



LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT
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Minutes of Board Meeting January 18, 2018

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

Attending: Stephen Brushey, Earl Reading, Tracey Watson, Hilary Chambers, Sandra Gendron and Peggy Whitehead

ACRONYMS

Ministry of Finance (**MOF**), Municipal Property Assessment Corporation (**MPAC**), Local Services Board (**LSB**), Provincial Land Tax (**PLT**), Standard Operating Procedure (**SOP**), Activity Centre (**AC**), Argyle Community Centre (**ACC**), Argyle Heritage Celebration (**AHC**), Conflict of Interest (**COI**), Ministry of Natural Resources (**MNR**), Ministry of Tourism, Culture and Sport (**MTCS**), Request for Proposal (**RFP**), Local Roads Board (**LRB**), Ontario Fire Marshal (**OFM**), Ministry of Northern Development & Mines (**MNDM**)

Meeting brought to order by Stephen at 7:00 p.m.

Conflicts: None declared

Minutes Motion to accept the minutes of December 21st, 2017. Sandra asked that under correspondence for item 11 it read "A Board member" and to replace it with "Sandra". Also, item 17 under action required it read "I" and to replace with "Secretary". Motion to accept with amendments by Tracey, 2nd by Earl, Sandra and Hilary abstained, 3 in favour, motion carried. Earl stated that we should be using a recorder to eliminate some conflicts.

Financial Report: Peggy presented the financial statement for December 31, 2017. Motion to accept by Earl, 2nd by Sandra, all in favour, motion carried.

Critical Path: PLT billing deadline is February 28, 2018.

Bylaws, Motions and Notices of Bylaws:

Bylaw 2018-01 Permit Board members to utilize telecommunications media to participate in regularly scheduled Board Meetings. Telecommunications is defined (but not limited to) methods such as Skype, FaceTime, or telephone conference. The method utilized must allow the absent Board member's

voice to be heard by all of the Board members and members of the public that are in attendance (ie, absent Board member cannot participate via text or e-mail). Attendance via telecommunications can only be utilized if the absent Board member is out of the area and the attending Board members must be able to confirm or be reasonably assured that the participant is the absent Board member. Stephen said this is out of order and will not be voted on. He said this conflicts with the act section 9, when board member misses 3 consecutive meetings and section 10, there must be a quorum present. Hilary stated that in the act section 41 for telecommunications that it is allowed, but Stephen said this pertains to Area Service Boards, not LSB. Stephen also said that the building is not equipped for phone conference. If MNDM says we have to do this then we will.

Unfinished Business:

Unfinished from August 17, 2017

Many questions on 911 on installing, address correction and phone numbers. There are two aspects to this issue - the main piece is that there are data discrepancies in the Bell 911 system and there are issues with the 911 numbering in some areas. For the last three years, the LSBs and the 911 Committee have spent considerable effort to identify the numbering discrepancies and ensure the database is updated. This is the result of any years of inconsistencies with 911 signage (both installing and determining numbers). In order to minimize this issue, the previous LSB decided to transfer the responsibility for 911 sign installation to the Fire Department (the LSB changes Board members each year while the Fire Department remains relatively consistent). The 911 Committee has an SOP that will soon be completed/finalized and this task can then be transferred to the Fire Department. Our area of responsibility is significant in its size; as the area is audited we will identify errors and ensure residents are advised. As of October 19th, Stephen said we should have some direction to complete the SOP this year. The Board will discuss having the Fire Department complete the SOP (LSB review) and signage, in January 2018 and the final review by bylaw will be in February or March. As of January 18th, there was more discussion and it was decided that a bylaw will be on the agenda at the next meeting that the Argyle Fire Department takes over the installing of 911 signs at \$100.00 per sign. Regarding the 911 SOP the committee will get together in the next couple weeks and finalize and then a bylaw will be done. Chris Brooks said that they paid \$50.00 20 years ago for a 911 sign, but never received. Stephen said now property owners are responsible for having a 911 sign at \$200.00.

Unfinished from December 21, 2017

1. Email from Marc Rockburn from MTO regarding Lampman Drive along with 2 letters of concern. Action Required: Stephen has asked me to do an audit of the properties and then Marc and Stephen will find out when they can have another meeting with the property owner. The sign is down, but for emergencies the number of the sign is still there which is 1641. Peggy has done the audit with the tax roll. Stephen has emailed Marc and cc'd Carole Mantha, but has not heard anything back. He is waiting for Marc to give us some instructions on how to handle this.

2. Sandra was approached by Jim and James Berriau to have the no trespassing orders removed. This was discussed and the Board will table this until the next meeting as unfinished business. Any decision on this matter should be made with the full Board present. OPP was not contacted, but Sandra will have an answer for the next meeting.

3. Marla Booth asked the LSB if they would cover the insurance for a program for the library to host a cottage/house tour this summer. Stephen said we will check with the insurance. The secretary has contacted the insurance and should have an answer shortly.

Completed from October 11, 2017

Regarding signing the OFM agreement. Stephen has been contacted by Kevin Schooler and was asking for a decision on the Agreement 2017-01 on whether we would sign or not. The Board all agreed that they will not proceed with the agreement and the secretary will email the minutes of January 18th to Kevin.

Correspondence

1. Workplace Electrical Training Based on CSA 2462-18. Training middle of February. The secretary stated that the LSB is receiving this email as they have bought the CSA for the playground, therefore the secretary asked if she could unsubscribe from receiving emails.

Action Required: Stephen agreed.

2. Another letter from a family member regarding Lampman Drive.

Action Required: None

3. A letter from the WSIB saying the rate will be 1.05 for 2018.

Action Required: None

4. Almaguin Adult Learning Centre with their January calendar.

Action Required: None

5. Email asking when the tax bill comes in.

Action Required: The first one should come in March and the second one in July.

6. Email asking for the rental costs.

Action Required: The secretary referred them to Bylaw 2016-01 and Bylaw 2016-26.

7. Tax adjustment from MOF of \$163.89 for combining roll numbers.

Action Required: None

8. Letter from the insurance saying we are named as an additional insured under the Argyle Fire Department's policy.

Action Required: None

9. Email from the auditors with a letter, questions to answer and a risk assessment to sign and return.

Action Required: Secretary will return the auditors request.

10. Email saying that their 911 sign has been took down by the snowplow.

Action Required: The secretary told them to contact the snowplow operator, no further action required.

11. OEA Webinar with a WSIB Update, an Employers Perspective on January 24, 2018. I asked Stephen if I could unsubscribe from these emails.

Action Required: Stephen agreed.

12. 2016 Ontario Public Library Statistics are now available.

Action Required: None

13. Office of the employer adviser with the Directors update for January 2018 about changes to the WSIB.

Action Required: None

14. Property owner requested that the 2 letters from the last meeting regarding Lampman Drive concerns to be email to him.

Action Required: The secretary will do this.

15. OEA Webinar – An introduction to workplace safety and insurance on February 1, 2018.

Action Required: None

16. Property owner asked if they are having lunch catered in, but will be using the dishes will they have to pay the kitchen fee.

Action Required: The board said they would have to pay the \$75.00 kitchen fee.

Committee Reports

Library (Sandra) Library agreement due in April, the school principal has a copy of the current agreement for his review. Once he has had a chance to review, and once the library committee lead (Patti O'Handley) and I have had a chance to review the document, I will contact the school with any proposed amendments. I have not spoken to the principal regarding this agreement. Once finalized will bring it to the LSB Board for review. Regarding computer courses the Library would like to have it in the afternoon at the ACC and asked the Board if the fee could be waived. Board all agreed to waive the fee. Also, 3 boxes of records at the Library that have been digitized will be stored at the ACC. They will look through them to see if there are any pictures.

Activity Centre
(Earl)

Ice at the rink is ready now. Gospel Hall has reserved the ice on January 20 from 1-3. Two freeze alarms have been ordered for both buildings from Jamie Matthews as the water froze in both buildings. For the snowshoe trails, Mike Buchanan has installed two Groomer Only signs, but for the Poker Run on February 3rd they will have arrows marked up to the ACC and removed when the Poker Run is over.

Argyle Community Center
(Stephen)

New door locks will be installed early February. Water purifications waiting for quotes. Plug socket by the bar needs fixed.

Fire/911
(Stephen)

Fire Department minutes on the website.

Website (Hilary)

473 visits to the site in January. Pages on the website viewed 1600 times. Referring websites (sites that send people to our website), 1. Google, 2. Facebook, 3. Bing, 4. Pine Grove. Posting shortly in our news section:

Westwind and Nipissing Forestry Consultation plans and contact info for the forestry industry in our area.

Bylaws None

Administration/Long
Term Planning
(Sandra)

Sandra asked the Board if they wanted to commit to meeting dates in the summer months. Board members preferred to have an initial letter sent now, and further mail outs with specific dates later on. Sandra will review the first letter and have it ready for the next meeting.

Events/Grant
(Hilary)

Business Association seminar on February 20 regarding marketing strategy, all businesses welcome.

New Business: None

Pay Bills: 15 bills presented to be paid.

On Conference \$1.72 (teleconference)

Peggy Whitehead \$325.14 (office supplies & water tests)

Jim Moore Home Heat \$1,566.26 (furnace oil)

Mike Legault \$560.00 (rink)

Jim Martin \$2,418.20 (snowplowing)

Purdon's Heating & Electrical \$5,376.92 (water tank & toilet bowls)

Bell Canada \$356.42 (January)

Whitehots Inc. \$99.38 (books)

Dianne Feasby \$160.55 (DVD's)

Tinlids \$684.48 (books)

Port Loring Home Building Centre \$61.10

Bain Construction \$1,257.69 (kitchen cabinets)

Albert Lamb \$800.00 (December cleaning)

North Bay Mat Rental \$49.72

The following bill have already been paid

Hydro One \$679.28

Motioned to pay bills by Sandra, 2nd by Tracey, Sandy opposed due to Purdon's bill, 3 were in favour, motion passed. Stephen said he did not get 3 quotes as it was an emergency and the seniors dinner was coming up. Also, this was in the budget.

Public Comment:

None

Meeting adjourned at 8:55 p.m.

Next meeting will be on February 15th, 2018 at 7:00 p.m.

Prepared By

Peggy Whitehead

Peggy Whitehead

Secretary/Treasurer

Posted on January 25, 2018