



LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT
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Minutes of Board Meeting February 15, 2018

The minutes can also be viewed on our website: www.loringslb.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 7:04 p.m.

Conflicts: None declared

Minutes Motion to accept the minutes of January 18, 2018 by Hilary, 2nd by Tracey, all in favour, motion carried.

Financial Report: Peggy presented the financial statement for January 31, 2018. Motion to accept by Earl, 2nd by Sandra, all in favour, motion carried.

Critical Path: PLT completed

Bylaws, Motions and Notices of Bylaws:

Bylaw 2018-02 Argyle Fire Department hereby enters an agreement to provide installation services for 911 signs for the Loring Services Board.

2. Upon notification from the Secretary of the Loring Services Board that a sign needs to be installed, the Argyle Fire Department will follow the procedures set out below.

3. Utilizing equipment owned by the Local Services Board, including blank signs and posts, the Argyle Fire Department will use their own trucks to proceed to the approximate location given to them by the Secretary.
4. Upon arrival at the location, the Argyle Fire Department will measure from the nearest 911 sign prior to, or after, the location requiring the sign, and measure out the distance to the location of the required sign.
5. The numbering system used will be 1 number per 5 meters of distance to establish the new 911 number for the property being signposted.
6. The Argyle Fire Department will then number the new sign using adhesive numbers provided by the Local Services Board and install the sign so that it will be securely installed into the ground, and will be visible to emergency services but will not be obstructed by snow banks or in danger of being plowed over.
7. The Argyle Fire Department will take a GPS reading of the location of the new sign after it has been installed.
8. The Argyle Fire Department will provide a database of installed signs, their GPS location, the new 911 number of the property to the secretary of the LSB, and a guarantee that the sign has been installed.
9. The fee for this service will be set at \$100 per sign installed irrespective of its location, island, water access property, or road property as long as it falls within the Local Services Board area.
10. The Loring Service Board agrees that the Argyle Fire Department is not responsible for new numbers provided, only if the 911 number used for the initial reference point was numbered incorrectly by another Contractor.
11. Any auditing of 911 signs and numbers required by the Local Services Board will be covered in a separate agreement.

Motion to approve by Sandra, 2nd by Earl, Sandra said that the bylaw should be shorter, where it would say the Argyle Fire Department will install signs based on the SOP and there was concerns on item 10. Stephen said this is what the SOP says and it is long for the protection of the Fire Department. The Board decided that when the SOP is complete they will review the SOP and the bylaw with the Argyle Fire Department and make changes if necessary, 4 in favour, 1 opposed, bylaw passed.

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 many 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 - Ongoing.

Unfinished from December 21, 2017

1. 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. Sandra checked with the OPP and said we can amend or remove the no trespassing order. There was a discussion amongst the Board and a vote of 3-2 in favour of removing the no-trespassing order. However, the Board has to send a letter in which they all agreed to sign and a copy of the minutes to the OPP before the no-trespassing order can be removed. The OPP will notify Jim and James Berriau and the LSB when this is done.

Completed from December 21, 2017

Email from Marc Rockburn from MTO regarding Lampman Drive along with 2 letters of concern. Action Required: Stephen has asked the secretary 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. Marc Rockburn called a meeting with the following people, Stephen and Peggy (LSB&LRB), Dennis Anderson (LRB), 2 property owners and Dominique Marleau (MNDM) to find a resolution for Lampman Drive. MTO and MNDM have said that they will look after this since they are a government official and the LSB and LRB will no longer be involved. Marc will advise us on the progress and when completed the secretary will change the data base and MPAC if necessary.

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. The insurance will not charge additional premium, but if it becomes an annual event this could change. They also recommend that the homes are informally inspected prior to the tour to minimize any hazards/concerns that may result in injury to a 3rd party. Sandra asked what type of insurance and the secretary said it was liability.

Correspondence

1. Almaguin Adult Learning Centre for February calendar.

Action Required: None

2. 2017 Annual Survey of Public Libraries is open.

Action Required: Forward to the Library.

3. Fire Inspection report for the ACC for work to be completed by June 1, 2018

Action Required: The Board discussed this and will make arrangements to complete by June 1st.

4. Email asking how to go about severing property.

Action Required: Secretary referred them to the North Almaguin Planning Board.

5. Property owner asked for a copy of the letter regarding Lampman Drive that was mentioned in the January 18, 2018 minutes and asked how the secretary did the audit on Lampman Drive.

Action Required: The secretary told him the audit was from the tax roll and the letter has been emailed to him.

6. Letter from a lawyer for a change of ownership and that all taxes are sent to the new owner.

Action Required: The secretary referred them to MOF.

7. Lawyer asked for a legal description of a property and for tax information.

Action Required: The secretary referred them to MOF.

8. Email from Business Development with interest rates on Infrastructure loans.

Action Required: None

9. Email asking what to do when the property is severed for a 911 number.

Action Required: Secretary said they would have to apply for a 911 number from the LSB at \$200.00.

10. Refund from MOF for \$1,268.63.

Action Required: None

11. Stephen received a letter from MNDM where they have received several complaints regarding the manner in which the meetings are conducted. One concern for passing bylaws pertaining to the budget and advised the Board that a new vote will be needed to be held in order to validly pass the 2017-18 budget. Second, to review the conflict of interest policy pertaining to the fire service budget. Third, asked that the board might want to review its position on teleconference. Fourth, an inhabitant was asking for clarity on how the LSB is collecting fees with respect to multi-properties. MNDM has asked for a response by February 21, 2018, however Stephen got an extension by February 28, 2018.

Action Required: Stephen asked the Board for their approval to retain a lawyer Thomas Davis, Valin Partners at \$275.00/hour to answer the questions for MNDM and compile a letter to them to be in a legal compliance with the ACT. 3 were in favour, Sandra against and Hilary abstained. The Board will proceed with the lawyer.

12. Sandra was asked by the Horticultural Society for a letter of support, as they are checking into a grant for a pollinator friendly garden at the Nurse's station.

Action Required: The Board all agreed doing a letter of support.

Committee Reports

Library (Sandra) Library agreement is ongoing. Sandra has reviewed and wants to clarify who the "Board" pertains to and then will give to Patti O'Handley for her review. Then it will go to the Principal of the school for his input. Once everyone is satisfied Sandra will give the agreement to the LSB for their

review and to pass a bylaw. Karen Wassink said there will be a computer course at the ACC on Feb 21, 28 and March 5, 7 from 1-2:30 p.m.

AC & ACC

(Earl & Stephen) Sent back smoke alarms and reordered. Ice at the rink has been good. Matthews installed a freeze alarm at the ACC, but Stephen might ask for it to be moved into the utility room. The freeze alarm for the AC will have to check to see where they will put it. Shane Jackson will fix the plug at the ACC by the bar. Stephen suggested we should check the AED at the ACC and AC and also the first aid kit. Working on the OFM inspection for the ACC. Contact Kim Lampkin for a K extinguisher for suppression system. Health Unit Inspection will redistribute to the board. Use agreements to be completed and Earl will look into this.

Fire/911

(Stephen) Fire Department meeting on February 20, 2018

Website (Hilary)

Asked if there was an ice schedule for the rink? Mike Legault said there used to be, but could not find it. Mike said it is mainly used for family skating and a couple of nights they have hockey. A question on the trails at the rink, Stephen said he will get a GPS when he does the grooming and let Hilary know. 507 visits in the last 30 days and 1767-page views. The poker run was well attended. Referring websites (sites that send people to our website), Google, Facebook and Almaguin Highlands.

Bylaws

None

Administration/Long

Term Planning

(Sandra)

Stephen has contacted MNM regarding Brown Township and since it has been 2 years the Board has to all agree on whether they will move forward or not. There is some conflict with what was told to the community that has been changed to date. Regarding the fire department, insurance and roads. Apparently what was said in 2015/2016 has to be the same information for the proposed township. Stephen will forward the minutes from 2015/2016, a map and an email from the insurance. He will also check to see if we have to have a bylaw or just make a motion in the minutes. After the Board reviews they will decide at the next meeting.

Events/Grant

(Hilary)

Content Marketing seminar has been changed to March 6th from 10:30 a.m. to 3:30 p.m. and you need to register. Bring your laptops or ipads. No reply for the Seniors Grant should be any later than March.

New Business

Canada Post had a meeting at the church in Golden Valley, organized by Earl, and the residents of Golden Valley voted for another post office.

Pay Bills:

14 bills presented to be paid.

Peggy Whitehead \$1,587.75 (Jan-Feb honorarium & travelling)

Jim Moore Home Heat \$481.24 (furnace oil)

Mike Legault \$1020.00 (rink)

Jim Martin \$1,943.60 (snowplowing)

Minister of Finance \$392.70 (CERB agreement)

Whitehots Inc. \$140.04 (books)

Dianne Feasby \$562.12 (DVD's)

Karen Wassink \$566.11 (ipad for library-for learning only)

Saner Media \$565.00

Indigo Books & Music \$213.32

Port Loring Home Building Centre \$142.34

Albert Lamb \$400.00 (January cleaning)

North Bay Mat Rental \$49.72

The following bill have already been paid

Hydro One \$1,120.10

Motioned to pay bills by Sandra, 2nd by Hilary, all in favour, motion passed.

Public Comment

1. Mike Legault thanked Earl Reading's family for volunteering to shovel the rink off. Also, the tender says it is up to 21 hours per week, but he suggested that it should be around 15 hours per week.

Action Required: None

2. Karen Wassink asked if the computer courses could be put on the sign.

Action Required: The secretary will look after this.

Meeting adjourned at 9:40 p.m.

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

Prepared By

Peggy Whitehead

Peggy Whitehead

Secretary/Treasurer

Posted on February 26, 2018