



**LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT**  
PO Box 148, Port Loring, Ontario P0H 1Y0  
[secretary@loringsb.com](mailto:secretary@loringsb.com) (705)757-3947

**Minutes of Board Meeting January 19, 2017**

The minutes can also be viewed on our website: [www.loringsb.com](http://www.loringsb.com)

**Attending:** Sandra Gendron, Mike Buchanan, Stephen Brushey, Steve Davis and Peggy Whitehead  
Absent: Hilary Chambers

**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**)

Meeting brought to order by Sandra at 7:05 p.m.

**Conflicts:** None declared

**Minutes** Motion to accept the minutes of December 15<sup>th</sup>, 2016 by Mike, 2<sup>nd</sup> by Stephen, all in favour, motion carried.

**Financial Report:** Peggy presented the financial statement for December 31, 2016. Motion to accept by Stephen, 2<sup>nd</sup> by Mike, all in favour, motion carried.

**Critical Path:** The PLT taxes to be completed by February 15, 2017.

**Bylaws, Motions and Notices of Bylaws:**  
None

**Unfinished Business:**

**The following unfinished business is outstanding from August 18, 2016**

**1. Action Required:** 6 phone calls on taxes. I answered them and 5 have to be verified. This will be tabled till the 911 SOP is complete – **ongoing**.

**The following unfinished business is outstanding from September 15, 2016**

**1. Action Required:** A letter from the District forester with a reply to the Boards letter regarding spraying chemicals. Tomorrow Westwind and the MNR will be at Pine Grove and Hilary will attend. Update from October 20<sup>th</sup> after the Pine Grove meeting, the MNR suggested the LSB request an environmental assessment. Hilary is working on this and will provide an update at the next meeting. Hilary advised that there are two forestry companies operating in this region – Westwind and Nipissing Forestry. Both companies are in the process of reviewing their forestry plans for 2016/2017. Once the information is finalized/made available, Hilary will post it on the LSB website - **ongoing**.

**The following unfinished business is outstanding from October 20, 2016**

**1. Action Required:** Steve asked if we received the donation from Jim Moore of \$1,500.00 for the boat launch (not at this time). Mike will inquire about this.

**The following unfinished business is outstanding from November 17, 2016**

**1. Action Required:** Kerry Booth said there was someone that tried to phone 911 from a phone booth and it would not work. I called Bell and they said they were to send a technician out and let me know what they found out. I called January 19<sup>th</sup> and she said I have to get the number off the phone booth. Mike is going there and he will let me know.

**The following unfinished business is outstanding from December 15, 2016**

**1. Action Required:** 2 requests to check 911 numbers. I gave this to Steve and he will advise. He has answered one and the other will have to wait until spring.

**Complete From December 15, 2016**

An email proposing to name the road running east off XX Side Road along the south side of Caribou to the 15 Concession Line as Tinstone Trail. **Sandra will respond and to let him know that we have to follow the MNR maps.**

One of the residents asked if the Fire Department and Ambulance go by Google Maps when they respond to a call. If that is the case, then he requested that the LSB review the 911 number assigned to his property because of issues he is currently experiencing with deliveries, etc. He would like this clarified before there is an emergency at his residence. I notified him that they don't go by Google Maps; they go by the 911 database.

**Correspondence**

1. An email from the MTCS with their 2015 Ontario Public Library Statistics.

**Action Required:** None

2. Letter from a property owner regarding his complaint in regards to changing the minutes to accommodate an in camera meeting and also the opening of tenders.

**Action Required:** There are two aspects to the property owner's complaint: the first concerns the change to the Sep 15 minutes; the second issue is the updated by-law regarding the opening of tenders. For the first issue of complaint, Sandra advised that the minutes of our 17 Nov 2016 LSB meeting dealt with this matter quite clearly (refer to Correspondence, para 2). As this was an issue that related to the previous Board, the only recourse was to request comment from the previous Board Chair. In addition, Sandra re-read part of the letter that was sent to Carole Mantha's office (the entire letter was read

aloud during the 17 Nov 2016 LSB meeting). To suggest that the current LSB is independently changing the previous minutes is misleading and incorrect.

On the second issue, regarding the revised By-Law on Tendering, the complaint contained incorrect information. The revisions to the tendering process were discussed in detail at the 15 Dec 2016 LSB meeting. To clarify, the new process is as follows: all tenders received will be announced at the LSB meeting – details announced at the meeting will be limited to the name of the company/person who submits a tender. Once the Tendering Committee completes their review, only the successful company and the final bid price will be announced at the next LSB meeting. The announcement will have no force or effect until a by-law confirming same is voted on by the Board. Unsuccessful companies' bids will not be announced at the LSB meeting. The minutes on the 15 Dec 2016 reflect this message (refer to By-Laws, Motions, and Notices of By-Laws, By-Law 2016-55). The Tendering SOP will be further refined to include a specific checklist for the Tendering Committee to use in their review of tenders/recommendations to the Board. It was important to incorporate this key change immediately to minimize the destructive situations that have occurred in the past. As discussed on 15 Dec 2016, public comments on bid tenders often become little more than a public dissection of a company or individual, and comments have little to no relevance on the company's ability to complete the work requested in the tender. This change in process will reduce that kind of negative commentary. In addition, it was clearly identified that if members of the public wish to know what the unsuccessful companies submitted as a bid, they are free to contact the individuals for that information.

3. North Bay Parry Sound Health Unit is promoting a Walk Like a Penguin Campaign.

**Action Required:** None

4. Library report for December 2016.

**Action Required:** None

5. Email from Hydro wanting to clarify 2 addresses.

**Action Required:** The Secretary provided this information. No further action required.

6. Letter from MNM saying that our first advance for the operating grant is approved and we should be receiving the cheque shortly.

**Action Required:** None

7. Letter to participate in 2 Ontario Volunteer recognition programs for 2017.

**Action Required:** None

8. WSIB rate for 2017 is 1.13.

**Action Required:** None

9. Email from a parent requesting WiFi access be made available at the rink. This access would allow children to contact an adult in case of injury or other emergency.

**Action Required:** The Board agreed that this is an issue that we must address. Unfortunately, we cannot provide WiFi at that location since

the signal will not travel through the steel door. Peggy will check to see if we can get a phone booth installed.

10. Received \$2,422.56 from the insurance for the roof repairs at the rink.

**Action Required:** None

### **Committee Reports**

Tax Review

None

Library

Hilary emailed the Board and said that they have a few interesting events in the works, book drive, authors...new books coming in etc.

Activity Centre

Heater at the office is not working. Lights at the rink have to be repaired. Flooding of the rink is good, but a few holes from the mild weather. Mats will be put down from the rink to the washroom.

Argyle Community Center

Mike is working on the tender for the kitchen repairs. There was an issue with ice/snow build up at the Community Centre and some users had difficulty to open the door (could only be opened part way). LSB members tried to chip away the ice to allow full access to the door; four bags of ice melt/safety salt were purchased. One person did slip on the ice and he will complete an incident report.

Culture

None

Fire/911

None

Website

None

Bylaws

None

Administration

None

Grant

The final reports for our two grants have been submitted. For the Children's Summer Program, we received a grant of \$14,345; the expenses incurred was \$9,018.88 leaving an unspent balance of \$5,326.12 that will be returned to the Province of Ontario. The Senior's Grant received was \$1,592.80 for the two Lunch and Learn sessions. Expenses totaled \$1,516.53 leaving an unspent balance of \$76.27 that was returned to the Senior's Secretariat, Province of Ontario.

Long Term Planning

None

### **New Business:**

None

### **Pay Bills:**

15 bills presented to be paid.

North Bay Mat Rental \$49.72  
Steve Davis \$43.20 (911 supplies and speaker parts)  
Albert Lamb \$848.20 (Janitor)  
Ontario Library South \$605.12 (Overdrive)  
Dianne Feasby \$138.30 (dvd's)  
Indigo Books & Music Inc. \$59.36  
Minister of Finance \$5,326.12 (return portion of grant)  
WSIB \$29.15  
Bell Canada \$286.19  
Near North Labs \$59.00 (water test)  
Buchanan Hardware \$20.33 (cleaning supplies)  
Port Loring Home Building Centre \$123.19 (cleaning supplies)  
The following bills have already been paid  
Hydro One \$957.13  
Lone Wolf Property Services \$586.47 (ACC repairs)  
Lisa Lund \$48,936.38 (purchase of property)  
Motioned to pay bills by Steve, 2<sup>nd</sup> by Stephen, all in favour, motion passed.

**Public Comment:**

1. Dallas Brushey asked if anything was going on July 1<sup>st</sup> to celebrate Canada`s 150<sup>th</sup> anniversary.

**Action Required:** None

Meeting adjourned at 8:05 p.m.

**Next meeting will be on Thursday, February 16<sup>th</sup>, 2017 at 7:00 p.m.**

Prepared By  
*Peggy Whitehead*  
Peggy Whitehead  
Secretary/Treasurer

Posted on January 24, 2017