



LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT
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Minutes of Board Meeting May 17, 2018

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

Attending:

Stephen Brushey, Earl Reading, Tracey Watson, Sandra Gendron, Hilary Chambers and Peggy Whitehead
Phaedra Van Buren, representing Bell 911

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 7:02 p.m.

Conflicts:

None declared

Phaedra Van Buren presented on how the Bell 911 system works. There was a discussion amongst the community with questions regarding some people cannot reach 911, old bell lines and no cell service. Property owners are to check their phone bills to make sure they are being charged for the 911 service. If they are not they are to call Bell and get it added. If they are being billed and still cannot get through when they dial 911 then they are to contact the LSB secretary. Hilary will put this on the website as a reminder. The LSB is required to do a yearly audit of the data base. Real Estate does not notify us when a property is sold and the only new ones are from a request for a 911 sign. Phaedra will contact an affiliate of Bell called "Making It Right" a request from the community to look at this situation. The secretary will request a data base with the area code and the 757; this should help with the audit.

Minutes

Motion to accept the minutes of April 19, 2018 by Tracey, 2nd by Earl, all in favour, motion carried.

Financial Report: Peggy presented the financial statement for April 30, 2018. Motion to accept by Earl, 2nd by Hilary, the secretary said this is after the audit and administration was more, as the new property had HST and the \$1,268.63 was paid in 2018 but taken out in 2017. Also \$36.00 more for Recreation due to a reversed amount by the auditor, all in favour, motion carried.

Critical Path: None

Bylaws, Motions and Notices of Bylaws:

Bylaw 2018-07 Enter into a contract with Jim's Locksmithing to supply and install the materials to add to the existing access control system at the ACC at a cost of \$ 6,067.68 plus HST. Stephen asked NGM but they refused to quote as someone else had already started the procedure and Able Locksmithing did not return his calls. Motion to accept by Sandra, 2nd by Tracey, all in favour, bylaw passed.

Bylaw 2018-08 Approve the audited financial statements for the fiscal year 2016-2017, the Interim Summary/Budget Report and the Second Request for payment of the LSB Operating Grant from MNM in the amount of \$9,530.47 for the fiscal year 2017-2018. Motion to accept by Tracey, 2nd by Earl, all in favour, bylaw passed.

Bylaw 2018-09 Enter into a contract to design a HVAC for the ACC. Earl has contacted two people, but they did not return his calls. The Board decided that the quotes for the HVAC would have their own designs they would go that route. Stephen has 2 quotes and will get one more for the next meeting. Also, the Board will have to give them some direction on where they want the duct work. Motion to accept by Sandra, 2nd by Tracey, none in favour, bylaw failed.

There was only one tender for grass cutting.

Bylaw 2018-10 Enter into a contract with Micheal Legault for Grass Cutting at the Activity Centre, Argyle Community Centre and the Ball Diamond in Arnstein, will commence when needed and will end September 30, 2018. The rate paid shall be \$180.00 per cut. Motion to accept by Tracey, 2nd by Hilary, all in favour, bylaw passed.

There was only one tender for the dock.

Bylaw 2018-11 Enter into a contract with Buchanan Enterprises Inc. to operate the LSB Dock on Wilson Lake, Port Loring and will end September 30, 2018. The rate paid shall be no charge. Stephen asked that the small sign be removed and that the parking will not interfere with the Fire Department pumper. Tanya Buchanan will remove the sign and will work with the Fire Department. Also, question on the docks are these for Buchanan's or can the public use the docks. Tanya said they are for the public use except 5 slips and parking spots that they rent out as per the tender. Motion to accept by Hilary, 2nd by Tracey, all in favour, 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 – **SOP Ongoing**.

Unfinished from February 15, 2018

Fire Inspection report for the ACC for work to be completed by June 1, 2018. The Board discussed this and will make arrangements to complete by June 1st. Earl has requested an extension but no reply. Stephen has received 2 quotes for the make-up air system and will try get a third quote for the next meeting.

Unfinished from April 19, 2018

Fire Marque a billing services company for fire services claimed through homeowner's insurance. Stephen will have more information at next meeting. A meeting will be in the next couple of weeks. Sandra asked if this can be a public meeting and Stephen said yes. Stephen will check his schedule

Complete from April 19, 2018

Yoga will be reviewed at next meeting. Papers received May 17, 2018.

Correspondence

1. Posters from the Accessibility Outreach Education and Referral Branch. The posters campaign encourages us to consider the barriers in our everyday environment.

Action Required: None

2. Phone call from a lawyer checking on a civic address.

Action Required: The secretary answered, no further action required.

3. Email regarding a missing 911 sign.

Action Required: The secretary answered, no further action required.

4. May calendar from Almaguin Adult Learning Centre.
Action Required: None
5. New owner asking how to get a post office box.
Action Required: The secretary answered, no further action required.
6. Email from OFM for Revitalization of the Northern Fire Protection Program.
Action Required: Forward to Fire Department.
7. Email from OFM regarding 2018 Municipal/NFPP Fire Protection Profile Packages to be sent the week of May 7, 2018 and to be completed by June 30, 2018.
Action Required: None
8. Email from OFM conducting Community Risk Assessments on May 8, 2018.
Action Required: Forward to the Fire Department.
9. Email asking about a property with many questions.
Action Required: The secretary said we do not have this information, no further action required.
10. Farmer's Market asking if they can put a sign on the ball diamond fence and the Board said this was okay. They also asked if the Board could get someone to clean the area before the market and if the Board can do something regarding the birds.
Action Required: Earl will look into getting a couple of students to sweep up and this will go towards community hours for school. Hilary will post on the website. There is nothing they can do about the birds.
11. Email from MTCS advising that the Province to increase funding for public libraries.
Action Required: Forward to the library.
12. June is Seniors Month, they have sent in 2 flyers.
Action Required: None
13. Email from the library with their minutes of April 9, 2018.
Action Required: None
14. Email from MTCS exploring the feasibility of an upgrade to Library Broadband service.
Action Required: Forward to the library.
15. Letter from MNDM regarding a complaint received regarding the LSB and the Fire Service agreement.
Action Required: Stephen read the letter and will contact the lawyer to review and get directions.
16. A letter from the Health Unit saying effective January 1, 2018 that they have to publicly disclose inspection results on the website and the secretary will post inspection results.
Action Required: The secretary will post at the ACC and AC.
17. Magazine from Heritage Matters.
Action Required: None
18. OFM sent in the Profile Guides and Forms to be filled out by June 30, 2018.
Action Required: The Fire Department will fill this out and the secretary will send in any changes of contacts.
19. Health Unit sent in a directive for the water at the AC.
Action Required: Stephen will review.
20. Email from a Lions member advising us that they are have a jail & bail at the Farmer's Market to raise money for the Nurses Station, asking for volunteers from the LSB. The Board said to let them know when this will take place and see if someone can go. Also, they are collecting bottles and cans to raise money to buy Christmas gifts for children from low

income homes in our area. Asking if they can put a collection barrel at the Farmer's Market and the Board all agreed. They also asked if the secretary could post this on the sign.

Action Required: Stephen said yes and to let the secretary know what you want on as long as it is not too wordy.

21. Public Library Service Awards 2018, deadline is July 27, 2018.

Action Required: Forward to the library.

22. Email asking about severing a property.

Action Required: The secretary answered, no further action required.

23. Youth program in Sundridge on June 8 & 9 to offer our unique Babysitting CPR/First Aid and Home Alone Aid to the youth in our community.

Action Required: None

Committee Reports

Library (Sandra) No progress on the agreement. Sent an email on May 15th and will follow up in a week.

AC (Earl) Three lights have to be replaced and this will be done by Riverside Contracting at a total of \$3,453.68 and this will come out of maintenance. New pump for the septic. Mats have been removed for the summer. Bounce Fit would like to be a sponsored event, the Board all agreed only if the form gets filled out.

ACC None

Fire/911 (Stephen) No quorum for the meeting on May 15th.

Website (Hilary) Added community links, minutes and news to the home page. 1065-page views.

Events/Grant (Hilary) May 16th there was a google seminar for business at the ACC and one at Jake's in the evening. Norm Miller will be here on the 18th from 3-4:30.

New Business

Earl had a request for Canada Day celebration and asked that the Reptile Show could be held at the ACC, and the Board all agreed. Lana Reading will advise on more information after May 23rd.

Pay Bills: 11 bills presented to be paid.
Port Loring Home Building Centre \$188.67 (supplies)
Jim Moore Petroleum \$597.34 (furnace oil)
Whitehots Inc. \$406.05 (books)
Dianne Feasby \$514.30 (DVD's & Author)
Albert Lamb \$550.00 (April cleaning)
North Bay Mat Rental \$49.72
Bell Canada \$354.18

Helyx \$191.25 (Fire Safety Plan Box for ACC)
Riverside Contracting \$530.54 (Electrical work for AC)

The following bill have already been paid

Hydro One \$688.65

Bell Canada \$354.18

Motioned to pay bills by Earl, 2nd by Tracey, all in favour, motion passed.

Public Comment

1. Dave Labreche suggested that we have portable stages for the AC and ACC.

Action Required: Stephen said we do not have the storage.

Meeting adjourned at 9:35 p.m.

Next meeting will be on June 21st, 2018 at 7:00 p.m.

Prepared By

Peggy Whitehead

Peggy Whitehead

Secretary/Treasurer

Posted on May 24, 2018