



LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT
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Minutes of Board Meeting October 19, 2017

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

Attending: Stephen Brushey, Sandra Gendron, Hilary Chambers, Tracey Watson, Earl Reading 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 Stephen at 7:01 p.m.

Conflicts: None

Minutes Motion to accept the minutes of September 18th and 21st, September 21st new board and October 4, 2017 by Earl, 2nd by Sandra, all in favour, motion carried.

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

Critical Path: Received tax roll from MPAC to prepare the number of properties. Board preparing their proposed budget and the budget meeting will be on November 16, 2017.

Bylaws, Motions and Notices of Bylaws:

The Board only received one tender for fuel.

Bylaw 2017-22 To enter into a contract with Jim Moore for fuel at a rate of Market Price less 7 cents per litre for the ACC ending September 30, 2018. Motion to accept by Tracey, 2nd by Sandra, all in favour, bylaw passed.

The Board only received one tender for janitor.

Bylaw 2017-23 To enter into a contract with Albert and Valerie Lamb for a janitor for ACC and the AC washrooms at a rate of \$25.00/hour and \$50.00/dump run for the fiscal year 2017/2018 as per tender. Motion to accept by Hilary, 2nd by Sandra, all in favour, bylaw passed.

The Board only received one tender for rink attendant.

Bylaw 2017-24 To enter into a contract with Mike Legault for a rink attendant for the winter season of 2017/2018 at a rate of \$20.00/hour. Training if required. Motion to accept by Hilary, 2nd by Earl, all in favour, bylaw passed.

There were 4 tenders received and Earl brought up that some had to pay more insurance and have a commercial sticker. They said this was not a level playing field, so Stephen told the board to submit a ballot on who they wanted for snowplowing to Peggy. The tenders were Mike Legault, Jim Martin, M & T Buchanan and Hampel Contracting. The awarded tender went to Jim Martin.

Bylaw 2017-25 To enter into a contract with Jim Martin for snowplowing at the AC and ACC for the winter months of 2017/2018 as per tender. The rate paid shall be \$140.00 per plow and \$115.00 per time sanded plus HST. Motion to accept by Earl, 2nd by Tracey, all in favour, bylaw passed.

Unfinished Business:

Unfinished from August 17, 2017

Many questions on 911 on installing, address correction and phone numbers. 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 any 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. As of October 19th, Stephen said we should have some direction to complete the SOP this year.

Complete from September 21, 2017

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. 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. Stephen made a reference to bylaw 96-15 that states that to participate in the joint area application for

enhanced 911 service and further agrees to establish the necessary civic addressing system including road naming, signage, and numbering as required. Stephen said based on this current bylaw we will not remove the sign. Peggy will send a letter to the property owner.

Correspondence

1. Property owner asked the number of multiple properties taxed for 2015/2016 and 2016/2017.

Action Required: Stephen said we don't have that information, no further action required.

2. Who to contact for severing property.

Action Required: I told them to contact the North Almaguin Planning Board.

3. Funding Review Survey Invitation to Public Libraries from MTCS and deadline is October 25, 2017.

Action Required: I sent this to the Library.

4. 8 outstanding 911 sign bills going back to 2011. 3 new owners and 5 bills I have sent out in August.

Action Required: Stephen suggested that I send them again along with the 3 new owners.

5. Letter from the Argyle Lions Club asking if we would once again partner with them for the Seniors' Appreciation Dinner in December.

Action Required: The Board will waive the fees and they will add Seniors' Incentive to the budget to reimburse the cost of the turkeys.

6. Letter from Caisse Populaire for an Information meeting on October 26, 2017.

Action Required: Sandra said that the notice was sent to advise clients that a special meeting will be held to discuss the possibility of our local Caisse combining with other Caisse branches in the Northern Ontario area.

7. Email from Christopher Ballard with information for the LSB to consider when signing the agreement with the fire department.

Action Required: None

8. Letter from the insurance where they will be reducing the policy \$500.00.

Action Required: Stephen said that it was appraised at \$972,000 and now it is \$1.5 million.

9. Seniors Community Grant Program 2017-19.

Action Required: None

10. Connections Newsletter from Ontario Infrastructure.

Action Required: None

11. MTCS with their Digital Fund of \$3,179.00 for the Library being deposited October 23, 2017.

Action Required: None

Committee Reports

Library

Sandra advised that the Committee meeting was held on Wednesday. Interest in the computer skills training has been very low; possibly because it was advertised during the summer months and some residents may not have attended the library due to renovations at the school. It will be re-posted shortly. Volunteers are needed and interested people should be referred to the library for additional information. She also advised that

Skype capability is available in the community; additional information can be obtained from the library volunteers. The recent "Meet the Author" event with Peggy Smith was excellent but the attendance was quite low. The Library Committee will try to have her return to the community and Sandra will investigate the possibility of combining this with the Senior's Lunch.

Activity Centre Earl is looking into the septic for the budget as we have had problems in the past. Netting for the rink will be put up for rink season.

Argyle Community Center

Stephen is looking at the following things for the budget; a 2000 CFM Air make up for the kitchen, when the fan is on it is taking the air from the building. HVAC which would be outside and more economical and brings in fresh air. 2 quotes at \$22,000.00 and \$35,000.00. Down draft throughout the building. Bathroom vents now go to the ceiling and they need them to go to the roof which would be around \$600.00. Lighting in the kitchen between \$600.00 and \$700.00. We require a propane water heater to meet the capacity of 180 people. Parking lots needs gravel. Sandra added that the Board should consider adding lights for the back parking lot. During the fall/winter months it is quite dark and residents attending meetings or events at the ACC could be injured. She also requested that the Board re-consider a request made by a resident to provide WiFi (or some other capability) at the rink. Currently, there is no ability to contact 911 or police if there is an accident or issue at the rink area. The previous Board considered a pay phone but that was not a viable option. Tanya Buchanan suggested that an additional phone jack (limited to local calls only) could be installed in the change room area. Sandra also requested the LSB look at improving access to the ACC for clubs, etc. There have been several occasions where clubs have been "locked out" of the facility because all of the keys were issued/not yet returned. This will become a larger issue as more improvements are made to the facility and more users request access. It is also an issue for the Recreation Chairperson because he/she is frequently expected to retrieve keys from the lock box, etc. Mike Buchanan advised that the building was outfitted with electronic locks and key fobs. Specific codes could be issued to the various clubs/renters to permit access. Sandra asked Steve Davis for information about a ball diamond requirement that did not make last year's budget cut. Steve Davis confirmed that netting was still required to prevent injury and vehicle damage. The water has failed again. Stephen had the water analyzed by Canature Water Group (dealer Purdons) and the levels were above limits. Looking into getting a water treatment system estimated at \$10,000.00. Stephen asked Mike Buchanan about snowshoeing and ski trails and Mike said they might work something out between the Argyle Riders and the LSB to make trails.

Fire/911

Stephen was at the meeting on Tuesday and said they had a lot of building and truck repairs and they can be viewed under minutes on the website under fire department. Stephen has two 911 signs to be installed and asked Steve Davis and Christopher Ballard for assistance. Stephen has contacted the insurance regarding signing of the OFM/LSB agreement, still waiting for a reply. Sandra advised that she has contacted two other unorganized area LSBs to obtain information about fire agreements. Although it is of interest to see what other Boards are doing in this area, our needs may be quite different from these Boards. She recommended that the LSB add \$5,000 to the budget for legal advice on the way ahead for the fire services agreement.

Website

Hilary said there will be a lot of changes. A list from Tanya that will make the website more user friendly. Bylaws will be looked at and someone suggested only have active bylaws on.

Bylaws

Sandra advised that she will re-initiate the project of rescinding out-dated or superceded by-laws. This will help assist with the website refinements mentioned above.

Administration/Long
Term Planning

As part of the Brown Township amalgamation project, Sandra suggested that an initial letter with our website address, general information, etc could be sent to the residents as the first step in the information process. We could then follow this with two information meetings next spring. This approach would give Brown Township residents time and information before we conduct the vote to amalgamate.

Events/Grant

Many representatives were involved at the LRBA meeting. Mike Buchanan said that have a new groomer for the snowmobile club. Sandra recommended that the Board offer a Seniors Yoga class. This would be held during the day as many seniors have issues with night driving. She will review the Seniors Grant program to see if funding is available to cover the cost and allow seniors to participate at no charge. Hilary will be attending the Northern Ontario Tourism summit as president of nature & outdoor tourism Ontario. Hilary will be meeting with Fednor, NOHFC, and regional tourism organizations to encourage them to partner with our region and to see what funding programs are available for the upcoming year.

New Business: None

Pay Bills: 17 bills presented to be paid.

Cambrian Insurance \$14,125.32

Dianne Feasby \$271.54 (petty cash library)
 Karen Wassink \$308.94 (Library Conference expenses)
 Trillium Municipal Supply \$491.46 (signs)
 Trans Canada Store & Restaurant \$559.35 (Backsplash)
 Stephen Brushey \$50.80 (reflectors)
 Albert Lamb \$500.00 (Janitor & dispensers)
 Purdon's Heating \$7,473.97 (plumbing & gas lines)
 Northland Fire Prevention \$2,260.00 (fire suppression)
 Bell Canada \$330.45 (October)
 Parkland Fuels \$332.73 (oil)
 WSIB \$19.10
 North Bay Mat Rental \$24.86
 Whitehots Inc. \$219.50 (library books)
 Mike Legault \$875.00 (September Grass Cutting)
 Peggy Whitehead \$161.01 (office supplies & water test)
 The following bills have already been paid
 Hydro One \$368.23
 Motioned to pay bills by Hilary, 2nd by Sandra, all in favour, motion passed.

Public Comment:

1. Bruce Forbes said the deeryard trails still say no hunting/no trespassing.
Action Required: Hilary said this has been brought up before and Al Dare will help with the signs where they will only say no hunting.
2. Bill Chambers asked for Caisse Populaire if we could buy more shares as they will possibly increasing.
Action Required: No action for the LSB. Interested persons were advised to attend the upcoming meeting by Caisse to obtain information on the proposed amalgamation of Caisse Branches.
3. Steve Davis said he hoped the budget would be more accurate this year.
Action Required: Sandra clarified that last year's budget was not inaccurate. In the course of completing the kitchen renovation many unexpected problems were identified. The Board was faced with the difficult decision of making the necessary repairs in order to allow the project to continue/be completed. It was not an option to leave the kitchen in a state of demolition until the next year. Stephen said they had a lot of volunteers that were helping.
4. Darrell Rogerson suggested that since it was mostly a new Board that we should do some research.
Action Required: None
5. Darrell also suggested that we should get some legal advice on the tenders and to make sure that we follow the act, as the guide is just a guide.
Action Required: None
6. Darrell said that the conflict of interest policy is very difficult for the board to follow and the board should state there is a conflict only if the person is going to gain one way or the other.
Action Required: None

7. Darrell asked how many multiple buildings on a property that are taxed? There was an email that he sent to Board in 2016 regarding this.

Action Required: Stephen said they will look into this.

8. Mike Buchanan asked about a sign for the highway saying Nogansh Boat Launch on who would look after this.

Action Required: Darrell Rogerson said they would have to check wit the Highway Corridor for signs.

9. Tanya Buchanan asked about the Halloween Dance saying the profits will be donated to the school for outdoor education and asked if the rental of the ACC would be free.

Action Required: The Board said the rental would be waived for this event.

10. Tim Gehrke asked what the procedures for the meeting are for the new board.

Action Required: Stephen said they will continue to follow the same as last years.

11. Steve Davis asked about the \$1,500.00 donated by Jim Moore for the boat launch.

Action Required: Mike Buchanan said the sign was \$371.00 and the balance could be earmarked for Nogansh boat launch.

Meeting adjourned at 8:10 p.m.

Next meeting will be on November 16, 2017 at 7:00 p.m.

Prepared By

Peggy Whitehead

Peggy Whitehead

Secretary/Treasurer

Posted on October 31, 2017