



**LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT**  
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**Minutes of Board Meeting February 16, 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, Hilary Chambers 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**)

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

**Conflicts:** None declared

**Minutes** Motion to accept the minutes of January 19, 2017 by Stephen, 2<sup>nd</sup> by Hilary, all in favour, motion carried.

**Financial Report:** Peggy presented the financial statement for January 31, 2017. Steve asked about the snow plowing and I said I had not received a bill. Sandra advised that a request for monthly invoices was sent to the contractor. Motion to accept by Stephen, 2<sup>nd</sup> by Hilary, all in favour, motion carried.

**Critical Path:** The PLT taxes to be completed by February 28, 2017.

**Bylaws, Motions and Notices of Bylaws:**

**Bylaw 2017-01** To rescind bylaw 2016-36 Themed Areas dated September 15, 2016. The reason behind this action is that by-law 2016-36 would allow road names to be changed from the information shown on municipal maps. The concern is that this will cause future problems or issues with emergency response as fire, police and ambulance services rely on the municipal maps to locate addresses. Motion to accept by Hilary, 2<sup>nd</sup> by Steve, all in favour, bylaw passed.

### **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. As of February 16<sup>th</sup> I have had two calls asking for an update. These calls concern requests for refunds on taxes paid and/or requests to have tax levies removed. It is important to clarify that tax rebates or refund requests will not normally be entertained by the LSB. The current situation – where there are two levels of taxation (full and partial rate) – continues to generate discussion at the Committee level. This issue is under review and will be discussed with the NMDM representative - **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. It is likely that the forestry plan development process will be ongoing into the summer months. In the interim, Hilary has posted the Nipissing forestry map and schedule for their public meetings under the News Section of the LSB website. If residents wish to pursue this issue further, it may be best to form an environmental citizen's group. Further information will be posted on the LSB site as it becomes available. **This item is tabled until August 2017.**

#### **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. As of February 16<sup>th</sup>, Snow removal at this location has prevented access to this phone booth and it is expected that this will be the case until end April. **This item will be tabled until May 2017.**

#### **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 **be tabled until spring.**

#### **Complete from October 20, 2016**

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. As of February 16<sup>th</sup>, Mike said they will donate when the work is in place.

#### **Complete from January 19, 2017**

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 another emergency. 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. Bell will provide a phone booth but it will cost \$200 for the installation and \$50 per month. Bell also advised that the phone must be located inside the recreation facility. Currently, participants in organized activities (ie, hockey league) have access to an emergency phone (it is secured at the end of each organized activity). Allowing unlimited access to the phone booth exposes the LSB to an increased risk of vandalism. While the Board agrees it is important to ensure residents can contact someone in the case of emergency, Wi-Fi and phone booths are not the only options and should not be used as an alternative to parental supervision. For example, there are residences close to the recreation facility, users can attend the facilities in groups, or they can use the phone booth located at Rupert's Variety. While these alternatives are not the ideal, they do provide solutions that would allow for emergency contact. Due to the cost associated with Wi-Fi, or an additional phone that would be accessible 24/7, the Board will not pursue these options further in this budget year.

### **Correspondence**

1. An email for a contact for the North Road Landfill site.  
**Action Required:** I answered them, no further action required.
2. \$9,530.47 operating grant was deposited January 26, 2017.  
**Action Required:** None
3. Questions from a lawyer for a tax certificate and other questions.  
**Action Required:** I answered them, no further action required.
4. Library report for January 2017.  
**Action Required:** None
5. A question asking if there is a false alarm bylaw or policy.  
**Action Required:** I told them there was not. No further action required.
6. Letter from the Minister of Agricultural, Food and Rural Affairs for a grant.  
**Action Required:** The Board has looked at this and could not find where it would apply to us.
7. Information & Privacy 2016 report to be filled out.  
**Action Required:** I have done this, no further action required.
8. Draft financial audit report for review.  
**Action Required:** Motion to accept the draft audit by Stephen, 2<sup>nd</sup> by Mike, all in favour, motion passed. Sandra and I will sign the letter and send it back to the auditors.
9. Email from a property owner saying that the deadline has been extended for a program "Connect to Innovate."  
**Action Required:** This is a very specific grant initiative and the Board agreed that this is beyond the scope of our Board as the funds must be used to build or manage internet infrastructure.
10. Email for a contact at a landfill site in Blair Township  
**Action Required:** I answered them, no further action required.
11. Email asking about installing a new driveway.  
**Action Required:** I referred them to the Roads Board.
12. CERB report for January 2017.  
**Action Required:** None
13. Property owner asked the fees for the rental of the AC and ACC.

**Action Required:** I referred them to the website under bylaws 2016-01 and 2016-26.

14. Email from a property owner about Hydro using pesticides and asking for a bylaw imposing a ban on pesticides.

**Action Required:** The decision to use or not allow pesticides rests with the individual property owners. Unfortunately, Hydro One did not receive 100% return on the objection or consent forms that were mailed to residents in the latter part of 2016. As a result, they are calling all residents to confirm whether pesticide use will be permitted on the properties Hydro One would like to clear. A by-law to ban pesticide use in this area would not apply to the large sections of Crown land and would remove the right for individual residents to have a say on matters that affect their properties.

15. Email from the Argyle Lions Club regarding Canada 150.

**Action Required:** There will be a meeting on February 25<sup>th</sup> at 10:00 a.m. at the Legion (downstairs) for the public to discuss events and ideas on how to celebrate Canada 150. Hilary said the LRBA will attend, but encourages the public to attend also.

16. A risk summary from the insurance.

**Action Required:** The insurance report identified the location of the oil tank and the state of our kitchen as risks. Mike explained that temporary hazard markers have been installed (by the oil tank) and permanent markers will be installed in the spring. The kitchen renovations, scheduled for this year, will address the hazards identified in the report. The insurance agent was advised and agrees with the corrective action taken by the Board.

17. A property owner asked about the LSB's current position on community disaster preparedness plan as mandated by the Federal and Provincial Government.

**Action Required:** Sandra reviewed the information referred to by the resident and it clearly states that it is applicable to federal organizations only. As an unorganized area, we do not have the resources or infrastructure to offer a comprehensive disaster response. As per the Public Safety Canada website, individual residents have the obligation to plan for emergencies (know the risks for this area, prepare an emergency kit, etc). Hilary will add the link to the LSB website.

18. Phone call asking for a credit on vacant land where they were billed full tax.

**Action Required:** Mike said this is developed and should be full tax.

### Committee Reports

Tax Review                      None

Library                              None

Activity Centre                      To address the problems created by on-road trailer parking, Mike will prepare a spot for skidoo trailers as a "park and ride". Signage will be provided by the Argyle Riders. Despite several calls to the electrician, the heater in the LSB office is not working and lights at the rink have yet to be repaired. Mike will call another electrician to complete the

necessary repairs. Ice at the rink is good. Mats will be put down from the rink to the washroom.

Argyle Community Center

The tender request for the kitchen renovation will be ready for the next meeting.

Culture

August 1<sup>st</sup>, someone is looking at having another Heritage Day and the Pickerel River Association is looking at an event for the fall.

Fire/911

911 sign for the Deer Yard Trails, Hilary to check with the LRBA.

Website

There was a message saying they could not open a link. Hilary said there was a glitch with the website and it has been resolved. On the home page, there were 706 views and 90 new people viewed. A link for the Argyle Riders Club will be added to the LSB website. Hilary will also add the contact information for the landfill sites.

Bylaws

The bylaw review is now complete. Out-dated or duplicate by-laws will be rescinded in the coming months. As this is primarily a housekeeping task, only 4 or 5 by-laws will be tabled per meeting.

Administration

None

Grant

None

Long Term Planning

The closing date for the land purchase has been delayed pending property severance and survey. The next Planning Board meeting is scheduled for March and the new closing date is tentatively set for May 31<sup>st</sup>.

**New Business:**

None

**Pay Bills:**

12 bills presented to be paid.

North Bay Mat Rental \$49.72

Sandra Gendron \$143.25 (mileage and maps)

Albert Lamb \$575.00 (Janitor)

CST Canada \$1,644.95 (oil)

Dianne Feasby \$224.80 (dvd's)

Indigo Books & Music Inc. \$428.47

Minister of Finance \$392.70 (CERB)

Port Loring Home Building \$222.95 (cleaning supplies)

Peggy Whitehead \$1413.24 (honorarium & office supplies)

Indigo Books & Music \$20.00

Bell Canada \$330.47

The following bills have already been paid

Hydro One \$1,556.90

Motioned to pay bills by Steve, 2<sup>nd</sup> by Mike, all in favour, motion passed.

**Public Comment:**

1. May Mallais said that a vehicle turnaround has been made on Birchpoint Road and the snow plow no longer plows past this point even though there are residences past the turnaround. She asked why this change was made and if the snow removal could be re-instated.

**Action Required:** The Board advised that she would have to bring this matter to her Roads Board as snow removal is not an LSB responsibility. She was provided with the appropriate contact information.

Meeting adjourned at 8:03 p.m.

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

Prepared By  
*Peggy Whitehead*  
Peggy Whitehead  
Secretary/Treasurer

Posted on February 22, 2017