



LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT
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Minutes of Board Meeting July 21, 2016

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

Attending: Darrell Rogerson, Mike Buchanan, Steve Davis, Julia Moore, 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**)

Darrell let us know that a new nurse practitioner will start August 15, 2016.

Meeting brought to order by Darrell at 7:03 p.m.

Conflicts: Mike when we discuss the Hiking Trail Tender

Minutes The minutes of June 8, 15, 16 & 23rd, 2016, motion to accept by Steve, 2nd by Mike, all in favour, motion carried.

Financial Report: Peggy presented the financial statement for June 30, 2016. Julia had a question on the audit price, and I said it was because we had them do some extra work on the HST with Canada Revenue and matching the financial statement. Darrell said we should still do a tender and have it ready for the new board. Hilary had a question under media, I had put the cost under media for the letters for the building, I will put this under signs or make a new column. The ACC maintenance, I had put the sound system under this and I will change it to projects. Motion to accept by Mike, 2nd by Hilary, all in favour, motion passed.

Critical Path: Tender for Audit and Fuel will be done and available for the new board. Election will be on August 25, 2016 at 7:00 p.m. at the ACC.

Bylaws, Motions and Notices of Bylaws:

Mike left the room as the Board discussed the Hiking Trails Tender. Darrell and Hilary explained the Hiking Trails project. Darrell said that McConkey Roads Board has stock piled shredded trees for the hiking trails.

There were 2 tenders received:

Buchanan Enterprise Inc. - \$9,200.00 plus HST and donating to the LSB and Loring-Restoule Business Association the jacking and leveling the building
Triple B Haulage - \$31,384.00 plus HST

The Board awarded the tender to Buchanan Enterprise Inc.

Bylaw 2016-30

A bylaw to enter into a contract with Buchanan Enterprise Inc. for brushing of the Deer Yard Trails to be completed by September 10, 2016 and rate paid shall be \$9,200.00 plus HST. Motioned by Hilary, 2nd by Steve, all in favour, bylaw passed.

Old Business Outstanding:

Darrell explained about Brown Township, and asked the Board how to proceed, since he was told to follow the guide and now he was told to follow the act. After some discussion the Board agreed to follow the same direction they have been and will draft a letter to Brown Township property owners for review and the Board will pick dates for 1 information session and then another information and a vote.

The following old business is outstanding from November 19, 2015

1. 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. Darrell has written 2 letters, but no reply. He will send one more – **no update.**

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. As of June 16th the Board said to write off the ones that have a change of owners and to send another request for payment to the rest. As of July 21st Darrell will call Joanne Laing to see if they can bill for fees.

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. They are waiting for a date to come in. As of July 21st, they are coming in to set up July 28th after the Farmer's Market and should be finished by July 30th.

The following old business is outstanding from March 31, 2016

1. 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 – **ongoing till next year.**

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 be given 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. Mike said just to leave this as old business until we receive a letter. Peggy to call Joe to see if he is writing a letter.

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 is yet to come. Carole checked and Section 26:2 of the ACT says that LSB are land tax exempt.

Old Business Complete

Complete from November 19, 2015

Email from a property owner with wrong 911 numbers. Steve will check

Complete from March 31, 2016

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 non-business 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. Mike has told them no.

Complete from May 26, 2016

Julia sent an email commenting on Mike's response to the Lions and she said the recreation committee did not negotiate with any of the Lions and the glass case belongs to the Lions. Another email received May 26th with two letters received from the Lions from February 12 and May 26th. Mike is in negotiation with the Lion's and will advise.

Compete from June 16, 2016

Mike mentioned that we should have a flag and John Wassink will check on this and let us know the cost. Mike has 2 prices Flag Outlet Ltd. \$2,212.54, but there were some optional items so it could be lower and R & J Machine \$2,381.00. The Board agreed to go with Flag Outlet and a bylaw will be ready for the next meeting.

John Wassink asked if the Board could help in getting a new nurse practitioner. Darrell will write a letter and Hilary will get the LRBA to do one also.

Correspondence

1. 2 questions on changing 911 signs and road signs.

Action Required: Darrell explained that the Land Registry office does not refer to the 911 addresses when locating/addressing property, therefore there is no need for property owners to retain a lawyer to have this changed if there is a number change. The other question was for Lampman Drive, the owner says this is a driveway and should be changed. The Board will take this to the committee to discuss and will advise.

2. CERB report for June 2016

Action Required: None

3. An email said the street light was not working and wants to know who is responsible.

Action Required: Darrell answered him, but his email was no good.

4. Final reminder for the Public Library Service Awards deadline is July 29th.

Action Required: None

5. An email saying that on the map the ACC is wrong.

Action Required: Christopher Ballard said that maybe you have to refresh your browser.

6. An email from the Information & Privacy Commissioner of Ontario with their 2015 annual report.

Action Required: None

7. Ministry of Community Safety & Correctional Services with temporary adjustments to their fire department staff.

Action Required: None

8. An update from Net Central regarding cell towers, they have applied to heritage fund and waiting for a decision. Fednor has declined, but another program called Connecting Canadians. They will keep us updated.

Action Required: None

9. Ontario 150 program has 3 new funding programs, the Community Capital Program ends September 14, The Partnership Program ends September 30, and the Community Celebration program ends September 2, 2016.

Action Required: None

10. Problem calling 911 and there was no answer. I called Bell and gave them their landline phone number and they shouldn't have any more problems.

Action Required: Please note that if you have a landline phone to check your bill to see if you have a charge for a 911 service of \$.14/month. If you don't, then you should notify the Secretary of the LSB to add your number to the Bell database.

11. 2nd advance will be deposited July 15th for the operating grant.

Action Required: None

12. 3 information sessions for the Ontario 150 in Bracebridge, North Bay and Huntsville.

Action Required: None

13. Property Assessment notice for the AC.

Action Required: None

14. Property owner phoned asking for guidance on property rentals.

Action Required: Darrell said they could call different organizations, however the police would not patrol, but if they have a car in the area they would check. A Bylaw will be for next month for a sign at the Government Dock saying no noise after 11:00 p.m.

15. An email from MTCS launching of Ontario First Culture Strategy.

Action Required: None

16. An email from the insurance for a free inspection and to review the cost.

Action Required: Waiting to see when they can come in.

Committee Reports

Tax Review	None
Library	No meeting until September
Activity Centre	Farmer's Market and Summer Program is running good. Mike got a quote for fencing around the ball diamond. M & G Fencing is \$17,420.00 plus HST and M-W Fence Contractors is \$12,725.00 plus HST. Mike said in the budget it was \$8,500.00. The Board agreed to proceed with M-W Fence Contractors and MNDM said the Board could approve such items. We just need to notify them. A Bylaw will be ready for the next meeting.
Argyle Community Centre	Band and spaghetti supper funding will be on Thursday August 11 th starting at 5:00 p.m. All proceeds will go to the summer program. Tickets will be \$25.00 per person and the bar will be open. They are hoping to sell 125 tickets. Tickets must be bought ahead of time, not at the door. Yoga and tai chi is going good. The fridge had to be fixed and this was done.
Culture	Julia said the AHC was a good turnout and around 300 people visited within the 2 days. Julia presented a sign in book. The cost to put this on was \$778.64. The pictures went back to the owners, but there were questions when the LSB is paying to copy the pictures why weren't they given to the LSB? Board asked if we could ask for them back. Julia said if we wanted to ask the volunteers for their pictures, then go ahead.
Fire	911 SOP should be ready next month. Christopher Ballard and Tracey Watson have completed 19 of 27 on the sign order list. Steve said regarding Lampman Drive, they cannot remove this until they notify the owners that will be affected and for the committee to discuss. Steve said they will need more numbers and I have ordered them.
Website	Last month there was 7502 visits to the website and 157 new visitors. There will be a change under jobs by adding Tenders and RFP.
Bylaws	None

Administration None

Grants Explorer's Edge will do the signage for the Deer Yard Trails and maybe Discovery Roots if the government will allow funding. Regarding Ontario 150 the LSB can apply for all 3 programs and Hillary is hoping to go to the Information Sessions. There is a new opportunity coming out Tourism Excellence North. Mike said in the budget there is a senior's budget and thought we should have a senior's appreciation lunch. For the seniors grant there has been no update.

Long Term Planning Boundary alterations. Discussed the Gospel Music Festival and Darrell said this will not be done this year.

New Business: Darrell said we have the tender out for the Boat launch and the RFP for windscreens and vinyl curtain for the rink.

Pay Bills: 23 bills presented to be paid.

Bell Canada \$257.98
North Bay Mat Rental \$49.72
Albert Lamb \$567.47 (Janitor)
Dianne Feasby \$394.46 (ink & DVD's)
Indigo Books & Music \$358.26
Hampel Contracting \$1,050.90 (June grass cutting)
Karen Cudmore \$50.00 (credit 2015 taxes)
Sandra Gendron \$265.57 (summer program expenses)
Buchanan Hardware \$116.19 (flag & keys)
M&T Buchanan Enterprises \$203.40 (Height Training for Steve Davis)
Julia Moore \$300.00 (AHC)
Roland Fry \$148.14 (AHC)
Lloyd Brown \$145.74 (AHC)
Debbie Russell \$58.95 (AHC)
Marlene Moore \$37.64 (AHC)
Vicki Clelland \$88.17 (AHC)
The following bills have already been paid
Hydro One \$220.42
Bell Canada \$327.89
WSIB – \$42.31
Brittany Thomas - \$510.75 (Summer Program)
Quinn Thorpe - \$427.90 (Summer Program)
Emma Cook - \$292.50 (Summer Program)
Karine Dobbs - \$165.00 (Summer Program)

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

Public Comment:

1. Christopher Ballard asked if we could get a no parking zone sign at the dry hydrant on Wilson Lake.

Action Required: LSB agreed to pay for the sign.

2. Bill Chambers said we did a great job on Heritage Day, the Rabies Clinic and with the new sound system.

Action Required: None

3. Dave Labreche asked about liability on new trails. Hilary said Explorer's Edge and also Discovery is putting on liability as a courtesy. Therefore, we will have double coverage. He also asked about snow shoe trails and if they are on LSB property we will be covered.

Action Required: None

Meeting adjourned at 9:25 p.m.

Next meeting will be on Thursday, August 18th, 2016 at 7:00 p.m.

Prepared By

Peggy Whitehead

Peggy Whitehead

Secretary/Treasurer

Posted on July 26, 2016