



LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT
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Minutes of Board Meeting October 18, 2018

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

Attending: Debbie Keetch, Earl Reading, Gilbert Moore 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**), Local Roads Board (**LRB**), Ontario Fire Marshal (**OFM**), Ministry of Northern Development & Mines (**MNDM**)

Meeting brought to order by Debbie at 7:02 p.m.

Debbie announced that Stephen Brushey had resigned from the Board on October 6th and Tracey Watson resigned on October 18th, 2018. A by-election will be early in November. Earl will check with MNDM to ask if the resignations should be read out to the public.

Debbie contacted MNDM about meetings and Carole Mantha replied that The Northern Services Boards Act provides in section 10 (3) that all Board meetings are open to the public, so there is no such thing as a "private" Board meeting. There is a difference however between a meeting "open to the public" and a "public meeting" as contemplated in section 16 of the Act. The public meetings in section 16 are intended to permit the inhabitants to participate in the meeting and in the decisions made as a result. These public meetings must comply with the notice requirements in section 17 of the Act.

The Board can hold meetings other than the public meetings contemplated in section 16 (which are required for the purposes noted in section 16) and these meetings would not require notices as set out in section 17. These meetings must, however be "open to the public". Being open to the public simply means that the meeting cannot be held in private, so persons in the community may attend.

Debbie said we will post on the electronic sign for meeting open to the public only even though this is not necessary.

Debbie asked if there were any questions and there was no reply. Debbie said that we will be having a meeting at the Legion on Thursday, October 25th 2018 at 7:00 p.m. to discuss the budget and the ACC.

Conflicts: None

Minutes Motion to accept the minutes of September 20, 2018 by Earl, 2nd by Gilbert, all in favour, motion carried.
Motion to accept the minutes of September 20, 2018 New Board by Earl, 2nd by Gilbert, all in favour, motion carried.
Motion to accept the minutes of October 10, 2018 by Earl, 2nd by Gilbert, all in favour, motion carried.

Financial Report: Peggy presented the financial statement for September 30, 2018. Motion to accept by Gilbert, 2nd by Earl, all in favour, motion carried.

Critical Path: The following items were in the budget, for the make-up air unit this has been ordered and waiting at the warehouse, this will be added to last years expense. For the HVAC, for that item it wasn't ordered or invoiced and this will go into reserves for this year's budget.
Tender for Snowplowing, the Board decided that the following will be added to the tender "accumulation will be 3 inches unless further notice is given by the Board". Janitor, Rink Attendant and Snowplowing will be posted by Monday and will be awarded at the meeting on November 15, 2018.
Budget meeting will be on November 15, 2018.
Board to sign the conflict of interest policy and after the election the 2 other members will sign.

Bylaws, Motions and Notices of Bylaws:

Bylaw 2018-18 Authorize the secretary/treasurer Peggy Whitehead and one or more members of the Board Debbie Keetch or Earl Reading to be signing officers on behalf of the Board for the fiscal year 2018/2019. Motion by Earl, 2nd by Gilbert, all in favour, bylaw passed.

There were 2 bids for fuel at the ACC, Parkland Fuels bid was .898/litre and Jim Moore's bid was rack price less 7 cents.

Bylaw 2018-19 Enter into a contract with Parkland Fuels for fuel at a rate of \$.898/litre plus tax for the Argyle Community Centre ending September 30, 2019. Motion by Gilbert, 2nd by Earl, all in favour, bylaw passed. The bylaw is on hold until the Board confirms that Parkland's bid is .898/litre firm or will it fluctuate at rack price plus 4 cents. If this has to be changed the Board will do this at the next meeting.

Bylaw 2018-20 Enter into a contract with a structural engineer for the ACC. There were 4 quotes, Bryco \$2,500.00 to \$3,500.00 inspection/assessment, Brad King declined, Dan Duke, Debbie left 2 messages and he did not

return the calls and D.M. Wills Assoc. \$12,350.00 – (\$4,000.00 Project Manager/Senior Engineer, \$7,600.00 Senior Structural Design, \$750.00 Travel). Debbie said the Insurance would accept a report from a certified engineer with their stamp saying it is safe for public. After much discussion the Board asked Tim Gehrke if he would prepare a formal request to quote to inspect the whole building to see what it will need. Debbie will put something under NEWS on the website to keep the community up to date on the ACC. Hilary will make this available when you go on the website or the public can sign up to be notified of items being posted. Mary Reading said the Board should look into churches for renting for the meetings. Christopher Ballard offered Station 1 free of charge if the fire department is not using it.
Bylaw has been postponed.

Unfinished Business:

Unfinished from August 17, 2017

Revised 911 SOP is ongoing.

Complete from July 19, 2018

Bill Chambers asked about the storage at the rink for the snowblower and generator if the gas is stored properly. Stephen asked the Fire Department to check this out. Christopher said it is stored properly, but recommended Bluetooth smoke alarms in each room. An email will be sent to the Board from Christopher.

Correspondence

1. Almaguin Adult Learning Centre with their October calendar.

Action Required: None

2. Property owner asked if we have an understanding with the MNR regarding boat launches.

Action Required: Mike Legault will contact MTO and ask them about boat launches. Debbie has tabled this until the next meeting to find out further information.

3. Lawyer sent an email with a change of owners.

Action Required: Referred them to MPAC, no further action required.

4. Local Roads Board near Latchford would like to discuss a Volunteer Agreement with the MNR for maintenance of boat launches.

Action Required: Debbie said we do not have any information, no further action required.

5. Bell 911 asked about two addresses in the database.

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

6. Email from LSB of Rainbow County regarding an email from Minister of Community Safety & Correctional Services Information of Fire Regulations.

Action Required: Forward to Christopher Ballard, no further action required.

7. Email asking to donate equipment to the Fire Department.

Action Required: Forward to Christopher Ballard, no further action required.

8. Email asking about fire service in Blair Township.

Action Required: Forward to Christopher, no further action required.

9. Email asking to purchase road allowance.

Action Required: They have to contact the MNR, no further action required.

10. Email asking if we offer article placements on our website.

Action Required: The answer was no, no further action required.

11. Property owner asking to have his 911 sign replaced as it is missing and he doesn't think he should have to pay for a new one.

Action Required: The Board said any missing sign they will have to pay the \$200.00, no further action required.

12. Library sent in a revised minutes from September 10th and the October 10th, 2018 minutes.

Action Required: These are posted on our website, no further action required.

13. Email from MOF stating that MPAC had missed a property and asked if they are subject to the LSB service charges for 2017 (effective July 27/17) and 2018 tax year.

Action Required: The Board said to bill the full amount for the two years, Peggy will let them know, no further action required.

14. Questions from the insurance about the government dock.

Action Required: Debbie will get more information from Mike and Tanya Buchanan for the next meeting on November 15, 2018.

Committee Reports

Library (Earl) Waiting on agreement from the Near North District School Board.

AC (Gilbert) Will get a quote to repair the picnic tables.

ACC Since Tracey has resigned, the rest of the Board will look after this until 2 members are voted in on November 5, 2018.

Fire/911 (Debbie) At the fire meeting there was a request for the LSB to take over the Helipad contract. Debbie will check with Carole to see if this is in the powers.

Website (Debbie) None

Events/Grant
(Debbie) None

New Business

None

Pay Bills: 11 bills presented to be paid.

Royal Canadian Legion \$113.00 (meeting)
Presse Commerce \$265.23 (magazines for library)
Valin Partners \$469.52
Whitehots Inc. 197.75 (books)
Whitehots Inc. \$152.42 (books)
Bell Canada \$307.85
Albert Lamb \$300.00 (September cleaning)
North Bay Mat Rental \$24.86
Dianne Feasby \$257.23 (dvd's)
Mike Legault \$720.00 (September grass cutting)
Hydro One 178.36
Motioned to pay bills by Earl 2nd by Gilbert, all in favour, motion passed.

Cambrian Insurance policy is up for renewal and Sandra Gendron volunteered to look at the new policy and compare it to last years policy and report back to the board?

Public Comment

1. Bill Chambers asked for the Janitor bill is it standard at \$300.00?
Action Required: The Board said the janitor is paid hourly.
2. Bill Chambers asked if the Board will be looking at telecommunication for meetings.
Action Required: Debbie said they will check with the whole Board after November 5th.

Meeting adjourned at 9:40 p.m.

By-election on November 5, 2018 at 7:00 p.m.

Next meeting will be on November 15th, 2018 at 7:00 p.m.

Prepared By
Peggy Whitehead
Peggy Whitehead
Secretary/Treasurer

Posted on October 25, 2018