



LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT  
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**Minutes of Board Meeting August 17, 2017**

The minutes can also be viewed on our website: [www.loringsb.com](http://www.loringsb.com)

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

**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 7:02 p.m.

**Conflicts:** None

**Minutes** Motion to accept the minutes of July 20, 2017 by Stephen, 2<sup>nd</sup> by Steve, all in favour, motion carried.

**Financial Report:** Peggy presented the financial statement for July 31, 2017. Motion to accept by Stephen, 2<sup>nd</sup> by Mike, all in favour, motion carried.

**Critical Path:** Tenders for audit, rink, snowplowing, janitor and fuel will be out for tender the beginning of September and due back by October 1, 2017 for the new Board.

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

**Bylaw 2017-18** To investigate and submit application to MNRF for Volunteer Agreement for Parking, Boat Launch and Dock Area re; Noganosch Parkway Boat Launch Area. Motion to accept by Stephen, 2<sup>nd</sup> by Mike, all in favour, carried.

There was considerable discussion amongst the Board members on what this Volunteer Agreement would entail for this and future LSBs. In

summary, it gives the Ministry assurance that the LSB supports the volunteer agreement; that the agreement only covers basic cleanup of the area (brush removal, nothing that falls under the responsibility of the roads board or the water way) and it provides some measure of assurance that the substantial investment made by residents of this area will be monitored/protected as a public resource. It has nothing to do with managing the boat launch or any recurring funds from residents. For volunteers that step forward to participate in keeping the boat launch area clean, they are covered by the Ministry and under the LSB insurance.

**Bylaw 2017-19**

To complete kitchen plumbing only, as required for, new sinks, grease interceptor, dish washer, temperature mixing valve and drains at a rate of \$4,800.00 by Purdons. Motion to accept by Stephen, 2<sup>nd</sup> Mike, all in favour, bylaw passed.

Sandra asked if there were any other quotes obtained for this request due to the dollar value. Stephen stated that he contacted other companies for quotes but only Purdon's provided an estimate. In order to satisfy financial controls, Sandra asked him to check his notes and provide the names of the other companies that did not respond. The names of the companies contacted but did not respond would be published in the minutes to demonstrate that the Board is exercising due diligence in spending funds.

**Unfinished Business:**

**The following unfinished business is outstanding from April 20, 2017**

1. 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. As of August 17<sup>th</sup>, Sandra will call MPAC.

**Complete from September 15, 2016**

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 therefore considered closed.

**Complete from April 20, 2017**

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. Mike advised that the MNR had concerns regarding road allowances and they would not issue any permits until they obtained the necessary clarifications. He recommended that if the permit is issued, the LSB should consider carefully any upgrades or modifications to this boat launch area to ensure residents are not paying for improvements that fall under the responsibility of the roads board or the adjacent property owner. This item is now closed.

**Complete from June 15, 2017**

Peggy will check with the Northern Policy Institute to see if our area can be added to the map. I received a reply and said that we are added to the map, however Stephen said there are other townships included in ours. Peggy will contact the office to request further correction to our boundaries. The boundary errors have been corrected. This item is now closed.

**Complete from July 20, 2017**

Mike Legault asked if we had anymore no smoking signs for the ball diamond. Mike said he will check into this. Additional signs have been installed in the ball diamond area. In addition, new signs will be installed at all of the entry points to the ACC. Compliance from residents on this matter is an ongoing issue; it is emphasized to all that this is not a local by-law but a provincial law that all residents must follow. Additional details on fines, etc can be found at the following website: <https://www.ontario.ca/page/smoke-free-ontario#section-2>.

**Correspondence**

1. Letter from Joe Whitmell thanking the LSB for the opportunity to participate in the sale of the property.

**Action Required:** None

2. The Fire Chief sent a letter to provide clarification on the level of service that will be provided as it relates to the Fire Department volunteers entering a building to conduct fire suppression or rescue. The Argyle Fire Department will always provide the most timely and effective response but residents must be aware that the ability to enter a structure to fight an ongoing fire, or attempt a rescue is unlikely. It was emphasized that residents have a responsibility to ensure they have sufficient smoke alarms and carbon monoxide detectors. In addition to conducting regular tests on these items, residents should also discuss and practice fire evacuation plans with their families. The Argyle Fire Department will increase their public fire safety education to emphasize these areas and encourage residents to adopt proactive measures to increase fire safety in their homes.

**Action Required:** None

3. Email from Jane Forbes asking to plant milkweeds to save the monarch butterfly.

**Action Required:** None

4. Many questions on 911 on installing, address correction and phone numbers.

**Action Required:** 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.

5. WSIB – Proxy for election at their AGM on September 19, 2017.

**Action Required:** None

6. The PLT Reform office will be holding consultations with LSB members in September. There will be four in-person meetings (locations TBA) and a teleconference for those that cannot attend the scheduled meetings. More details will be provided as they become available.

**Action Required:** None

7. 2016 Survey of Public Libraries is due October 31, 2017.

**Action Required:** Jenny Fry is working on this.

### **Committee Reports**

Tax Review	This Committee has been stood down. The Board 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. This information will be repeated at future meetings to ensure property owners are advised of this significant change. This information has now been published continuously for several months and should satisfy the LSB responsibility to advise residents.
Library	Sandra advised that the Library will be closed for a one-week period due to the school renovations. The information will be posted on the LSB electronic sign and at the school.
Activity Centre	Mike stated that it has been a busy summer with activities occurring almost daily. There will be a Blue Grass/BBQ event hosted by the Arnstein Evangelical Baptist Church. There was an issue with the sewage pump that required repairs and replacement of the pump. This is the third occurrence of this issue in the last five years.

## Argyle Community Center

Stephen advised that the kitchen work is ongoing and moving forward. A new propane tank was installed and approximately 75% of the lines are in place. The firewall is installed and it will cost approximately \$600 to finish. Hood/blower is 70% complete. This has been a significant undertaking and it was necessary to address the fire and health concerns related to the previous kitchen set up/equipment.

Culture None

Fire/911 Further to the comments provided under correspondence, Steve advised that there is still a considerable portion of the LSB area that has to be audited to identify 911 sign/numbering errors. In the past year, he estimated that he has spent at least 150 hours of his time on this and he recommends that the new LSB allocate a similar amount of time for this task in their budget planning.

Website Stephen identified new error on the website (timings for the Farmer's Market, Trash and Treasures (T&T)). Sandra advised that she has the new information for T&T but has not had a chance to send this to Hilary. She also recommended that the new LSB identify what changes they want made to the website, prioritize these changes and post it as a tender. That way, the upgrades are clearly defined and anyone bidding on the tender understands exactly what they need to do. Our current approach to upgrading the site is not coordinated and it is difficult to get the changes made. Upgrading the website is distinct and separate from uploading documents and needs to be approached as a stand-alone item.

Bylaws Stephen advised that his main focus has been on the kitchen upgrades. However, as part of the 911 SOP developments/Committee work, he is looking at by-laws 2004-15 and 2004-11 as they both are related to that topic.

Administration Land purchase is complete. Tax bill will be paid and has been sent to Lisa Lund's office for the final papers from the lawyer. A member of the public asked why the land purchase was made. He was advised that the primary purpose was growth and development of future community recreation. The current network of snowshoe and ski trails is on the land that was owned by Darrell Rogerson (and subsequently purchased by the LSB). Stephen and Steve met with a representative from PLB Insurance to see if it is beneficial to change insurance companies. As PLB uses the same company as Cambrian Insurance (the current provider), Stephen recommended that the Board remain with Cambrian. He stated that they have provided excellent support (waived any additional insurance fees for the kitchen for this year; covered the new property under the existing policy at no cost; and will also provide coverage at Noganosh Boat

Launch). Sandra had some questions concerning volunteers working with children and what our specific coverage provides, what the LSB can do to minimize risk, etc. For ease of communications, she will send Stephen an e-mail outlining the specific questions that he can pose to the Cambrian insurance rep.

Grant                      None

#### Long Term Planning

Sandra stated that many of the long-term planning items have already been discussed throughout. Stephen advised that there are many additional upgrades that the new LSB will have to consider in the future - such as improvements to the air conditioning and HVAC systems, bringing the washroom venting up to code, and also changes to the hot water heater to ensure it meets health code requirements.

**New Business:**              None

**Pay Bills:**                      13 bills presented to be paid.

Albert Lamb \$750.00 (Janitor)

Port Loring Home Building \$20.42 (supplies)

The City of Thunder Bay \$129.13 (taxes)

Whitehots Inc. \$244.86 (library books)

Dianne Feasby \$183.15 (DVD's)

Mike Legault \$875.00 (June Grass Cutting)

Peggy Whitehead \$625.00 (August Honorarium)

Moore Propane \$73.05

Moore Propane \$1,354.72 (fuel)

Dan Feasby \$100.00 (sink & warming oven)

Trans Canada Store & Restaurant \$41,985.62

M&T Buchanan \$290.99 (labour)

The following bill has already been paid

Hydro One \$194.72

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

**Public Comment:**

None

Meeting adjourned at 9:15 p.m.

Next meeting will be on September 21<sup>st</sup>, 2017 at 7:00 p.m. and after the regular Board meeting the new Board will have their first meeting to appoint a chair, secretary and select their committees.

Prepared By

*Peggy Whitehead*

Peggy Whitehead

Secretary/Treasurer

Posted on August 23, 2017