



LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT
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Minutes of Board Meeting May 12, 2016

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

Attending: Darrell Rogerson, Mike Buchanan, Steve Davis, Julia Moore, Peggy Whitehead and 8 community members
Attending by phone: Hilary Chambers
Representing MNDM Carole Mantha and Kara McCaig

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**)

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

Conflicts: None declared

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

Financial Report: Peggy presented the financial statement for April 30, 2016. Motion to accept by Mike, 2nd by Steve, all in favour, motion passed.

Critical Path: Apply for 2nd funding from MNDM by June 10th.

Bylaws, Motions and Notices of Bylaws:

Bylaw 2016-21 To rescind Bylaw 2015-06 on Policies. Darrell explained that there would be another bylaw for Volunteer Management, Concussion and Harassment and these will not change. The Conflict of Interest will be another bylaw which will stay the same, but adding Confidentiality and Transparency. Motion by Hilary, 2nd by Mike, all in favour, bylaw passed.

Bylaw 2016-22 To approve the Volunteer Management, Concussion and Harassment Policy. Motion by Steve, 2nd by Mike, all in favour, bylaw passed.

Bylaw 2016-23

To Govern Conflicts of Interest, Confidentiality and Transparency. Darrell read the part under Confidentiality and Transparency. Nonprofit organizations are expected to function in a transparent manner, but if you are supposed to function in an open manner, how can you keep information confidential? It helps to understand the difference between the two terms and how they relate to each other. Transparency is the disclosure of information to the public and supporters to indicate the organization is managed well, functions in an ethical manner, and handles its finances with efficiency and responsibility. It's part of your duty of obedience. Confidentiality is the obligation and right not to disclose information to unauthorized individuals, entities, or processes if it could harm the organization, its business relationships, or an individual. It's part of your duty of loyalty. We are all constantly aware as board members that our stakeholders –our clients, the government, the sector – want and expect transparency from our organization. IF any information is released without approval of the full Board it raises expectations that all information is fair game for public knowledge at all times. It is not. But transparency does not, and should not, extend to boardroom decision making.

Committee discussions are confidential. Period. There are exceptions for topics of extreme confidentiality such as legal and personnel issues. Our board must have a rigorous confidentiality policy that board members agree to and adhere to without exception. Why is confidentiality so critical? Board members must feel at liberty to express their ideas and opinions in an open and welcoming atmosphere, and nothing chills candor like the fear that one's words will be repeated (or worse, misquoted) outside the boardroom. The only way your board can transform your organization is if it feels free enough to discuss the big, audacious issues...to dare to dream...and to challenge each other's assumptions about how much you can achieve. Look at this way: A strict adherence to transparency and disclosure ensures that your board is firmly grounded in compliance with the law, while a culture of confidentiality ensures your board has the freedom to soar as far and as high as it may. Carole had a question under Section 3, paragraph 6, and Darrell decided to remove "**LSB Board**" discussions are confidential and leave in committees, the Board agreed. Carole also said that all meetings by the Board are public. Motion by Mike, 2nd by Hilary, all in favour, bylaw passed.

Bylaw 2016-24

To set the procedures for Tenders, Requests for Proposals and Requests for Quotations. The Board prepares the tenders and the applicant fills in the blanks. The Tenders will have an issue date, an addenda website posting date, a submission/opening date and a notification of Award date. The opening date does not have to be a Regular LSB Meeting. It is solely the date the tenders will be opened and vetted in Public. The secretary/treasurer and at least one of the LSB Chair, Vice Chair or related committee Chair shall preside. The expected successful bidder may be announced at this meeting, but it has no force or effect until a bylaw confirming same is voted on by the Board. That will be the Notification of

Award date. Sample formats with requirements can be included in the Boards Standard Operating Procedures. Steve had questions about the WSIB and Darrell said this will be determined in the Tenders. Bill Chambers said the bids of the tender should be discussed amongst the committees. Darrell said this is all public. Motion by Mike, 2nd by Julia, all in favour, bylaw passed.

Bylaw 2016-25 To purchase a sound system for meetings. There was a discussion as to where we will be getting the money if this is an emergency, and the Board said Infrastructure. Mike asked about a big expenditure (\$20,000+) and Carole said this should be presented to MNM. Mike asked Carole that we discussed the ball netting, but the fence should be repaired first and she said that would be okay. Motion by Mike, 2nd by Steve, all in favour, bylaw passed.

Bylaw 2016-26 To amend Bylaw 2016-01 to clarify that Community Fundraising Events fall under the \$100.00 rate. Leasee's will receive a 25% discount off the \$100.00 rate not the kitchen fees. The kitchen fees will increase from \$50.00 to \$75.00. Motion by Steve, 2nd by Hilary, all in favour, bylaw passed.

Bylaw 2016-27 To prepare and release a RFP (Request for Proposals) to construct a framework along the outside perimeter of the Activity Center roof line to accommodate a moveable curtain. The Curtain will be a part of the RFP. Objective is to prevent snow from drifting onto the rink surface and to protect the interior from cold or wet winds and to extend the ice surface life. It must allow flexibility from fully open to fully closed in a safe and efficient manner. Motion by Mike, 2nd by Julia, all in favour, bylaw passed.

Julia also asked can a not for profit organization ask where is the money going for a fundraising event. Mike said we can if they are getting free rental.

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 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 until spring.**

The following old business is outstanding from January 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. As of March 31st the Board will get together to discuss this. As of April 21st section 26 in the act Darrell said that all fees will be collected. He has asked MNDM for clarification and he should have this for the next meeting. As of May 12th, Carole said there is nothing in the guide, that it is an operational procedure.

The following old business is outstanding from February 25, 2016

1. Action Required: The roof repairs at the AC. Mike has been in contact with them and should hear something next week. Tanya Buchanan said the roof will be repaired by Moore's and will be arranged by our insurance.

The following old business is outstanding from March 31, 2016

1. Action Required: I read a letter from the Farmers Market regarding their insurance. Julia will ask the insurance if they will come in and explain what we are covered for to the Board. Julia has not heard when someone will be in, but she got a few answers. For all events that the Board has authorized are covered. If the Board was found negligent or a third party setting up booths they would need proof of insurance. Renting to nonbusiness groups or letting them use the building for free, any third party would have to show proof of insurance. Renting to a business, they should show proof of insurance. Regarding the AHC with other people's items and pictures, the items would be covered under their own insurance. Tanya has heard that the Legion on their insurance they are covered for all renters.

2. Action Required: Kerry Booth said the kitchen needs to be upgraded before we get shut down. The Board is looking at a grant for this upgrade – **no update.**

The following old business is outstanding from April 21, 2016

1. Action Required: Mike asked Joe Whitmell for a letter outlining what the Argyle Nurses Station use their fundraising dollars for to give to the committee for consideration. Mike said he has not received anything and for me to write a letter to Joe to provide information to be brought to the committee for discussion.

2. Action Required: Tim thought we wouldn't have to pay property taxes when the LSB took the building over. I will check with Lisa Lund's office. I hadn't phoned her yet, but the bills that we received were an interim bill, which is half of what we paid last year. The final bill it yet to come. Carole checked and Section 26:2 of the ACT says that LSB are land tax exempt.

Old Business Complete

Complete from March 31, 2016

Email from the East Parry Sound Literacy Council saying they have linked us to their website and are asking to be linked on our website. This will be tabled till next month. As of April 21st this will be discussed with the Board and should know for the next meeting. Hilary said we should not as we have never dealt with them, and the Board agreed. I will let the know. A phone call from West Parry Sound Health Centre asking if we could move the defibrillator to an unlocked area at the Activity Centre. Mike will call him about the AC. As of April 21st

since this was a grant and it is to be in an unlocked area, this will be moved to the washroom area.

Correspondence

1. Email from the office of the Fire Marshal advising that some Northern Fire Protection Program fire departments are being approached to sign tiered response agreements to deliver emergency medical services and they are advised to refrain from signing these agreements.

Action Required: Kerry said that the representative will still negotiate with this Board and said this does not affect the Fire Department.

2. CERB report for March 2016

Action Required: None

3. Property owner asking when they will receive their tax bill.

Action Required: Interim bills were sent out early April and to contact MOF if they hadn't received it.

4. Annual survey of Public Libraries is now open for 2015 submission deadline is October 31, 2016.

Action Required: None

5. Email from Ministry of Tourism, Culture and Sport to give feedback of the Culture Strategy Draft.

Action Required: None

6. Email from Mike Legault regarding grass tender and the WSIB.

Action Required: Darrell said we are reviewing and new information regarding our new tendering process will be published.

7. Letter from Ministry of Citizenship Immigration and International Trade to invite you to submit a nomination for the Ontario Medal for Good Citizenship.

Action Required: Gave to Julia.

8. Email about the St.Paul's United Church Silent Auction on May 18-20, 2016.

Action Required: None

9. Email from accessibility Directorate of Ontario for a new booklet – Planning Accessible Events.

Action Required: None

10. **At the end of the meeting I forgot to read 2 correspondences.** The first one was from the Lions where they decided not to accept the rental agreement, I read their email and also the letter that Mike had replied back. I also mentioned the Farmer's Market agreed to their agreement with changing the time to start from 8:00 a.m. to 7:00 a.m. The Food Bank I am still waiting for a reply.

Action Required: None

Committee Reports

Tax Review None

Library None

Activity Centre T-Ball started this week. The summer program Sandra Gendron said they are finished interviewing and she is checking their references. Steve

thanked Sandra for doing a great job. The schedules are on facebook and Hilary said they are also on the new website. The schedules are also sent out to resorts for children.

Argyle Community
Centre

None

Hiking Trails

Explorer Edge said the committee has approved us and will present it to the Board and should hear by next week. Bill Chambers asked if there would be any Provincial support, and Hilary said there might be.

Culture

Julia has a meeting on May 18th with the committee. There will be expenses for copying pictures Julia asked the committee to hand in their bills. Tours to Hartley Moore's barn and Lloyd Browns, it is not for sure but promising.

Fire

Steve said they are still looking in to the one fire hall. There was a meeting last week on the 911 SOP. Christopher Ballard and Tracey Watson donated around \$500.00 worth of their time last year to install signs. Mike asked me to send a thank you letter.

Website

Hilary said the new website is under loringdistrictsb.ca if anyone wants to check it out. It will be at least a week before it is up and running. She has also added contact information for Highway maintenance and Hydro outages.

Bylaws

None

Administration

None

Grants

Hilary has heard that Seniors grant package will be mailed shortly.

Long Term Planning None

New Business: None

Pay Bills: 11 bills presented to be paid.

Indigo Books & Music - \$14.28

Hamilton's Electric Services - \$819.70 (sign)

Port Loring Home Building \$295.68 (community centre supplies)

Albert Lamb \$444.10 (Janitor)

Dianne Feasby \$288.55 (shelving & DVD's)

Minister of Finance \$300.00 (sign permit)

On Conference \$47.29

Fire Alert \$372.28

The City of Thunder Bay \$39.30 (taxes)

Hampel Contracting \$498.26 (snowplowing)

The following bills have already been paid

Hydro One \$634.38

Mike said that Fire Alert will be doing yearly checks on the extinguishers at the AC and ACC.

The total bills for May \$3753.82

Motioned to pay bills by Steve, 2nd by Julia, all in favour, motion passed.

Public Information on Boundary Alterations

Darrell presented the maps and showed people the proposed boundary alterations. There was a public discussion amongst the community and Carole asked why the Board wanted to do this. Darrell explained that the Board is doing a service and not being paid, for instance Fire Protection. We are the closest to these areas. Carole and Kara offered information to Darrell on the process and notices. We have to get the financial implications for both sides and what services we are providing.

Public Comment:

1. Darrell asked Carole about notices if we could put all 3 together, 2 information and 1 vote?

Action Required: Carole said it should be separate to follow the procedures and notices are to be one week in advance.

9:45 p.m. Motion to adjourn the meeting.

Next meeting will be on Thursday, May 26th, 2016 at 7:00 p.m.

Prepared By

Peggy Whitehead

Peggy Whitehead

Secretary/Treasurer

Posted on May 18, 2016



LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT
PO Box 148, Port Loring, Ontario P0H 1Y0
www.loringlsb.com

May 9, 2016

Argyle Lions Club
R.R. #1
Nipissing, ON P0H 1W0

Dear Mr. Peever:

I acknowledge receipt of your e-mail, dated May 2, 2016, and am sorry to hear that you decided not to lease space in the Community Centre. While the name and ownership has changed, it has been the "home" of the Lions for many years. This is no doubt a new road of travel for your organization and I regret that we were unable to negotiate a lease arrangement that would have made such a large move/change unnecessary.

All of the LSB members note with sadness the decision to remove the Lions' historical items from the display case. As an organization that has dedicated considerable time to community and service, it is unfortunate that the community – in particular its youngest members – will not find any record of the Lions' accomplishments/ history where it would be the most visible...in a community centre where residents of all ages gather. It is acknowledged that this decision rests with the Lion's Club; however, it is profoundly disappointing.

Over the past few months, there has been considerable time spent on the subject of leasing space – a matter that is not complex - and it serves no purpose to draw it out. The decision of the Lion's Club to not lease space at the Argyle Community Centre is understood. Should your circumstances change, the LSB remains ready to work with the Lions' to provide space and negotiate a lease arrangement that is suited to both organizations.

Sincerely,

Mike Buchanan
Recreation Chair