulated, be accepted.

CARRIED

4.2 September 27, 2016 First Meeting of 2016-2017 Board

Moved by Sherida Bowey, seconded by Sharon Low,

THAT the minutes of the First Meeting of the 2016-2017 Board held September 27, 2016, as circulated, be accepted.

CARRIED

5. Financial Reports

5.1 August 2016

Moved by Sherida Bowey, seconded by Don Jantunen,

THAT the LSB expenditures of \$721.86 for administration, \$2,181.08 for recreation services and \$3,926.75 for fire protection services for a total of \$6,829.69 for the month of August 2016 be accepted; and

THAT the reserve account, petty cash and bank account transactions and balances for August 2016, as per the financial statement as compared to budget, have been reviewed and are hereby approved.

CARRIED

5.2 September 2016

Moved by Debra Hitz, seconded by Sherida Bowey,

THAT the LSB expenditures of \$776.15 for administration, \$2,181.12 for recreation services and \$3,926.75 for fire protection services for a total of \$6,884.02 for the month of September 2016 be accepted; and

THAT the reserve account, petty cash and bank account transactions and balances for September 2016, as per the financial statement as compared to budget, have been reviewed and are hereby approved.

CARRIED

5.3 Year End Surplus: Transfer to Reserve or Pay out to NCC & NEST

The Secretary/Treasurer advised that the approximate surplus of \$422.48, as noted in the September 2016 Financial Report, if not transferred to the reserve and/or paid out to NCC and NEST would need to be budgeted for as revenue in the current year.

Moved by Debra Hitz, seconded by Don Jantunen,

THAT the 2015-2016 estimated surplus of \$422.48 be transferred from the chequing account to the reserve account as at the September 30, 2016 year end.

CARRIED

6. Updates

6.1 NCC

Phyllis Garton noted that senior lunches and suppers have started again. The Halloween dance went. All regular programs are up and running. The tree lighting is coming up in November.

Bob Katajamaki and NCC are to arrange a meeting with the Ministry of Transportation to discuss mitigation measures to prevent future flooding of the community centre.

6.2 NEST

John O'Malley noted that it has been a busy month with 5 or 6 medical calls and 3 fire calls. Training is ongoing. The blanket box draw was successful. There is a controversy over the ownership of the West Fire Hall land that is being worked out between the MNR, NEST and the landowners who indicate that the fire hall is located on their property.

7. Correspondence

7.1 Erin Claey – Resignation from Board

Sharon noted that due to a conflict of interest with her employer, Erin Claey is unable to act as a board member. A formal resignation letter has not been received yet. It was the consensus that an election to fill the vacant seat will take place at the November 22, 2016 meeting.

8. Old Business

8.1 Exclusion of Pete's Lake Property –Status

Nothing new to report. This matter is in the hands of the Ministry now as it runs through the process.

8.2 Educating the Community about the LSB

Sharon noted that there will be article in the November Grassroots about the levy meeting and an invitation to come out to that meeting to participate in voting for the 2017 levy. It was the consensus to defer further discussion on this item until the February or March meetings. The next topic at that time could be the value of volunteers in the community.

8.3 Emergency Procedures Plan (mock exercise)

Sharon noted that she needs to contact the Salvation Army yet to inquire what services they may be able to offer in an emergency.

8.4 Supporting an LSB Association

Sharon noted that the advancement of an LSB Association is going very well. All LSBs in the Thunder Bay area are on board and the Steering Committee will be holding a teleconference with the Kenora area LSBs to inform them of the Association and if they would like to join. The mission of the Association at this time is: 1. to provide education for new members and secretary/treasurers (every 2 years); 2. to incorporate the Association and have the Ministry provide funding for a website; and 3. to review the *Northern Services Board Act* and provide comments to the Ministry for changes. The Steering Committee is meeting with Ministry representatives on November 3rd to discuss proceeding with these items.

The Association would like to see a manual created for Secretary/Treasurers, similar to the one for Board members.

9. New Business:

9.1 Cheque Signing Authorities – By-law

Moved by Debra Hitz, seconded by Sherida Bowey,

THAT By-law No. 2015-10 being a by-law to authorize signing authority on behalf of the Local Services Board of Nolalu be hereby passed and enacted this 25th October 2016.

CARRIED

9.2 Appointment of Auditors – year ended September 30, 2016 – By-law

Moved by Don Jantunen, seconded by Debra Hitz,

THAT By-law No. 2016-09 being a by-law to appoint financial auditors for the year ended September 30, 2016 be hereby passed and enacted this 25th day of October 2016.

CARRIED

9.3 Draft Budget 2015-2016

The LSB reviewed the draft Administration budget requirements. Both NCC and NEST advised that they each require a 5% increase due to an increase in operating costs. The levy apportionment between the LSB, NCC and NEST for the past few years was also reviewed. With the addition of Lismore Township, it is estimated that 12 additional properties will be added to the assessment roll.

The Chair reviewed what the levy per property was for the last five years. The annual levies were as follows:

2102 - \$110; 2013 - \$120; 2014 - \$125; 2015 - \$125; 2016 - \$133

It was the consensus that the levy for 2017 be recommended to be increased by \$7 per property, to accommodate a 5% increase to NCC and NEST, and a transfer to the reserve. The levy will be based on an estimate of 644 properties.

Moved by Sherida Bowey, seconded by Debra Hitz,

THAT it be recommended to the public that there be an increase of \$7 per property to the levy for 2017, for a per property levy of \$140 and a total levy of \$90,160 and that the levy plus the MNM operating grant of \$2,909 for a total revenue of \$93,069 be distributed as follows:

LSB - \$15,335 (16.48%) NEST- \$50,252 (53.99%) NCC - \$27,482 (29.53%)

CARRIED

It is noted that part of the LSB's expenses is a transfer to reserve of \$1,288 (1.38%) for future emergency requirements of the LSB, NCC or NEST.

9.4 Draft Service Contracts – NCC, NEST, Moose Media

The draft contracts for NCC, NEST and Moose Media were reviewed. The only change noted to be added to the NCC and NEST contracts is to add a clause indicating that one of their board members must be present at each LSB meeting to provide an update.

The contracts will be accepted by by-law and signed at the November meeting.

9.5 Canada 150th Anniversary Planning

It was the consensus that a BBQ be held in May 2017 at the NCC to celebrate the 150th anniversary of Canada and to promote volunteerism in the community. Sharon undertook to contact Don Rusnak, MP's office to inquire if there is any federal funding for this type of event.

10. Adjournment of Meeting

The next regular meeting is November 22, 2016 at 7:30 PM. The budget and levy will be presented to the public to be voted on and the election for the one vacant board position will take place. The Secretary/Treasurer undertook to advertise this meeting in the Thunder Bay Source.

Moved by Don Jantunen, seconded by Debra Hitz,

THAT there being no further business and the time being 9:15 PM, the meeting be adjourned.
CARRIED

Chair _____ Secretary/Treasurer _____