



LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT
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Minutes of Board Meeting December 15, 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
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 7:05 p.m.

Conflicts: None declared

Minutes Motion to accept the minutes of November 17th, 2016 and November 25th, 2016 by Stephen, 2nd by Hilary, all in favour, motion carried.
Regarding the September 15th, 2016 minutes, according to Darrell Rogerson the minutes were incorrect; that it was not an “in camera” meeting, but a “committee meeting of the whole”. Motion to accept the amendments by Hilary, 2nd by Mike, all in favour, motion carried.

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

Critical Path: The PLT taxes to be completed by February 15, 2017.

Bylaws, Motions and Notices of Bylaws:

Bylaw 2016-54 To rescind bylaw 2016-24 dated May 12th, 2016. Motioned by Hilary, 2nd by Mike, all in favour, bylaw passed. Tendering process this will be revised in the next bylaw.

- Bylaw 2016-55** Set the procedures for Tenders, Requests for Proposals and Requests for Quotations. The Board prepares the tenders and the applicant fills in the blanks. The Tenders will have an issue date, an addenda website posting date, a submission/opening date and a notification of Award date. The opening date does not have to be a Regular LSB Meeting; it is solely the date that the tenders are opened and passed to the Tendering Committee for review. The names of the companies/individuals that have submitted bids will be read aloud at the next LSB meeting. Specific details of each bid will not be disclosed. The expected successful bidder will be announced at the LSB meeting, but it has no force or effect until a by-law confirming same is voted on by the Board. That will be the Notification of Award date. Details of the successful bid will be made public. Sample formats with requirements can be included in the Boards Standard Operating Procedures. Motioned by Hilary, 2nd by Stephen, all in favour, bylaw passed.
- Bylaw 2016-56** To rescind bylaw 2016-35 dated August 18th, 2016. Motioned by Stephen, 2nd by Hilary, all in favour, bylaw passed. Discussion: the recommendation to rescind this by-law is procedural since it did not have the support of the majority of the Board members. All Board members in attendance voted in favor of rescinding this by-law.
- Bylaw 2016-57** Enter into a contract with Hampel Contracting for snowplowing at the Activity Centre and the Argyle Community Centre for the winter months of 2016/2017 as per the tender. The rate paid shall be \$156.98 per plow and \$110.00 per time sanded plus HST. Motioned by Mike, 2nd by Hilary, all in favour, bylaw passed. Only one bid was submitted.
- Bylaw 2016-58** Enter into a contract with Albert & Valerie Lamb for a Janitor for the Argyle Community Centre and the Activity Centre washrooms at a rate of \$25.00 per hour plus \$50.00 dump run for the fiscal year 2016/2017 as per tender. Motioned by Mike, 2nd by Stephen, all in favour, bylaw passed. One other bid, from Klink Enterprises, was submitted on this tender.
- Bylaw 2016-59** Enter into a contract for the rink attendant for the winter season of 2016/2017 was awarded to Hampel Contracting at a rate of \$25.00/hour. Estimated at 3 hours a day as per tender. Motioned by Hilary, 2nd by Stephen, all in favour, bylaw passed. One other bid, from Klink Enterprises, was submitted on this tender.

Unfinished Business:

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. 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. Ongoing.

The following unfinished business is outstanding from October 20, 2016

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

The following unfinished business is outstanding from November 17, 2016

1. Action Required: Kerry Booth said there was someone that tried to phone 911 from a phone booth and it would not work. I called Bell and they said they were to send a technician out and let me know what they found out.

Complete from March 31, 2016

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.

Complete from October 20, 2016

For the hiking trails Hilary said I have to bill the Business Association \$1,200.00 for part of the hiking trails. They had a meeting and the cheque should be received in January 2017.

Complete from November 17, 2016

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

Correspondence

1. There was a request to post the minutes, tenders, etc. on the Port Loring & District Stay Informed face book page.

Action Required: Sandra declined this request; while community-based sites are important to get information distributed, LSB information will only be posted to the LSB website.

2. 2 requests to check 911 numbers.

Action Required: I gave this to Steve and he will advise.

3. An email proposing to name the road running east off XX Side Road along the south side of Caribou to the 15 Concession Line as Tinstone Trail.

Action Required: Steve will update.

4. A phone call from 911 Service saying that there was an incorrect statement on our webpage and Fire Department's Face Book page about contacting Bell. If residents have a concern about 911 service, for example, their Bell statement does not list the .14 cent charge for 911 service, they should direct their concerns to the LSB Secretary.

Action Required: Hilary said this is changed on our website.

5. Notice to participate at mydemocracy.ca.

Action Required: None

6. Library's report for October and November 2016.
Action Required: None
7. Transfer Payment Registration for Grants Ontario.
Action Required: This is complete.
8. 2 requests to see the bylaws 2016-44 and 49.
Action Required: This is now on the website and I advised them.
9. New Seniors Community Grant are being accepted until March 3, 2017.
Action Required: None
10. CERB report for October and November 2016.
Action Required: None
11. Hydro One Line Clearing asking us to notify township properties and road allowances.
Action Required: I sent this to the LRB's secretaries.
12. Library's capacity fund of \$2,617.00 was deposited December 14, 2016.
Action Required: None
13. Fire Service Agreement to be signed and sealed.
Action Required: None
14. One of the residents asked if the Fire Department and Ambulance go by Google Maps when they respond to a call. If that is the case, then he requested that the LSB review the 911 number assigned to his property because of issues he is currently experiencing with deliveries, etc. He would like this clarified before there is an emergency at his residence.
Action Required: I will look into this.

Committee Reports

Tax Review	None
Library	None

Activity Centre	Ice is on for skating and now Hampel Contracting can take over. Plans for making snowshoe and skiing trails this week.
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Argyle Community Center
Thank you to Heinz Erb, Barry & Pam Phillips, Joyce VonKeitz, Steve Davis, Bill Chambers, Mike Buchanan and Valerie & Albert Lamb for volunteering to paint the ACC. Thank you to the Port Loring Home Building Centre for donating about \$500.00 worth of primer and paint and Buchanan Hardware for donated painting supplies.

Culture	None
Fire/911	None

Website	Hilary fixed the glitches on the website. Website this month had 1,000 visitors. The three most popular sites visited are the home page – possibly for re-routing to the LRBA, the second site is the by-laws and minutes, the third is the blog.
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Bylaws Administration	None
	Stephen has completed the land purchase agreement on November 30, 2016. Deposit has been done and the papers have been sent to Lisa

Lund's office. If everything goes good we should be on track for a closing on January 24, 2017. Reid Haigh asked if this was for a new fire hall. Stephen said not necessarily and Sandra also added that there was concern that if someone else purchased the property, the LSB could no longer offer snow shoe or cross country ski trails. Filing cabinet for the LSB office was donated by Stephen.

Grant Sandra and Hilary will look at the senior's grant. They are looking at a fitness program.

Long Term Planning
None

New Business: None

Pay Bills: 19 bills presented to be paid.

North Bay Mat Rental \$49.72

Sandra Gendron - \$60.89 (Summer Program & Seniors)

Sandra Gendron _ \$31.97 (21.97 Seniors 10.00 Certified Cheque for deposit for property)

Albert Lamb \$988.70 (Janitor plus 20 hours of volunteer time)

North Bay Security Communications \$84.75

R.C.L. Ladies Auxiliary \$1,462.50 (Seniors Lunch)

Cambrian Insurance - \$1,452.60 (rental insurance)

Peggy Whitehead - \$1,875.00 (honorarium)

MOF - \$76.27 (return of part of grant)

Dianne Feasby \$187.05 (dvd's)

Presse Commerce \$276.99 (magazines)

Argyle Lions Club \$349.64 (turkeys for Lions Senior Dinner)

Bell Canada \$350.64

Tanya Buchanan \$23.63 (kitchen supplies)

Buchanan Hardware \$9.58 (cleaning supplies)

Port Loring Home Building Centre \$108.84 (cleaning supplies)

The following bills have already been paid

Hydro One \$726.96

Bell Canada 304.31

Thompson Real Estate \$2,500.00 (deposit for purchase of property)

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

Public Comment:

None

Meeting adjourned at 8:05 p.m.

Next meeting will be on Thursday, January 19th, 2017 at 7:00 p.m.

Prepared By

Peggy Whitehead

Peggy Whitehead

Secretary/Treasurer

Posted on December 21, 2016