

SHEBANDOWAN LOCAL SERVICES BOARD

MINUTES OF GENERAL MEETING

APRIL 29th, 2017

The meeting was called to order by Wayne Scott, the board chairperson at 10:01 am in the Shebandowan Community Centre.

The Chairperson welcomed all who were in attendance, and reminded everyone that the tape recorder was turned on to assist in preparing the minutes of this meeting.

In attendance: Wayne Scott, Chairperson; David Harris, Board Member; David Bel, Board Member; Kathy Moshonsky, Board Member; Tracey Johnson, Fire Chief; Lynn Scott, Secretary/ Treasurer; and 3 inhabitants from the board area. Regrets: Leonard Cunningham, Board Member

Disclosures of Interest: None

ADMINISTRATIVE BUSINESS:

Minutes of the previous general meeting dated March 18th, 2017 were reviewed by the board. No errors or omissions were noted. A motion was made that the minutes be accepted and passed on the 29th day of April 2017. Motioned by Kathy Moshonsky, and seconded by David Harris. All in favour with none opposed. Carried.

At the previous meeting, Deputy Chief Baxter mentioned that the OFM suggested that a board member should be involved with the health and safety committee. Wayne Scott stated that because of the size of our organization, we do not require a committee. Deputy Chief Baxter agreed, but asked for cooperation from the board for the committee. Wayne Scott stated that the board is a volunteer board that looks after policy and finance only, and that the board trusts the department to bring forward any health and safety concerns. The board will then work with the results to deal with any issues.

SECRETARY/TREASURERS REPORT:

The current bank balance is \$140,055.59. Since the March meeting, we received a deposit in the amount of \$1378.36 for an MTO call out. The following cheques have been written: DJS monthly installment, BDO Canada for bookkeeping assistance during the previous year, BMO MasterCard for batteries for the fire vehicles and office supplies, Mel Hegge for snowplowing at the Helipads, the monthly honorariums, CanWest Propane, Minister of Finance for Fire Call taking and alerting services and the annual administration fee, and BDO Canada for HST rebate filing.

The fire chief questioned the charges from BDO for bookkeeping assistance, but was told that the charges were reviewed with BDO and determined to be legitimate. BDO has been requested to bill

when the services are complete in the future. BDO has completed four 6 month filings for HST rebates on behalf of the LSB. The anticipated revenue from these filings is \$11,700.00

Richard Baxter questioned if quotes were obtained before BDO was appointed as the auditors. Wayne Scott and David Harris both stated that they were. Pricing for the audit were all very close, with some of the other companies giving a slightly better price for a multi-year deal. All quotes received were within a few hundred dollars.

The fuel log is up to date.

CORRESPONDENCE:

A letter was sent to Mel Hegge to cancel the Helipad Maintenance contract, paying out the second installment for snowplowing (once invoiced) and cancelling the summer portion, asking for him to sign back acceptance of these terms. The signed letter from Mel Hegge has been received, and the invoice paid.

David Harris has been in contact with Debbie Smith from DJS & Associates. She is planning on coming to Shebandowan from May 20th until the 26th or 27th for a final audit of the mapping that she has done.

David Harris has also been in contact with Linda Braun from MNDM regarding acquiring maps from her ministry for the boundaries. Linda has been in contact with the Ministry of Municipal Affairs and Housing and MPAC and will be getting maps from them. She will be in Thunder Bay during the week of May 1st and will pick the maps up at that time.

David Harris also reported that Debbie Smith will contact MTO to get an estimate of timing for the installation of the highway signage.

ONGOING BUSINESS:

Fire Chief Johnson gave an update on the fire department. There were 3 calls since the last meeting: 1 paid, 1 cancelled, and 1 unable to respond. SCBA training has been completed, with 5 people trained on the new equipment. Fire Chief Johnson will be picking up the "fit tester" on Sunday April 30th (weather permitting), and the team will be doing MNR training and fit testing on Monday.

The wildfire truck is ready to go, and the department will have a seasonal recruit from Kashabowie this summer. The spring public education materials have been ordered and should be received prior to the Shebandowan Campers Association AGM in May.

Around the hall, the eavestrough and downspouts will need to be looked at for possible replacement. The garage door opener on the pumper bay will need to be serviced or replaced in the next budget. More paperwork has been forwarded to the OFM, and the regular monthly paperwork is up to date. Fire Chief Johnson still has to provide the training report on Auto Ex., and an 18 month training plan.

At the last general meeting, Chief Johnson was asked to come up with a plan for help with the monthly reporting that is required by the OFM. She suggested a small honorarium be paid to the Deputy Chief to

fulfill some of the monthly reporting such as attendance, vehicle log, maintenance issues, incentive, SCBA and health and safety. Chief Johnson expects that this would be about 6 hours per month of effort. Wayne Scott asked Chief Johnson to provide an e-mail of the duties the deputy chief would be responsible for to the board. This will be put on the agenda for the board's consideration at the next meeting.

Fire Chief Johnson provided the board members with quotes on trucks to replace the wildfire truck. She asked them to make a decision on the preferred option. The board members agreed that they would need time to review the quotes before they could discuss this.

David Harris asked Chief Johnson how many people are on the roster. Chief Johnson replied that Chris is resigning and Laura is on leave until the fall. The numbers are down to about 5 or 6. Chief Johnson has requests out to try to recruit 3 more members. David Harris questioned where the department will stand with the OFM. Chief Johnson stated that there are other departments in worse shape. Chief Johnson asked the board to support the purchase of the new truck based on the fact that if the department were to fold, the truck would be the only required equipment for the chief to perform public education. David Harris said his question is not about the truck, but how the board could support the department with regards to human resources. A lengthy discussion followed. David Harris said that the board and inhabitants may have to look at options available in the future. Chief Johnson suggested two options: a full-time chief who would then have the time for recruiting, the paperwork and training; and a second option of shutting down the department and just doing public ed. Other options David Harris suggested are negotiating to become a satellite of another department. Wayne Scott questioned where the next volunteers are coming from. David Bel suggested that at the Campers Association AGM the presenters from the LSB should state the need for volunteers since we are nearing a critical state. Wayne Scott agreed and stated that if we lose the fire department, we lose first response. Peter Bemben agreed that the audience has to be made aware of the impact of losing the department: increased insurance, no first response. Richard Baxter pointed out that the fire department was kept to maintain first response, but now we could lose the department because of a lack of volunteers. John Greshuk asked the nature of the majority of calls, and was told that the majority are first response calls. John Greshuk pointed out that it is difficult to get volunteers, and from his perspective, feels that the majority of people here want first response. The presenters at the campers' AGM will stress the fact that we need volunteers.

NEW BUSINESS:

The audit was reviewed by the board and inhabitants present at the meeting. By-law #14-2016-2017 to accept the audit from BDO Canada LLP was then passed. Moved by David Harris and seconded by David Bel. All in favour with none opposed.

The audited financial statement figures have been transferred to the LSB Operating Grant Request workbook. The board and inhabitants reviewed the interim budget within the workbook. The board then passed By-law

#15-2016-2017 Interim Budget to accept the proposed interim budget and submit the same to the MNM for their consideration and payment of the second advance of the LSB's operating grant. Moved by David Harris and seconded by Kathy Moshonsky. All in favour with none opposed.

The mid year review of the financial standing of the Shebandowan LSB and the Shebandowan Fire Department was discussed. All expenses to date are within budget. A few items were deferred; capping and painting the doors, in favour of improving the outdoor lighting at the side of the building. These items will be considered in June to determine if there is budget to complete them. Wayne Scott stated that we will go out for an RFP to complete the avalanche guards.

Under training, Fire Con has not happened yet. Len Adduono had completed his DZ training, but has just submitted his receipt. Fire Chief Johnson will try to schedule her training, and Rick Baxter will just need to get his Z endorsement.

Capital Expenditures is tracking below expectations, but there is significant effort still to be done with sign installation. David Harris stated that once the mapping has been confirmed, the number signs and posts will be ordered which is a significant expense.

On the revenue side, there is about a \$500 shortfall on the levy revenue due to the fact that there are about 4 or 5 fewer properties. The revenue from the HST rebate will be \$11700 instead of the budgeted \$2000. Overall, the LSB is in a good financial position.

The board then reviewed the proposed changes to the Northern Services Board Act. Wayne Scott will forward the comments from the Shebandowan Local Services Board to the committee working on the proposed changes.

NEXT MEETING: May 13th, 2017 at 10 am in the Shebandowan Community Centre

The meeting was adjourned at 11:42 am Motion by David Harris, seconded by Kathy Moshonsky

Shebandowan LSB

Budget Template- 2016/2017

Rev C- Final

Interim As of
March 31/17

Expenditures

LSB Administration

Budget Prior Year	Actual Prior Year	Item	Budget Estimate 2016/2017	
\$800	\$388	Utilities	\$600	
	\$0	Training Course	\$400	
		Admin Mileage	\$200	
\$1,350	\$1,086	Insurance	\$1,350	
	\$1,086	Insurance- Board / Secretary	\$1,350	\$1,322.68
\$1,200	\$931	Office Supplies	\$1,200	
\$500		Printing Accessories; ie paper, ink, envelopes,	\$500	
\$1,400		Stamps, Postage	\$700	\$170.36
\$7,920	\$8,260	Secretary Honorarium	\$8,400	
\$7,920	\$8,260	Monthly Honorarium(\$700/mo)	\$8,400	\$4,200.00
	\$4,834	Audit	\$5,250	
\$4,750	\$4,834	Audit	\$4,750	\$4,604.20
		Ongoing Support	\$500	
\$40	\$105	Bank Charges/Legal Fees	\$0	
\$40	\$105	Bank Charges		\$16.13
		Legal fees		
	\$0	Equipment Repairs & Maintenance	\$1,200	
\$250		Computer Software	\$500	\$1,027.68
		Copy Machine repairs		
		Computer Repairs	700	
	\$0	Property Repairs & Maintenance	\$0	
		Unexpected Repairs		
\$10,000	\$8,200	Contracted Services	\$10,000	
	\$4,000	Snow Removal/maintenance-Helipads	\$6,000	\$2,500.00
	\$4,200	Snow Removal/maintenance-Fire hall, water access	\$4,000	\$1,450.00
\$2,500	\$303	Advertising & Misc.	\$600	
	\$303	Website	\$400	
		LSB Association	\$200	
	\$245	Meeting Hall Rental		
		Total Line 1 (Administration)	\$28,600	\$15,291.05

Fire Protection

Budget Prior Year	Actual Prior Year	Item	Budget Estimate 2016/2017	
\$7,200	\$5,031	Utilities	\$6,000	\$3,013.54
		Electricity	\$1,800	\$951.53
		Propane	\$4,200	\$2,061.01

\$10,100	\$7,894	Insurance	\$10,100	\$7,151.45
\$2,800		fire fighter insurance @ 150/ff	\$2,100	
\$7,300	\$7,894	other insurance	\$8,000	\$7,151.45
\$4,750	\$9,154	Telephone /Internet/Cellular	\$5,770	\$2,927.76
\$1,750		Internet	\$720	\$237.30
		Bell Telephone	\$970	\$432.37
	\$2,646	Cell Phones	\$1,080	\$607.32
\$3,000	\$6,508	Communications, paging, OPR, zone cell paging	\$3,000	\$1,650.77
\$6,350	\$5,945	Fire Supplies	\$3,780	\$460.46
		Infrared scanner	\$0	
		vehicle blocking	\$300	
		safety apparel (coats sewing, coveralls)	\$0	
		safety supplies (vests)	\$500	
		Auto Ex Gloves	\$500	
		contingency (water, pop, coffee, training meals)	\$1,000	\$338.34
		General Supplies, foam, spill pads	\$1,000	\$122.12
		Lights	\$480	
	\$2,137	Vehicles- Repairs & Maintenance	\$5,750	\$2,061.04
\$500		W/F repairs	\$2,000	
\$737		Annual Inspections and Servicing	\$1,000	\$549.90
		Boat	\$750	
\$816		Rescue 163, check engine light	\$1,000	
		wire in radio charging unit 163 rear door latch	\$500	
		contingency	\$500	\$1,511.14
	\$650	ATV	\$0	
\$500				
\$500	\$35	Equipment- Repairs & Maintenance	\$1,000	
	\$35	General Repairs, pumps,	\$1,000	
\$2,400	\$3,521	Property- Repairs & Maintenance	\$5,600	\$2,534.62
\$150		Paint Garage Doors and entrance	\$250	
		Refinish Concrete Floors	\$1,000	
		Repair Garage Door Frames and Aluminum Capping	\$600	
		contingency	\$1,000	\$2,534.62
\$750		Roof Repair	\$750	
\$1,500		Stairs	\$500	
		Snow Rakes (roof)-east side	\$1,500	
	\$2,653	Training/Uniforms	\$7,120	
\$2,640		Fire Con	\$1,400	
\$3,000		specialty training (DZ, chain saw, quad)	\$5,600	
		Books	\$120	
		Uniforms etc (work boots and cargo pants 2)10 people	\$0	
	\$1,756	Advertising& Recruitment/Office Supplies	\$1,250	
\$400		highway signage annual fee	\$0	
\$6,500		highway signage fabrication	\$0	
\$500		appreciation allowance	\$500	
		Public Education (flyers and open house)	\$550	
	\$200	Zone Membership Fees	\$200	
\$1,040	\$1,291	Fire Chief Office Supplies	\$1,350	
		General Supplies	\$1,000	
		Photocopier set-up	\$350 this should be in administration	
\$2,000	\$869	Fuel Expense	\$500	\$25.02
	\$869	Gasoline: pumps, generator, boat, quad	\$500	\$25.02

\$1,000	\$800	Mileage	\$1,200	\$360.00
		Mileage-Training	\$700	\$180.00
		Mileage-Chief	\$500	\$180.00
\$34,840	\$41,087	Total Line 2- Fire Protection	\$49,420	\$18,533.89
\$4,800		Fire Chief Honorarium	\$6,000	\$3,000.00
	\$3,970	Honorarium (\$500/mo)	\$6,000	\$3,000.00
	\$11,560	Incentive Programs	\$12,000	
\$5,000	\$4,998	Incentive	\$5,000	
\$7,000	\$7,000	Bonus	\$7,000	
		Wage Loss Supplement (does not apply to Fire Con)	\$0	
		Capital Expenditures	\$138,000	\$20,686.08
	\$15,488	Phase 1 Property Addressing	\$32,000	\$17,217.18
		Phase 2 Signage - Supply	\$25,000	\$2,705.71
		- Install	\$10,000	
		- Field Check	\$4,000	
		- Contingency	\$9,000	
		New Support Vehicle	\$55,000	
		Roof Replacement approx 25yrs (1 of 25)	\$500	
		Furnace Replacement approx 20yrs (1 of 20)	\$500	
		Windows and Doors over the next 10 yrs (1 of 10)	\$500	
		Rescue Replacement approx 15yrs (1 of 15)	\$1,500	
		Laptops (training & trainer)	\$600	\$763.19
\$4,800	\$11,560	Total Line 12- Fire Protection	\$156,000	\$23,686.08
\$39,640	\$52,647	Grand Total- Expenditures	\$234,020	\$57,511.02

Revenues

Item	Budget Estimate 2016/2017	
\$8,088.00 MNDM Grant	\$8,000	\$4,044.23
\$7,000.00 Ornge Helipad maintainance	\$7,000	\$0.00
Service Club Donation (Uitlity Truck)	\$30,000	\$0.00
\$69,600.00 Tax Levy	\$69,900	\$69,382.62
Reserve Fund Draw-Down	\$47,000	\$0.00
\$49,555.00 Highway Call-outs	\$7,000	\$5,916.15
Cash on Hand Draw Down	\$62,000	\$62,000.00 available
Salvage value (sold off equipment)	\$2,000	\$0.00
HST recovery	\$2,000	\$0.00
\$539.00 General Donations		\$2,020.34
Total Revenue	\$234,900	\$143,363.34

Net Surplus/Loss

\$880

Wayne Scott

From: Wayne Scott <shebandowayne@gmail.com>
Sent: April 30, 2017 1:42 PM
To: 'Sharon Low'; alsb@bellnet.ca; murcook@tbaytel.net; stuomi@tbaytel.net; bruce.atkinson@shaw.ca; 'Rose Ann Stenlund'; 'Elaine Greaves'; kam.servicesboard@gmail.com; ralph@tbaytel.net; lappeservicesboard@tbaytel.net; 'Debra Hitz'; 'LSB Nolalu'; joe57camp@gmail.com; rossportlsb@gmail.com; sheblsb@tbaytel.net; rphodder@hotmail.com; uplocalservice@hotmail.com; dj@drytel.net; randrmcmillan@gmail.com; robertgiguere@rogers.com; info@keemanlsb.ca; jmblake74@gmail.com; melgundlsb@gmail.com; kinclova@hotmail.com; benjamin.a.barber@gmail.com; bbaltessen@gmail.com; ldsummers61@gmail.com; bobdolyniuk@gmail.com; rwetel@bell.net; wabigoon.lsb.lf@gmail.com
Cc: Shebandowan - LSB; Bel - David; D/P Harris; Jane Anne & Butch; Moshonsky - Kathy
Subject: RE: Northern Services Board Act - Amended

Shebandowan's board met on April 29 and we have comments on some of the proposed amendments. See below :

7. (1) A Board may exercise the powers **initially** designated in the order of the Minister **and/or subsequently adopted by the Board**, and in the exercise of those powers may do all things and make all arrangements necessary to provide, maintain and improve services in the Board area.

(2) Subsequent to initial designated powers, a Board may, at any time with the approval of the inhabitants of the Local Services Board area, add a service from the list of permitted services, or remove a service previously provided. **Comment: We object as this gives too much power to an LSB . Prefer to expand Schedule 'A' to included such powers as emergency response etc.**

(3) A Board may apply to the Minister for permission to exercise a power other than those listed in Schedule A and attached hereto.

13. A Board member shall not be paid any remuneration for the performance of the duties of a Board member. R.S.O. 1990, c. L.28, s. 13. **(Delete) Board members may be paid an honorarium, plus expenses, including mileage, as determined from time to time by the Board.** **Comment: Add 'with the approval of the inhabitants' . Having the board decide on its own remuneration is a 'bit of a slippery slope' issue in our view.**

15. The Board may pay to the secretary such **honorarium** **(delete) stipend** as the Board by by-law determines. R.S.O. 1990, c. L.28, s. 15. **Comment: we agree with the consensus opinion of other boards which is to remain with the term 'honorarium'.**

(8) Voting for the election of members of the Board shall be by way of **regular** secret ballot **or by mail-in ballot, the identity of the originator being kept secret by the secretary..** R.S.O. 1990, c. L.28, s. 19. **Comment: we do not agree with mail-in ballots. It will create work for the secretary treasurer and potential issues of confirmation/tracking of mail-in ballots.**

The Shebandowan LSB board greatly appreciates the hard work of the steering committee on this issue.

Wayne Scott
Chairman, Shebandowan LSB

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shebandowayne@gmail.com

From: Sharon Low [mailto:sharon_e_low@hotmail.com]

Sent: April 1, 2017 4:57 PM

To: alsb@bellnet.ca; murcook@tbaytel.net; stuomi@tbaytel.net; bruce.atkinson@shaw.ca; Rose Ann Stenlund <rosestenlund@hotmail.com>; Elaine Greaves <egreaves44@gmail.com>; kam.servicesboard@gmail.com; ralph@tbaytel.net; lappeservicesboard@tbaytel.net; Debra Hitz <debrajoyhitz@gmail.com>; LSB Nolalu <lsbnolalu@live.com>; joe57camp@gmail.com; rossportlsb@gmail.com; shebandowayne@gmail.com; sheblsb@tbaytel.net; rphodder@hotmail.com; uplocalservice@hotmail.com; dj@drytel.net; randrmcmillan@gmail.com; robertgiguere@rogers.com; info@keemanlsb.ca; jmblake74@gmail.com; melgundlsb@gmail.com; kinclova@hotmail.com; benjamin.a.barber@gmail.com; bbaltessen@gmail.com; ldsummers61@gmail.com; bobdolyniuk@gmail.com; rwetel@bell.net; wabigoon.lsb.lf@gmail.com

Subject: Northern Services Board Act - Amended

Hello, All -

Attached please find an amended version of the Northern Services Board Act as prepared by the Thunder Bay Association of LSB's Steering Committee.

We have deleted the Area Services Board portion of the Act, and re-named the Act "The Northern Local Services Board Act". Other changes and additions are in red letters, and deletions are high-lighted in yellow.

Please review this suggestion with your Boards and **respond by May 1st** with concerns, suggestions, etc., etc. or let us know that you are satisfied with how it is now.

The Ministry has requested that we submit simply a narrative of the changes which we would like. We will do that, but we would like to also submit this re-worded version.

I believe that the reasons for the changes will be self-explanatory, but if you have any questions concerning the reasoning, please contact myself (807-577-8296) or Ralph (807-767-2331 or ralph@tbaytel.net).

Thanks so much!

Sharon Low