

## **SHEBANDOWAN LOCAL SERVICES BOARD**

### **MINUTES OF GENERAL MEETING**

**March 6<sup>th</sup>, 2024**

The hybrid meeting was called to order at 7:00 pm by Wayne Scott, acting chairperson, who welcomed all who were in attendance, and reminded everyone that the meeting is recorded to assist in preparing the minutes.

In attendance: Wayne Scott, Board Member/Acting Chairperson; Kristine Martyn, Board Member; David Harris, Board Member; Tracey Johnson, Fire Chief; Lynn Scott, Secretary/ Treasurer; and four inhabitants from the board area. Regrets: Kathy Moshonsky, Chairperson; John Perrier, Board Member.

Disclosures of Interest: None

#### **ADMINISTRATIVE BUSINESS:**

Minutes of the previous General meeting dated January 17<sup>th</sup>, 2024 were reviewed by the board. No errors or omissions were noted. A motion was made that the minutes be accepted and passed on the 6<sup>th</sup> day of March 2024. Moved by David Harris and seconded by Kristine Martyn. All in favour, with none opposed. Carried.

#### **SECRETARY / TREASURERS REPORT:**

The list of payments and deposits is included. The current bank balance is \$37,526.28. The Support Vehicle fund balance is \$53,206.43, which includes the Go-fund-me deposit of \$4,680.72, and the maintenance reserve account balance is \$24,863.36.

Brenda McManus has asked that sub-totals of the sections in the financial reporting be included.

#### **CORRESPONDENCE:**

The funding that we applied for through the Community Emergency Preparedness Grant was unsuccessful.

#### **ONGOING BUSINESS:**

Fire Chief Johnson provided an update on the Fire department activities. The department has received 1 call since the last meeting, but it was when the Rescue was out of service. The Rescue had to be towed into King's Automotive on Monday March 4<sup>th</sup>, where it was found that one of the batteries was shorting out. King's replaced both batteries, and the Rescue was back later that day. Hartley will send the bill for the tow to King's, and King's will provide one bill for the tow and repair.

The electrical has been completed in the fire hall for the safety lights and the wiring for the new door opener.

## **NEW BUSINESS:**

The 2022-2023 audit was previously forwarded to the board members for their review. Having had no questions, By-law #11-2023-2024 to accept the audit from LCPS Chartered Professional Accountants was then passed. Moved by David Harris and seconded by Wayne Scott. All in favour, with none opposed. Carried.

The revenues and expenses incurred to date, were reviewed by the board and inhabitants present at the meeting. These were compared against the approved budget. We are 5 months into the fiscal year, and expenses are tracking as expected. Fire Chief Johnson questioned that amount to date on the training and uniforms budget. The majority of this is the CPR training mannequins, and some meals. The figures from the audit will be transferred to the MND workbook for submission for their consideration and payment of the second advance of the LSB's operating grant. By-law #12-2023-2024 to submit the interim budget was then passed. Moved by Kristine Martyn and seconded by David Harris. All in favour, with none opposed. Carried.

The new Fire Department Fire Protection Services Agreement between the LSB and His Majesty the King in Right of Ontario as represented by the Ministry of Natural Resources and Forestry for the period of April 1, 2024, to March 31, 2027, was reviewed by the board. The board then passed By-law #13-2023-2024. Moved by David Harris and seconded by Kristine Martyn. All in favor, with none opposed.

Wayne Scott provided an update on the standing of where we are at for the purchase of the support vehicle. From the budget, he stated that we would need \$70,000 which is \$50,000 for the truck and \$20,000 for the accessories. On the financial side, Lynn Scott stated that we have \$53,206.43. From reserves, we are going to pull \$10,000; \$5,000 from short term reserves and \$5,000 from long term reserves (the GIC). The balance that we would need to pull from the levy, which we have not received yet would be \$9,368.57. With all of this, the balance in the truck fund would be \$73,575.00 which includes the donations directed to the accessories in memory of Peter Christy, and the donation from Shebandowan Shores. At present, we have \$63,206.43 available for the purchase of the truck so we can start looking at getting quotes for the vehicle. Once the quotes are received and acceptable vehicles are determined by the fire department, a bid analysis will be done to show the board's due diligence in the selection process.

## **NEXT MEETING: General Meeting Wednesday, April 10<sup>th</sup>, 2024 at 7:00pm hybrid**

The meeting was adjourned at 7:30 pm. Motion by David Harris and seconded by Kristine Martyn.

| YEAR      | LSB DEPOSIT<br>from levy | INTEREST | FEES | DONATIONS | BALANCE  |
|-----------|--------------------------|----------|------|-----------|----------|
| 2018-2019 | 12820                    | 22.49    | -3   |           | 12839.49 |
| 2019-2020 | 12800                    | 57.28    |      |           | 25696.77 |
| 2020-2021 |                          | 51.97    |      |           | 25748.74 |
| 2021-2022 |                          | 131.34   |      |           | 25880.08 |
| 2022-2023 | 15950                    | 775.81   |      | 811.18    | 43417.07 |
| 2023-2024 |                          | 534.86   | -1.2 | 9255.72   | 53206.43 |

As of Feb 28/24

|                           |                   |         |      |         |          |
|---------------------------|-------------------|---------|------|---------|----------|
| Totals to date            | 41570             | 1573.75 | -4.2 | 10066.9 | 53206.43 |
| additional funds required |                   |         |      |         |          |
| From reserves             |                   |         |      |         | 10000    |
| From Levy                 | expected in April |         |      |         | 9368.57  |

|       |                                               |  |  |  |       |
|-------|-----------------------------------------------|--|--|--|-------|
| Total | includes donations in memory of Peter Christy |  |  |  | 72575 |
|-------|-----------------------------------------------|--|--|--|-------|

#### Budget Figures

|                         |              |
|-------------------------|--------------|
| Support Vehicle         | 50000        |
| Accessories             | <u>20000</u> |
| Total budget            | 70000        |
| Additional donations    | 2575         |
| Total funding available | 72575        |

# Treasurer's Report

## January 16, 2024 to February 29, 2024

Since the last meeting, the following have been paid:

| Recurring Expenses                     | January                                | February  |  |
|----------------------------------------|----------------------------------------|-----------|--|
| Tbaytel                                |                                        | \$155.94  |  |
| Hydro One                              |                                        | \$183.20  |  |
| Bell Canada                            | \$94.94                                | \$94.94   |  |
| Superior(Sarjeant) Propane             | \$1172.94                              | \$1238.30 |  |
| Tracey Johnson, Fire Chief honorarium  | \$700.00                               | \$700.00  |  |
| Lynn Scott, Admin honorarium           | \$700.00                               | \$700.00  |  |
| Lynn Scott, Starlink monthly subscrip. | \$247.47-includes Microsoft 365 annual | \$158.20  |  |
| Account Maintenance fee                | \$12.00                                | \$12.00   |  |

The following cheques have been issued:

|                                                                 |           |
|-----------------------------------------------------------------|-----------|
| TBay Area Zone One Mutual Aid Association Member dues           | \$200.00  |
| TD Visa for an expense report hall supplies (pop/gaterade)      | \$55.30   |
| Minister of Finance-P-PSAP annual billing                       | \$84.15   |
| DJS & Associates for new property addresses                     | \$169.50  |
| Len Adduono for first snowplowing invoice                       | \$1600.00 |
| Wayne Scott-expense report for relective address numbers        | \$11.29   |
| Receiver General for Canada – Radio authorization               | \$344.19  |
| TD Visa – expense report-cookies at training                    | \$16.94   |
| David Harris – expense report – blank property signs & brackets | \$206.76  |
| Laura Nickelsen – expense report for mileage                    | \$230.00  |

Deposits received include:

|                                                                 |            |
|-----------------------------------------------------------------|------------|
| Minister of Finance for MTO call #10202023                      | \$3801.20  |
| Kaministiquia LSB/Fire department for Sept 17/23 call           | \$11403.64 |
| Donations from Rose Jack in memory of Don Watson & Walter Sitch | \$40.00    |

The current bank balance is **\$37,526.28**

**Support Vehicle Fund:**

Donations received:

|                          |           |
|--------------------------|-----------|
| Go-fund-me/Paypal Giving | \$4680.72 |
|--------------------------|-----------|

|                               |          |
|-------------------------------|----------|
| Deposit interest – January 31 | \$111.52 |
|-------------------------------|----------|

|                                |          |
|--------------------------------|----------|
| Deposit interest – February 29 | \$114.41 |
|--------------------------------|----------|

|                             |                   |
|-----------------------------|-------------------|
| The current bank balance is | <b>\$53206.43</b> |
|-----------------------------|-------------------|

**Maintenance Reserve – Building, Rescue, and MTO signage:**

|                                |         |
|--------------------------------|---------|
| Deposit interest – November 30 | \$56.12 |
|--------------------------------|---------|

|                                |         |
|--------------------------------|---------|
| Deposit interest – December 29 | \$52.62 |
|--------------------------------|---------|

|                             |                    |
|-----------------------------|--------------------|
| The current bank balance is | <b>\$24,863.36</b> |
|-----------------------------|--------------------|

**SHEBANDOWAN LOCAL SERVICES BOARD**  
**Comparative Income Statement**

|                                     | Actual<br>01/10/2023 to<br>29/02/2024 | Budget<br>01/10/2023 to<br>30/09/2024 |
|-------------------------------------|---------------------------------------|---------------------------------------|
| <b>REVENUE</b>                      |                                       |                                       |
| <b>Eligible Revenue</b>             |                                       |                                       |
| Donations                           | 6,680.72                              | 4,790.00                              |
| Recovery Calls                      | 5,973.31                              | 20,000.00                             |
| <b>Total Eligible Revenue</b>       | <b>12,654.03</b>                      | <b>24,790.00</b>                      |
| <b>Ineligible Revenue</b>           |                                       |                                       |
| Donation - In Memory of             | 2,715.00                              | 0.00                                  |
| Bank Interest and donations         | 831.45                                | 2,707.00                              |
| Grant - MNDM Operating              | 4,045.00                              | 8,090.00                              |
| Provincial Land Tax Levy            | 0.00                                  | 76,440.00                             |
| <b>Total Ineligible Revenue</b>     | <b>7,591.45</b>                       | <b>87,237.00</b>                      |
| <b>TOTAL REVENUE</b>                | <b>20,245.48</b>                      | <b>112,027.00</b>                     |
| <b>EXPENSE</b>                      |                                       |                                       |
| <b>Administration Expense</b>       |                                       |                                       |
| Audit                               | 0.00                                  | 5,902.00                              |
| Bank fees                           | 61.22                                 | 144.00                                |
| Admin. Honorarium                   | 3,500.00                              | 8,820.00                              |
| Admin. Insurance                    | 1,965.60                              | 1,966.00                              |
| Office Supplies & Postage           | 0.00                                  | 550.00                                |
| Admin. - Repair/Mtce, Equipment     | 1,698.00                              | 1,828.00                              |
| Meeting Hall Rental                 | 0.00                                  | 220.00                                |
| Snowplowing-Fire Hall sites         | 1,600.00                              | 3,200.00                              |
| Advertising & Other Misc.           | 0.00                                  | 400.00                                |
| <b>Total Administration Expense</b> | <b>8,824.82</b>                       | <b>23,030.00</b>                      |
| <b>Eligible Fire Expenses</b>       |                                       |                                       |
| Fire Insurance                      | 11,407.36                             | 14,507.00                             |
| Repair/Mtce, Fire Equipment         | 0.00                                  | 700.00                                |
| Fire Chief Office Supplies          | 0.00                                  | 300.00                                |
| Repair/Mtce, Fire Property          | 0.00                                  | 5,600.00                              |
| Repair/Mtce., Fire Vehicles         | 164.81                                | 5,700.00                              |
| Fire - Supplies                     | 227.45                                | 3,300.00                              |
| Fire - Training/Uniforms            | 646.24                                | 4,400.00                              |
| Fire - Truck Fuel Expense           | 0.00                                  | 1,800.00                              |
| Other Misc. Fire/Mileage            | 440.00                                | 1,200.00                              |
| Communications                      | 854.77                                | 4,600.00                              |
| 911 Dispatching Service Contract    | 84.15                                 | 100.00                                |
| Telephone/Internet/Cellular         | 1,857.70                              | 3,406.00                              |
| Utilities                           | 4,022.27                              | 9,100.00                              |
| Contracted Services - Signage       | 0.00                                  | 976.00                                |
| Signage New and Replace             | 351.19                                | 750.00                                |
| Advertising - Recruitment           | 266.14                                | 2,850.00                              |
| <b>Total Fire Expense</b>           | <b>20,322.08</b>                      | <b>59,289.00</b>                      |
| <b>Ineligible Fire Expenses</b>     |                                       |                                       |
| Honorarium, Fire Chief              | 3,500.00                              | 8,820.00                              |
| Incentive Program                   | 0.00                                  | 20,000.00                             |
| Capital Assets                      | 0.00                                  | 74,000.00                             |
| <b>Total Ineligible Expenses</b>    | <b>3,500.00</b>                       | <b>102,820.00</b>                     |
| <b>TOTAL EXPENSE</b>                | <b>32,646.90</b>                      | <b>185,139.00</b>                     |
| <b>NET INCOME</b>                   | <b>-12,401.42</b>                     | <b>-73,112.00</b>                     |

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