



LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT
PO Box 148, Port Loring, Ontario P0H 1Y0
secretary@loringslb.com (705)757-3947

Minutes of Board Meeting September 21, 2017

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

Attending: Sandra Gendron, Mike Buchanan, Hilary Chambers, Stephen Brushey and Peggy Whitehead
Steve Davis arrived at 7:15

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 Sandra at 7:05 p.m.

Conflicts: None

Minutes Motion to accept the minutes of August 10, 2017 by Stephen, 2nd by Mike, all in favour, motion carried.
Motion to accept the minutes of August 17, 2017 by Hilary, 2nd by Stephen, all in favour, motion carried.

Financial Report: Peggy presented the financial statement for August 31, 2017. Motion to accept by Stephen, 2nd by Mike, all in favour, motion carried. Stephen said that some problems arose when they were doing the kitchen so there will be some extra costs.

Critical Path: All contracts will end and bills to be in by September 30, 2017. Board members that are leaving to hand in their keys and Robert's Rules book.

Bylaws, Motions and Notices of Bylaws:

Bylaw 2017-20 Installation only of the ANSUL Fire Suppression system (LSB owned equipment) and required modifications to the pre-piped hood. Installer Kim

Lampkin \$2000.00 + Tax. Motion to accept by Stephen, 2nd by Hilary, all in favour, bylaw passed.

Unfinished Business:

None

Complete from April 20, 2017

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. Sandra contacted MPAC and was advised that the property listing was changed during the finalization of the land purchase. We are now listed as a Community Hall and will have a new role number. The information should be mailed out shortly.

Correspondence

1. Property owners asked the cost for a private driveway and a culvert.
Action Required: I answered them, no further action required.
2. Northern Policy Institute has launched a new service "Boundary Map".
Action Required: None
3. Property owner asked me to make sure the 911 works for his cottage.
Action Required: I told him 911 has been verified, but I told him that if he tested his line to make sure, then the police would show up.
4. PLT with the dates for consultation.
Action Required: None
5. MTCS with the 2017-18 Library Grant to be submitted by October 31, 2017.
Action Required: None
6. MTCS with the 2017-18 Improving Library Digital Services Fund with a form to be signed and returned by September 29, 2017.
Action Required: Form will be signed and submitted.
7. Letter regarding a road sign "Tinstone Trail" that the owners did not know anything about.
Action Required: I said they will have to contact the Roads Board and I was told that this has been resolved.
8. Letter from the Fire Department requesting a meeting with LSB.
Action Required: This was held on September 18th and a summary of the discussion points will be posted separately.
9. Property owner asked if the MNR agreement has been completed for Noganosh Boat Launch.
Action Required: This has been submitted, no further action required.
10. October calendar from Almaguin Adult Learning Centre.
Action Required: None
11. Property owner sent in 2 letters regarding "Lampman Drive". One letter was from MTO saying a road name has to be voted at the Annual Meeting of the Roads Board, and it was not. Second letter was signed by 2 previous LSB members saying that this had no part of the original 911 signage. The owner would like the sign to be removed.

Action Required: This has been an ongoing issue for the past two years. Steve Davis advised that this is not simply a matter of removing the sign. He stated that the new LSB has to be careful with requests to change road names as they may find themselves dealing with many requests.

12. Training session on the use of social media for public fire Safety education from the Ministry of Community Safety & Correctional Services on October 26, 2017 in North Bay.

Action Required: None

13. WSIB has just released 7 draft policies in support of the Rate Framework Modernization to come into effect on January 1, 2020. The draft policies submissions until October 13, 2017.

Action Required: None

14. Asked for a permit to build a residential rooftop solar installation.

Action Required: I told them there were no permits as it is an unorganized township.

15. A letter from Christopher Ballard thanking the Board for the meeting on September 18, 2017.

Action Required: None

16. A letter with an update on insurance.

Action Required: Stephen provided some background regarding the insurance company inspection of the Recreation Facility and Community Centre earlier this year. The insurance rep had raised concerns about the range hood and duct work (which has been rectified with the kitchen renovations/upgrades) and the need for parking bollards around the fuel tank. This second observation has not yet been actioned as there may be changes for the heating system in the near future. Stephen also advised that the insurance company will not charge an additional premium for the land purchase (trails), volunteer work at Noganosh Board Launch and the Government Dock. For the latter, we contract this out and we are a third party; therefore, future requests for tenders must identify the LSB as an additional insured. He also stated that the LSB will receive a refund of \$649.00 for Special Occasion Liability insurance (for special events).

17. The Secretary received requests from club representatives asking about use of the Community Centre for the fall/winter period.

Action Required: Reps have been advised that they can continue for Sep/Oct and once the new Board is in place, bookings will be confirmed.

Committee Reports

Tax Review This has been closed.

Library Sandra advised that there were a few challenges over the summer period due to renovations at the school and a shortage of volunteers. This caused three one-week closures. The Book Fair was held in the library but the book displays are quite large so future Fairs will require additional space. The Reading program was held at the Community Centre but this was not a good venue. In the past, parents brought their children to the program and were able to use the internet, search for books, etc while

their children participated in the program. They were unable to do so this summer and the attendance in the Summer Reading Program was reduced as a result. The Library will host a "Meet the Author" event (Peggy Smith, author of Three Score and Ten). This will be held at the Argyle Public School, October 16th at 4 PM.

Activity Centre There was a significant increase in use of this facility over the past year. The new Board will have to look at getting more signs for the washrooms as there have been a few problems with the septic system. Steve Davis stated that the new Board has to take this into account on agreements for use of the facility as the Board continues to absorb the cost for damages.

Argyle Community Center

The kitchen upgrades and renovations are almost complete and the facility should be ready for use by the end of Sep. There have been numerous problems that arose during this work and this will increase the cost of the project from what was originally budgeted. The boil water advisory is still in place and it is hoped that once the new pressure tank is installed/operational, we will have a good water test result.

Culture

LRBA Annual General Meeting for Members of the Loring-Restoule Business Association. Non-Members who are interested in joining in tourism or business are welcome to attend. Non-Members \$20. Deer Yard Trails, sign was delivered to entry sign created through Discovery Routes, LRBA and Explorers Edge was delivered to Mike Buchanan. Waiting for wood chips to be delivered and sign installed we can then officially open the trail for public use. A work party through LRBA will install some smaller way finding signage. Linda Albright is looking into a Heritage Tour. A Non-Profit organization has been established with Hilary and a local environmental lawyer called the Ontario Wildlands Conservancy. This organization was created due to concerns with the spraying of glyphosate by the forestry industry and the importance of protecting and preserving waterways and the natural ecosystem of our region as part of our heritage.

Fire/911

Christopher Ballard thanked Steve for being a liaison for the LSB.

Website

Hilary said she is working on the website to be more functional and have more photography.

Bylaws

None

Administration

Stephen received a copy of the deed and the property has been closed. But he said the reconciliation from the sale would not be received for a few months.

Grant Hilary will be attending North Ontario Tourism Summit and will bring back the information to the community. She is now the Vice-Chair for Explorer's Edge. There will not be a conflict with the grants.

Long Term Planning

Steve mentioned the topsoil off the new land purchase to offset the cost should be looked at by the new board.

New Business: None

Before we pay the bills, Sandra thanked Mike and Steve for their work on the Board.

Pay Bills: 19 bills presented to be paid.

Shawn Jackson \$3,015.47 (wiring for AC and ACC)
North Bay Security \$84.75
See More Graphics \$371.77 (Sign-Noganosh Parkway Boat Launch)
Buchanan Hardware \$67.04 (cleaning supplies)
Albert Lamb \$932.21 (Janitor & dispensers)
Purdon's Heating \$610.20 (labour for AC)
Bell Canada \$330.45 (September)
Near North Labs \$135.60
WSIB \$3.11
North Bay Mat Rental \$124.30
Steve Davis \$500.00 (911 sign installation)
Scholastic Book Fair \$751.00
Port Loring Home Building \$792.46 (supplies)
Airco \$7,926.95 (kitchen hood)
Whitehots Inc. \$48.89 (library books)
Mike Legault \$700.00 (August Grass Cutting)
Peggy Whitehead \$1042.54 (September Honorarium, office supplies & mileage)
The following bills has already been paid
Hydro One \$235.64
Bell Canada \$330.45 (August)
Motioned to pay bills by Stephen, 2nd by Hilary, all in favour, motion passed.

Public Comment:

1. Julia Moore asked why there was a No Trespassing sign on the Deer Yard Trails
Action Required: Hilary advised that the sign was there pending the completion of a proper entry way, ensuring the trails were groomed/bark chips installed, etc. Once the trails are in proper condition, the sign will be changed.
2. Lorna Davis asked for the price for the sign for Noganosh Boat Launch?
Action Required: It was 371.77 and Mike said Jim Moore has covered the donation.

3. Lorna Davis said that she had submitted a complaint regarding the election meeting but has not yet received a reply.

Action Required: Sandra advised that the Board does not see the complaint and that Lorna would have to contact Carole Mantha for an update.

4. Bill Chambers asked about the water test cost as he pays \$29.00.

Action Required: I said we pay 59.00 plus tax.

5. Julia Moore asked about Government Relations for \$200.00 budgeted on the financial sheet.

Action Required: Hilary said this is for travelling for meetings.

6. Lorna Davis thanked the Board that they did an excellent job and worked well together.

Action Required: None

Meeting adjourned at 8:10 p.m.

Prepared By
Peggy Whitehead
Peggy Whitehead
Secretary/Treasurer

Posted on September 29, 2017