



LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT
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Minutes of Board Meeting November 17, 2016

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

Attending: Sandra Gendron, Mike Buchanan, Stephen Brushey, Hilary Chambers and Peggy Whitehead, 16 Community Members
Absent: Steve Davis

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 7:04 p.m.

Conflicts: None declared

Minutes Motion to accept the minutes of October 20th, 2016 by Hilary, 2nd by Stephen, all in favour, motion carried. Sandra said there was a procedural error in the minutes where it stated that there was an in-camera meeting session to review the fuel tenders. The correct procedure is that the submissions should have been turned over to the tendering committee for review and to provide recommendation to the Board. Since the meeting the 3 tenders were looked at by the tendering committee and they recommended Ultramar's bid at rack price plus \$.04 and a bylaw will be issued tonight.

Financial Report: Peggy presented the financial statement for September 30, 2016 and October 31, 2016. Motion to accept both by Stephen, 2nd by Hilary, all in favour, motion carried.

Critical Path: The budget is on the agenda for tonight's meeting. Regarding the tenders for Janitor, Snowplowing and Rink Attendant, there was only one bid for snowplowing, which I gave to the tendering committee and I will repost the Rink Attendant and Janitor.

Bylaws, Motions and Notices of Bylaws:

- Bylaw 2016-41** To Rescind Bylaw 2016-40 dated October 20, 2016. Motioned by Hilary, 2nd by Stephen, all in favour, bylaw passed.
- Bylaw 2016-42** To enter into a contract with Ultramar for fuel at a rate of rack price plus \$.04 for the Argyle Community Centre ending September 30, 2017. Motioned by Stephen, 2nd by Hilary, all in favour, bylaw passed.
- Bylaw 2016-43** To approve the LSB funding agreement between the Local Services Board of Loring, Port Loring & District and the Ministry of Northern Development and Mines for the Board year October 1, 2016 to September 30, 2017. Motioned by Hilary, 2nd by Stephen, all in favour, bylaw passed.

The Board presented the budget for 2016/2017. There was a motion by Bill Chambers to open the floor for discussion, 2nd by Tanya Buchanan. Bill Chambers asked if anyone can use the kitchen in the Community Centre. Sandra said yes, but there is a list for renters to follow and if they don't they would have to pay for any damages. Sandra explained that there are two questions on the voting ballots. One is for the budget as presented and the second one is for a one-time fee to purchase the adjoining property and the fee would be \$21.00. The asking price is \$47,000.00 plus \$5,000.00 legal fees. John Ducharme said why isn't property purchase on the agenda, then you would get more people out to vote. Sandra replied that the property purchase was discussed at several of the meetings and the agenda for tonight's meeting clearly indicated that it was to approve the budget. John Ducharme then asked why the budget was not released to the public before the meeting, so that they could have a chance to review the amounts. Sandra replied that budgets have always been presented at a public meeting. Hilary read the extract from the NSB Act regarding presentation of budgets and stated that the LSB is following the correct procedure. Bill Chambers asked if they have done some research on buying the property. Stephen said that he has checked other properties and they are asking around the same price. Sandra handed the ballots out. Mary Lou Bridgewater and Carol Chambers counted the ballots with Sandra monitoring the vote counting. Vote 1 (budget presented) was 19 in favour, 2 opposed. Vote 2 (additional property) was 18 in favour, 3 opposed. A motion to destroy the ballots by Mary Lou Bridgewater, 2nd by Kerry Booth, all in favour, motioned passed.

- Bylaw 2016-44** To authorize the Ontario Ministry of Finance to collect the service fees on behalf of the Local Services Board of Loring, Port Loring and District for the fiscal year October 1, 2016 to September 30, 2017, for administration, recreation, library, emergency telecommunications and fire protection. The total budgeted amount per property for Administration \$29.44, Recreation \$45.29, Library \$0.00, Emergency Telecommunications \$2.40 and Fire Protection \$63.14 and the method of collection is Methodology 2. Motioned by Hilary, 2nd by Mike, all in favour, bylaw passed.

- Bylaw 2016-45** To approve the Fire Contract between the Local Services Board of Loring, Port Loring and District and the Argyle Volunteer Fire Brigade, covering the period of October 1, 2016 to September 30, 2017 in the amount of \$157,600.00. Motioned by Stephen, 2nd by Mike, all in favour, bylaw passed.
- Bylaw 2016-46** To approve the Insurance Contract between the Local Services Board of Loring, Port Loring and District and Cambrian Insurance, covering the period of October 1, 2016 to September 30, 2017 in the amount of \$11,608.92. Motioned by Stephen, 2nd by Mike, all in favour, bylaw passed.
- Bylaw 2016-47** To approve the Honorarium to be paid to the Secretary-Treasurer of the Local Services Board of Loring, Port Loring & District for the period of October 1, 2016 to September 30, 2017 in the amount of \$7,500.00. Motioned by Hilary, 2nd by Stephen, all in favour, bylaw passed.
- Bylaw 2016-48** To approve the Local Services Board of Loring, Port Loring and District budget for the Board fiscal year of October 1, 2016 to September 30, 2017, as presented at the November 17th, 2016 public meeting and the 1st Request for Payment from MNM. Motioned by Stephen, 2nd by Hilary, all in favour, bylaw passed.
- Bylaw 2016-49** To approve the 2016-2017 budget for the Local Services Board of Loring, Port Loring & District. Having received the approval of the majority of residents at a public meeting held November 17, 2016, the Board will utilize Methodology 2 and set service fees of; **\$140.27** per assessable property and **\$71.12** for fire protection, administration and emergency telecommunications on vacant land in the designated Board area for the fiscal year October 1, 2016 to September 30, 2017. The purpose of this service fees is to cover board administration, fire protection, emergency telecommunications, recreation, library, infrastructure improvements and reserves for contingencies for the entire board area. Motioned by Hilary, 2nd by Stephen, all in favour, bylaw passed.

Unfinished Business:

The following unfinished 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. As of September 15th, Mike will have a meeting and asked Kerry Booth if he will be able to attend. As of October 20th, Mike said they had their meeting and this will be in this year's budget – **no update**.

The following unfinished business is outstanding from August 18, 2016

1. Action Required: 6 phone calls on taxes. I answered them and 5 have to be verified. This will be tabled till the 911 SOP is complete.

The following unfinished business is outstanding from September 15, 2016

1. Action Required: 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 20th 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 – ongoing.

The following unfinished business is outstanding from October 20, 2016

1. Action Required: For the hiking trails Hilary said I have to bill the Business Association \$1,200.00 for part of the hiking trails. As of November 17th, Hilary says she has a meeting within the week.

2. Action Required: Steve asked if we received the donation from Jim Moore of \$1,500.00 for the boat launch (not at this time).

Correspondence

1. Request for a 911 sign and this is completed.

Action Required: None

2. Letter from Carole Mantha regarding the minutes of September 15th where we said we had an in-camera meeting. Sandra read the reply to Carole and will send this out shortly. The September 15th minutes will be amended at the December 15th meeting.

Action Required: None

3. Seniors Grant was deposited for \$1,592.80 on October 27, 2016.

Action Required: None

4. Tinlids is the official wholesaler for the Ontario Library Association of Reading Program.

Action Required: Gave to Library.

5. Risk Assessment to be signed and mailed to the auditors.

Action Required: None

6. Notice from MPAC on the value of the properties.

Action Required: None

7. Library Grant of \$5,808.00 deposited November 2, 2016.

Action Required: None

8. Email asking if we wanted to update our website.

Action Required: Not at this time.

9. Nominations for awards for Leadership in Accessibility due December 3, 2016

Action Required: None

10. I had 2 questions asking why the hiking trails had no hunting and no trespassing signs.

Action Required: The LRBA has the LUP and it states that the trail must be closed and signed during hunting season. The official signs are not complete. Once we GPS the entrances then proper signs will be made.

11. 2 Letters from Hydro One notifying us that they are doing a vegetation maintenance program in our area.

Action Required: These are to be signed and mailed back.

12. New Information & Privacy commissioner of Ontario Guidance for video surveillance basics.

Action Required: None

13. PLT Reform announced changes to the PLT for 2017.

Action Required: None

14. Email asking about a septic. I referred them to the North Bay Mattawa Conservation Authority.

Action Required: None

15. Letter from the Near North District School Board with an invitation to share planning information.

Action Required: None

16. A property owner asked for copies of minutes and some letters.

Action Required: Most of this is on the website and the Board will determine the appropriate cost for copies, research in the event that some of the requested material is only available from paper files. A few members in attendance said that some of the links on the website do not work. Hilary and Peggy will look into this.

17. I read an email from the Lions accepting the Boards offer to partner with them for the Senior's Dinner.

Action Required: None

18. A property owner asked who she should send emails to. I said to send them to me and I will forward them to the Board.

Action Required: None

Committee Reports

Tax Review	None
Library	None
Activity Centre	Bill Chambers asked about horseshoe and bocce. Mike said he will bring this up to the committee.
Argyle Community Centre	Looking for volunteers to paint the inside of the community centre.
Culture	None
Fire/911	Kerry Booth said there was someone that tried to phone 911 from a phone booth and it would not work. Peggy will look into this.
Website	Website this month had 1,890 visitors, 7,017 page views. This week had 368 visitors. The most popular pages are minutes, bylaws and the news page.
Bylaws	None
Administration	Stephen said he found a filing cabinet for the office.
Grant	The 2nd lunch and learn for seniors will be on November 21, 2016. Hilary attended the Northern Ontario Tourism Summit. Some funding models were announced, but most will be posted in the new year. Hilary will compile a list for the December meeting. At the Tourism Summit, Hilary became a "Broker" for a new program called Tourism Excellence North. Tourism Excellence North or "TEN", is a suite of 10 training solutions designed to strengthen the ability of communities and tourism operations to respond to changes in the marketplace, adapt to quality visitor expectations, develop innovative experiences that raise the bar on visitor value and deliver increased returns for operations and the destination community as a whole.

TEN strategically guides investment into tourism development holistically over the long term. TEN is aligned to support priorities for tourism development in Northern Ontario, specifically those of Tourism Northern Ontario (TNO) RTO13 and Explorer's Edge (EE) RTO12. TEN also supports and aligns with service quality enhancement and visitor experience priorities of Canada's Federal Tourism Strategy: Welcoming the World and Ontario's Growth Plan for Northern Ontario.

Long Term Planning

None

New Business: The Board thanked Tanya Buchanan for all of the research and assistance provided to the Board on the topic of WSIB. Owner operated companies (those that have few or no employees) will benefit from the streamlined procedure.

Pay Bills: 10 bills presented to be paid.

North Bay Mat Rental \$24.86

Near North Labs \$209.05

Albert Lamb \$616.81 (Janitor)

Indigo Books & Music \$419.90

Dianne Feasby \$271.32 (dvd's)

Buchanan Hardware \$16.24 (cleaning supplies)

Port Loring Home Building Centre \$41.2 (cleaning supplies)

The following bills have already been paid

Rainbow Concrete Industries \$9,805.51 (final payment)

NNDSB \$740.41 (Forest of Reading program)

Hydro One \$254.56

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

Public Comment:

1. Christopher Ballard asked if the community centre would run a cash bar for the fire department to have a potluck. Sandra stated that the LSB decided against offering bar services for events when it purchased the Community Centre building. That does not prevent potential renters from contacting other organizations/individuals that have the required training (Smart Serve), and the LCBO SOP to offer bar services for various events.

Action Required: None

Meeting adjourned at 8:25 p.m.

Next meeting will be on Thursday December 15th, 2016 at 7:00 p.m.

Prepared By

Peggy Whitehead

Peggy Whitehead

Secretary/Treasurer

Posted on November 29, 2016