



LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT
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Minutes of Board Meeting February 25, 2016

The minutes can also be viewed on our website: www.loringsb.com

Attending: Hilary Chambers, Steve Davis, Julia Moore, Peggy Whitehead, Attending by phone: Darrell Rogerson and Mike Buchanan

Meeting brought to order by Vice-Chair Hilary at 7:00 p.m.

Conflicts: Hilary asked Peggy to read from Roberts Rules regarding the conflict of interest. "Conflict of Interest (COI) guidelines are intended to protect the integrity of the decision making process. They exclude from discussions individuals whose ability to act objectively may be impaired by personal interest. COI guidelines would increase the likelihood that decisions will be objective, balanced and fair to all affected parties. It should be noted that holding a strong view or being a member of a group or a region that may be affected by a decision is not by itself a personal COI. A decision maker who believes she or he has a personal COI should proceed as follows.
Declare the COI immediately upon becoming aware of it.
Leave the meeting when the issue is discussed, to avoid any possibility of influencing the votes of other members on the issue.
Avoid influencing the decision in any way (at the meeting or outside the meeting).
The minutes should indicate that the member declared a COI and was absent while the issue was discussed.

Hilary had a conflict when we present the bylaw for the website.
Julia not yet and the other Board members had none.

Minutes Motion to accept the minutes of January 21, 2016 by Darrell, 2nd by Mike, all in favour, motion passed.

Financial Report: Peggy presented the financial statement for January 31, 2016. Motion to accept by Steve, 2nd by Julia, all in favour, motion passed.

Critical Path: Taxes for OPTA were entered February 12, 2016 and the next item will not be till the next meeting which will be the tender for grass and the dock.

Bylaws, Motions and Notices of Bylaws:

Hilary left the room as we discussed the website.

Received 3 verbal quotes from Hilary.

New website with social media integration \$2,000.00 from Hilary

Karl Walters – quote to update the existing site \$1,000.00

Graphic Works - \$3,800.00

Bylaw 2016-12 – To enter into contract with Hilary Chambers to make a new website for the LSB of Loring, Port Loring and District starting around the first of April 2016. The rate for this will \$2,000.00 plus HST and any site maintenance after the initial creation of the new website will be extra. Motion to accept by Julia, 2nd by Steve, all in favour, bylaw passed.

Old Business Outstanding:

The following old business is outstanding from April 23, 2015

1. Action Required: There will be a cleanup when we take over the building. Mike will advise when. Mike will post flyers and it will be on June 6, 2015. As of June 18, 2015 the cleanup will be after the construction is done. As of September 17th Mike Buchanan said this will be done with the new Board. Mike will advise the board the date for a yard cleanup – **tabled till spring.**

The following old business is outstanding from October 15, 2015

1. Action Required: The Farmer's Market needs to know if their amount will be adjusted for next year by December 31, 2015. The Board will review and advise. Mike said this will be presented at the April meeting.

The following old business is outstanding from November 19, 2015

1. Action Required: Email from a property owner with wrong 911 numbers. Steve will check. – **tabled till spring.**

2. Action Required: End of the month Darrell will meet with the government regarding a centre for seniors. This has been postponed due to the budget preparation. Darrell is currently working with a volunteer to put together the application - **Tabled till spring.**

The following old business is outstanding from December 17, 2015.

1. Action Required: Seniors grant deadline is March 4, 2016. Hilary is looking into this. Hilary said we qualify for the grant and there is a maximum \$3000.00 grant. Hilary is still working on this. Darrell suggested a bus for dinner. Mike mentioned that the paramedicine could help with seniors.

The following old business is outstanding from July 21, 2016

1. Action Required: The Board will get together to look at this. Darrell is strongly opposed to writing off any accounts payable for 911 signs. These are legitimate fees that are due for a service rendered. All steps must be taken to collect. It is unfair to give some constituents free civic addresses as it amounts to a subsidy from the other tax payers. Darrell has talked to MNDM where we stand with this and they have not answered him yet. Darrell mentioned that they are waiting for a procedure for the 911 numbers for the water and the committee is still working on this. I mentioned about the old bills and Darrell has talked to Joanne Laing at Ministry of Finance about this and we may be able to put the old bills on there.

2. Action Required: Mike Legault said there is a problem with the boards as the screws keep popping out. He said there is about 25 of them. Steve will call Athletica to come and check. **Mike said we will look at this in the spring.**

Old Business Complete

Complete from October 15, 2015

Information and Privacy Commissioner of Ontario regarding video surveillance. Mike is to look into this and advise. Mike said everything is good with what we are doing.

Complete from November 19, 2015

Email asking to replace a 911 sign, as it is damaged. This is on the sign order form and Mike and Steve will get this done this week. Peggy will call again. They have paid and are on the sign order to be installed in the spring.

Julia has called the insurance for information but they have not called back. She will follow up with them. They have answered some questions, but had to check on some and probably have more information in the new year. Julia was checking to make sure that the firemen rescue would be covered under our liability insurance and they are. In the summer she will do a tender for insurance.

Correspondence

1. Email from Ministry of Tourism, Culture and Sport for their 2014 Ontario Public Library Statistics that standard reports are available.

Action Required: None

2. Email from Ministry of Tourism, Culture and Sport with a reminder that Ontario Library Capacity Fund 2015/2016 that the last day for funding is March 25, 2016 and the report is due by April 29, 2016.

Action Required: None

3. Email from Net Central regarding cell service and Darrell has written a letter to the people that Net Central wanted them to receive to let them know how important cell service is needed in this area. They also wanted to have a meeting with the community. Net Central sent another email saying they have to resubmit to Fednor and will be in touch with us at a later date.

Action Required: None

4. CERB report for December 2015 and January 2016.

Action Required: None

5. A property owner sent an email asking questions regarding the minutes of January 21, 2016.

Action Required: I answered the question and they were okay with this.

6. Email asking about a report concerning mining the lake that was on the website at www.tamarackgold.com, and they were wondering if the Service Board was aware and if a report will be forthcoming.

Action Required: Darrell followed up with Ministry of Northern Development and Mines and Ministry of Transportation. MTO said they can't do anything and MNDM said that we would not have much influence. If there is a development to contact Ministry of Finance to see if we can charge. This is referring to Caribou Lake.

7. Email from Ministry of Tourism Culture and Sport for their Summer Experience Program 2016, the completion date is February 26, 2016.

Action Required: None

8. Email asking the address for the Fire Department in Loring.

Action Required: I answered them.

9. Email from a lawyer asking us where our taxation department is.

Action Required: I referred them to MOF.

10. Email from a new property owner asking where they pay their taxes.

Action Required: I referred them to MOF.

11. This year there will be a monthly charge of \$5.00/month from Caisse Populaire for cheque imaging.

Action Required: None

12. East Parry Sound Literacy Council would like to make a presentation for funding. The Board asked me to forward this to the Library.

Action Required: Darrell reread the email and they were asking to tax 50 cents/property to use for their government agency. Steve said the Library did not want any part as they are a not for profit. Darrell asked Peggy to send a note to decline.

13. Email from a property owner had asked Darrell if they needed any documents for a new building.

Action Required: Darrell said they would have to get a septic permit, a hydro inspection and also a 911 sign.

14. Copies of the film "Walk a Mile" will be given to the library.

Action Required: None

15. Provincial Land Tax Update – they have posted a paper on the MOF website "Overview of the PLT Open House".

Action Required: None

16. The draft report for the audit asking the Board if it is okay.

Action Required: The board said they did not receive it, I said I would send it again.

17. We received a copy of a severance from the Planning Board.

Action Required: None

18. I received a letter from the Lions to the LSB and this will be given to the Use Agreement Committee for their ongoing deliberations. The agreement of purchase and sale and the lease agreement between the Lions and LSB has been posted on the website under bylaws and I have some handouts if anyone wants. Also received emails from the public regarding this and they will also be sent to the Use Agreement Committee.

Action Required: None

Committee Reports

Tax Review None

Library Steve said they have some new procedures they are following. They are looking for volunteers and to contact Kim Summers.

Activity Centre The ice is good.

Argyle Community Centre	Steve is getting the grate filled in and tiles put down at the entrance. The sign will be installed in the next couple weeks. Jamie did repairs to the hot water tank and the heater. Steve got a new cover for the thermostat.
Hiking Trails	Hilary has completed the proposal with Explorers Edge and Fednor. They have not awarded yet but looks positive.
Culture	Julia has not had a meeting with the committee for the Cultural event in July, but it looks positive.
Fire	Steve also mentioned about the OFM coming in to talk to the Service Board about a contract between Service Board and OFM and it probably will be next month.
Website	Hilary is transitioning to the new site with the help of Karl. The community can keep us updated on the blog with events as the Facebook page does.
Bylaws	None
Administration	Julia said that minutes should be taken for all board meeting and conference calls.
Grants	Boat launches we are waiting for funding partner's proposal. Darrell said he has a gas company as a partner and will check with them. Mike mentioned that we should have some tourist companies as partners also. Hilary has a meeting with the Business Association and will ask if we can get a letter of support. Steve asked about the updating of the kitchen. Mike said Sandy was working on this. Sandy said there will be jobs for summer students and volunteers probably in March.
Long Term Planning	Darrell said that the 5 bylaws for Brown Township, McConkey, Hardy, Power of Garbage and the Power of Lights are ongoing. The activity centre looking at the installation of a snow curtain. Regarding a music festival, Kerry Booth and Steve will find out the number of seats we are allowed for safety. Also mentioned was the marathon from the East Road to Hawthorne Drive in Restoule.

New Business: None

Pay Bills: 20 bills presented to be paid.
 Indigo Books & Music - \$204.05
 Peggy Whitehead - \$625.00 (Honorarium)
 Port Loring Home Building \$48.51 (community centre supplies)

Albert Lamb \$493.45 (Janitor)
Dan Feasby \$875.45 (Epson Projector and cable)
Parry Sound Fuels \$556.16 (oil for ACC)
Peggy Whitehead \$168.02 (office supplies)
North Bay Mat Rental \$49.72
Carl Towns \$145.00 (raising the sign)
Mike Legault \$606.94 (Rink)
Seemore Graphics \$1,733.31 (letters and installation)
Jamie Matthews \$985.79 (heating & hot waters tank and installing new tank)
Steve Davis \$2,444.78 (supplies for installing 911 signs)
Dianne Feasby \$737.35 (books & DVD for Library)
On Conference \$60.53 (January call)
Trillium Municipal Supply \$477.19 (signs)
The following bills have already been paid
Dianne Feasby \$200.00 (increase petty cash from \$400.00 to \$600.00)
Ministry of Finance \$392.70 CERB agreement
Hydro One \$2,205.58
Bell Canada \$305.75
Motioned to pay bills by Steve, 2nd by Julia, all in favour, motion passed.

Public Comment:

1. Debbie Russell asked if we could get the fee for the Farmers Market as they have to advertise very soon.

Action Required: Mike said this will not be available till the next meeting.

2. Bill Chambers said to contact Genevieve regarding culture weekend. He said she has a lot of pictures and to contact her to participate. Someone mentioned Lloyd Brown and Julia said he is already on the list.

Action Required: None

3. Kerry said about the insurance that they are already covered on their insurance for medical calls. Julia just wanted to make sure that we are also covered, that if they are ever sued then they could come back on the service board. Kerry said that OFM wants the LSB to be more involved with the fire contract.

Action Required: None

4. Gilbert Moore brought up about the Lions agreement on what they will be paying. They said their insurance will be up in April for the liquor license insurance and it will be about \$3,000.00 and with the LSB fees they might as well have kept the building. He said they just want to know the cost as they can have their Lions somewhere else if needed.

Action Required: Hilary said there will be a bylaw for a lease agreement in April.

5. Tim Gehrke asked how the public can ask when it was only a draft and he asked how this got leaked.

Action Required: Julia as a Lions member has been asking for the new use agreement and when she got an email in the inbox, she said great. I finally made a counter proposal. Darrell said there is no particular bylaw within the act. The purchase agreement ends January 2, 2016 and there was no mention of a 5 year. Julia said this was hearsay. The mandate to be fair to all people and the committee will look into this. Mike said he sent an email

to the Board for their review not to be sent to the public. To be clear every Board member knows what it means for confidential and what is conflict and the Board said yes.

6. A community member asked why is it confidential and so secret.

Action Required: Hilary explained that the committee gets together a proposal and brings this to the board for review. Then the board will present it at a public meeting and is voted on by the board. Debbie said then the community can question the board in a letter to the board and this will be on the agenda for the next meeting.

7. Tim was concerned that at past meetings and tonight's meeting Julia did not leave the meeting when Lions business was discussed and did not followed Robert's Rules.

Action Required: Sandy gave an explanation on making a lease agreement and policies as she was on the committee. Darrell said with the 911 committee, they sent this to the Board for comments and now it is gone back to the committee for suggestions. Tim made a comment where he said to rescue the building, please take it back from a community perspective.

8. Sandy said the summer program there will be a letter sent home from school about this. She said there will be jobs and volunteer positions available. She said to check the bulletin boards and website.

Action Required: None

8:20 p.m. Motion to adjourn the meeting.

Next meeting will be on Thursday, March 31, 2016 at 7:00 p.m.

Prepared By
Peggy Whitehead
Peggy Whitehead
Secretary/Treasurer

Posted on March 2, 2016