



LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT
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Minutes of Board Meeting May 18, 2017

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

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

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 7:00 p.m.

Conflicts: Mike declared a conflict when the Board discusses the dock tender.

Minutes Motion to accept the minutes of April 20, 2017 by Mike, 2nd by Hilary, all in favour, motion carried.

Financial Report: Peggy presented the financial statement for April 30, 2017. Motion to accept by Steve, 2nd by Mike, all in favour, motion carried.

Critical Path: None

Bylaws, Motions and Notices of Bylaws:

Bylaw 2017-08 Enter into a contract with Mike's Grass Cutting for Grass cutting at the AC, ACC and the ball diamond in Arnstein, will commence when needed and will end September 30, 2017. The rate paid shall be \$175.00, invoices shall be submitted monthly and a walk through shall be completed before commencement of work. Motion to approve by Hilary, 2nd by Mike, all in favour, bylaw passed. In addition to the successful bidder, the Board received submissions from Albert Lamb and Hampel Contracting.

- Bylaw 2017-09** Enter into a contract with Buchanan Enterprises Inc. to operate the LSB Dock on Wilson Lake, Port Loring and will end September 30, 2017. The rate paid shall be no charge. Motion to approve by Hilary, 2nd by Steve, all in favour, except Mike, bylaw passed. This was the only submission received by the Board.
- Bylaw 2017-10** Enter into a contract with Trans Canada Store and Restaurant Supplies for Kitchen Appliances at \$22,753.37 plus HST and Kitchen Cabinets at \$13,202.42 plus HST for the ACC. Motion to approve Hilary, 2nd by Steve, all in favour, bylaw passed. The Board received submissions from (Ultimate Kitchens and Tarrison Products). Trans Canada Store and Restaurant Supplies was the lowest bid.

The next three bylaws are part of this LSB's initiative to identify bylaws that are no longer valid, and assist with refinement of information that is posted on the website.

- Bylaw 2017-11** Rescind Bylaw 2006-03 Locations for posting of notices and minutes. Motion to approve by Steve, 2nd by Hilary, all in favour, bylaw passed. The original bylaw does not reflect the locations/methods of posting minutes that are currently in place.
- Bylaw 2017-12** Rescind Bylaw 2006-05 Rehabilitation of all colonization roads. Motion to approve by Hilary, 2nd by Mike, all in favour, bylaw passed. The responsibilities identified in the original bylaw are now the responsibility of the Roads Boards.
- Bylaw 2017-13** Rescind Bylaw 2006-07 Establishment of Performing Arts Centre. Motion to approve by Steve, 2nd by Mike, all in favour, bylaw passed. The original bylaw involved an additional service fee burden for residents.

Unfinished Business:

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 20th 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 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.

The following unfinished business is outstanding from April 20, 2017

1. Property owner asked if we had any plans to repair or improve the boat launch on Seagull Lake. Sandra will check the boat launch area to see what condition it is in. Sandra went to the boat launch area and noted that there are some areas where erosion has occurred and it seems to be an area that could be improved at a reasonable cost/amount of effort. That being said, she indicated that another Board member, with the requisite expertise, should take a look and offer more precise information on costs, etc. Mike indicated that he would check further; that this may be something that the Board could work on in the fall. In any event, we would require permits from the MNR before any work could be initiated. He will contact the Ministry and the permits would be in place for the next Board to consider.
2. Amended property assessment notice for the LSB properties. Sandra will contact MPAC to clarify the assessment type assigned to the rink. The assessment lists the property as an Amusement Park instead of a Recreation area. Sandra contacted MPAC and the staff member advised that the LSB would be exempt from paying the taxes, regardless of the property listing. In addition, the cutoff period for Requests for Reconsideration is now closed and will not open until fall 2017, to impact the 2018 assessment. **This will be tabled until end August, to initiate activity for the next LSB to consider.**

Complete from August 18, 2016

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 16th, 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 MNDM representative. As of April 20th, I also received an email asking for an update and this will be after the 911 committee reviews, hopefully this month. Although this topic should be discussed under Committee Reports, it is timely to discuss it now as it directly impacts on the requests from property owners. The issue of service board fees has resulted in much discussion by this and previous LSBs. Over time, the approach taken has been to apply two sets of fees: developed properties contributing to all service fees, and undeveloped or vacant properties contributing to some fees. That approach, while well-intentioned, led to more dissatisfaction amongst property owners and much more work for LSB members, both in identifying newly developed properties and writing operating procedures to define developed vs undeveloped properties. The Board sought clarification from MNDM and the response is that all properties will contribute to all services provided by the LSB. This clarification is based on the Northern Services Board Act R.S.O. 1990, Chapter L.28. It is unfortunate that we did not have a larger representation from the community, despite the special entry made on the agenda. It is understood that this will not satisfy some property owners but it is the correct way to apply and collect the service fees. This information will be repeated at future meetings to ensure property owners are advised of this significant change.

Complete from November 17, 2016

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 19th 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 16th, 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. As of May 18th, you will be able to connect to 911 from this payphone.

Complete from March 23, 2017

2 questions regarding incorrect 911 signs. I referred to Steve. Steve has answered 1, waiting for the other.

Correspondence

1. Email from 911 Bell Service saying that an ambulance was called to another address which was not associated with their phone number.

Action Required: I had this resolved, no further action required.

2. The Annual Survey for Public Libraries is due October 31, 2017.

Action Required: This has been forwarded to the Library.

3. Northern Policy Institute is developing a boundary map and asking us for input.

Action Required: Several Board members noted that our area is not shown on the boundary map. Peggy will contact the Northern Policy Institute and advise them of this omission.

4. MTCS announcing a \$20 million over 4 years to the Ontario Arts Council and also \$1 million investment in northern, rural and indigenous libraries.

Action Required: None

5. Community Relations asking us to post a link on our website regarding homeless shelters.

Action Required: While this is a good initiative, the benefits to our community are minimal since the shelter listings are exclusively in the US.

6. OFM asking to update our Fire Departments profile.

Action Required: Sandra has completed our part and Christopher Ballard will complete the rest. No further action is required.

7. Email asking if we are interested in increasing traffic to our website.

Action Required: Hilary said no, no further action is required.

8. Email asking about the township and county of Loring.

Action Required: I answered them, no further action required.

9. Email from the Office of the Employer Adviser with a copy of the Director's Spring Newsletter.

Action Required: None

10. HST rebate of \$16,061.94 was received.

Action Required: None

11. 911 number requested.

Action Required: Steve has completed, no further action required.

12. Email asking about the North Road Landfill.

Action Required: I answered them, no further action required.

13. Email from MTCS's progress in implementing the Culture Strategy commitments related to public libraries.

Action Required: None

14. Northern Policy Institute with a newspaper regarding Basic Income Guarantee and First Nations

Action Required: None

15. Public Library Services Awards 2017- submissions by July 28, 2017.

Action Required: None

Committee Reports

Tax Review	The Board has obtained clarification from MNDM and the response is that all properties will contribute to all services provided by the LSB. This clarification is based on the Northern Services Board Act R.S.O. 1990, Chapter L.28. It is understood that this will not satisfy some property owners but it is the correct way to apply and collect the service fees. This information will be repeated at future meetings to ensure property owners are advised of this significant change.
Library	Sandra attended the May meeting and the Library Committee welcomes all volunteers; this is very important to cover the library hours during the summer months. LSB policies on volunteer management, harassment, etc apply equally to library volunteers and the Committee Chairperson will ensure that this is implemented. Residents that do not have access to internet can read these policies at the library (both in paper format and through the library internet terminals). The Committee is addressing an ongoing issue with overdue books and library privileges may be revoked if items are not returned. Upcoming initiatives include: Computer 101 training, and Evening with the Author events. Plans for the TD Summer Program are ongoing and this event may be held at the ACC. More to follow.
Activity Centre	The rink lights and the dusk to dawn light has been repaired. Rabies clinic is on May 31 st from 6-7 p.m. The heater in the office has been repaired.
Argyle Community Center	Volunteers helped with the kitchen and floor repairs. Appliances should be in next week. Looking at an appreciation dinner for all the volunteers that helped with the repairs.
Culture	Linda Albright is working on the Canada 150 Committee and is coordinating the Heritage Parade, scheduled for the evening of July 1st. She received funding for an 8-week period for two students. Their employment would be throughout the community, assisting with various summer activities.
Fire/911	Another issue related to differences in street name (between local signs and MNR maps) was identified. This one involves Ontario Street which is currently shown on the MNR map, but is listed as part of Wilson Lake Crescent. This item will be tabled for the next LSB meeting.
Website	2320 views in one week and May 15 th had 781. News and minutes are the main views. There have been 53 contacts lately.

Bylaws Cleanup of bylaws will be ongoing.

Administration None

Grant None

Long Term Planning The land purchase is still on track for a closing of May 31, 2017.

New Business: None

Pay Bills: 15 bills presented to be paid.

North Bay Mat Rental \$24.86

Albert Lamb \$675.00 (Janitor)

Dianne Feasby \$245.30 (dvd's)

Port Loring Home Building \$1,021.50 (supplies for kitchen)

Bell Canada \$330.45

Buchanan Hardware \$43.30 (cleaning supplies)

Fire-Alert \$97.15

Blair Osborne \$1,243.00 (Dry Wall)

Near North Labs \$59.00

Sheila Turton \$1,425.00 (Taping, Sanding & Painting)

Shawn Jackson \$1,658.27 (electric work)

Hilary Chambers \$1,636.00 (website)

The following bill has already been paid

Hydro One \$676.79

Hampel Contracting \$3,955.00 (rink contract)

Floor Fashion \$2,609.70

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

Public Comment:

1. Tanya Buchanan asked for clarification on whether postings for student employment would be limited to local job opportunities or would it also include jobs available in surrounding areas.

Action Required: A draft policy of what can/cannot be posted on the LSB website was prepared by Stephen and will be presented at a future LSB meeting.

2. Chris Soehner presented free add-on to promote the LSB through Saner Media.

Action Required: None

3. Bill Chambers asked for the name of the company that would be installing the appliances and cabinets in the ACC kitchen.

Action Required: Mike advised that some portions (such as bringing in the gas lines) will be completed by local contractors with volunteers completing the remainder.

4. Bill Chambers asked are we rescinding the bylaws yearly.

Action Required: Sandra said no.

5. Hilary said LRBA is holding a meeting at the Commanda Community Centre on June 1.

Action Required: None

6. Hilary Chambers expressed concern that the Library would be charged a fee to have an author come in to meet with residents/promote their book(s). Her organization recently had an internationally-known author speak at an event and they made a donation to the community in lieu of a fee.

Action Required: None

Meeting adjourned at 8:25 p.m.

Next meeting will be on Thursday, June 15th, 2017 at 7:00 p.m.

Prepared By

Peggy Whitehead

Peggy Whitehead

Secretary/Treasurer

Posted on May 25, 2017