



LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT  
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**Minutes of Board Meeting April 23, 2015**

The minutes can also be viewed on our website: [www.loringsb.com](http://www.loringsb.com)

**Attending:** Tim Gehrke, Mike Buchanan, Warren Whitehead, Luke Legault, Peggy Whitehead

Meeting brought to order by Tim at 7:00 p.m.

**Conflicts:** Mike will leave the room when we discuss the dock tender

**Minutes:** Motion to accept the minutes of March 31, 2015 by Warren, 2<sup>nd</sup> by Luke, all in favour, motion carried.

**Financial Report:** Tim said they have signed off on the last item and was sent to legal about the purchase of the building. Tim and Mike will go to Parry Sound and sign and the closing should be on May 8, 2015. Motion to accept the financial report of March 31, 2015 by Mike, 2<sup>nd</sup> by Luke, all in favour, motion carried.

**Critical Path:** 911 sign order. Mike and Luke will work on this.

**Bylaws, Motions And Notices of Bylaws:**

The tender for the dock, only one was received and it was from Buchanan Enterprise and their bid was no charge. The tender was awarded to Buchanan Enterprise motioned by Luke, 2<sup>nd</sup> by Warren, all in favour, motion passed.

**Bylaw 2015-02** A Bylaw to enter into a contract with Buchanan Enterprise to operate the LSB Dock on Wilson Lake, Port Loring. The rate paid shall be no charge. Motioned by Luke, 2<sup>nd</sup> by Warren, all in favour, bylaw passed.

The tender for grass cutting was opened. There was only one bid and that was Albert Lamb and his bid was \$190.00. Mike will talk to Albert and tell him we need the waiver from WSIB. There was a motion to award Albert Lamb the tender at \$190.00/cut and will be deducted 1.31% for WSIB. Motioned by Mike, 2<sup>nd</sup> by Warren, all in favour, bylaw passed.

**Bylaw 2015-04** A Bylaw to enter into a contract with Albert Lamb for grass

Cutting at the Activity Centre, Lions Community Centre and the Ball Diamond in Arnstein, will commence when needed and will end September 30, 2015. The rate paid shall be \$190.00/cut minus 1.31% for WSIB. Motioned by Mike, 2<sup>nd</sup> by Warren, all in favour, bylaw passed.

**Bylaw 2015-05** A bylaw to authorize signing authority for any two of Peggy Whitehead, Tim Gehrke and Mike Buchanan effective March 31, 2015 for the remainder of the fiscal year September 30, 2015. Motioned by Luke, 2<sup>nd</sup> by Warren, all in favour, bylaw passed.

### **Old Business Outstanding:**

#### **The following old business is outstanding from November 21, 2013.**

**1. Action Required:** Dan Brooks contacted MNDM about municipal connect. Carole Mantha has no new updates from Ministry of Finance. Dan has asked everyone that Carole has suggested and has had no response. Carole will check and see if she can provide a list of LSB's and contacts for Dan to draft a letter to lobby the MOF regarding municipal connect. Dan has received information that MOF is looking into getting a solution in the next 2 to 3 months. A few LSB's have replied, but Dan has not pursued since. MPAC has contacted us regarding municipal connect and Dan has sent back a letter specifying our needs for municipal connect. An email from another LSB asking us for a follow up regarding municipal connect and I am to let him know that we have been contacted by MOF and they are looking at getting access for the LSB. On February 27, 2015 Dan and Peggy had a conference call with MPAC and they are working on getting this for us. There has been no update so far. As of April 23, 2015 Mike and Tanya went to MPAC in Parry Sound where they got an additional tool to find some of the properties.

#### **The following old business is outstanding from December 18, 2014**

**1. Action Required:** The new sign for the Lions den, Warren needs a site plan for this. Peggy will give Warren the survey and he will ask if we can get the sign that Trout Creek has, if we get the KM lowered. Warren is waiting for MTO and the sign people to get back to him regarding the flashing colours. As of April 23, 2015, deferred due to insufficient budget allocation.

#### **The following old business is outstanding from February 5, 2015**

**1. Action Required:** A fire closure for the office door. Larry Bain will contact Peggy to get this done. No update.

#### **The following old business is outstanding from March 31, 2015**

**1. Action Required:** Tim recommends that 3 community representatives work with Tanya Buchanan and Sandra Gendron to consider alternate means to future tax levy calculations and to make recommendations to the Board at its August meeting. Motion to authorize a 911 sub committee by Mike, 2<sup>nd</sup> by Luke, all in favour, motioned passed. Dave Sheepway will be the lead along with Al Dare, Tanya, Sandra, Christopher Ballard and Larry Bain.

**2. Action Required:** Mike Legault brought up where they are making plastic rinks. Mike Legault will look into finding more information for the Board.

**3. Action Required:** Warren mentioned that we should have a Hazard Assessment on the property when we take it over. The Board will do this when the building purchase is completed.

## **Old Business Complete**

### **Complete from December 18, 2014**

Tim has motioned to add an events calendar side bar to the web page for \$540.00 for set up and \$35.00 fee for a start out on a quarterly for additions, 2<sup>nd</sup> by Dan, all in favour, motion passed. Tim said that anything new on the web you will be notified by email if you enter your address on the web. The cost to the LSB is a one time cost of \$945.00. Motioned by Warren, 2<sup>nd</sup> by Dan, all in favour, motion passed. Tim is waiting for the Board's input. Tim and Peggy will meet next week with Karl to discuss. On March 31, 2015 Tim is asking for any non for profit groups to contact Peggy to be added to the calendar on the website. For people that want to call the office to find out when the meetings are, Peggy will let them know.

### **Complete from January 15, 2015**

Tim was asking about a conflict of interest policy. Tim will investigate this further. Sandra will do a draft for the next meeting on March 26, 2015. On March 31, 2015 I will give the Board the 4 draft copies to be approved at the next meeting.

**Conflict of Interest Policy** motioned by Mike, 2<sup>nd</sup> by Luke, all in favour, motion passed.

**Harassment Policy**, Luke will be the Volunteer coordinator to received complaints till the end of the fiscal year. Motion to accept the policy by Mike, 2<sup>nd</sup> by Luke, all in favour, motion passed.

**Volunteer Management Policy** motioned by Mike, 2<sup>nd</sup> by Warren, all in favour, bylaw passed.

**Concussion Policy** motioned by Mike, 2<sup>nd</sup> by Luke, all in favour, bylaw passed.

There will be a bylaw for the next meeting. All policies will be posted on the Web and will be at the Library.

The Board discussed job descriptions and decided not to put them on the computer till we get the grant.

Mike has a quote for the lights at the rink. They are fluorescent and they will go down the centre of the rink for now. These ones will not require a screen. The quote is \$6,720.00 plus HST. Motioned by Tim to accept the quote, 2<sup>nd</sup> by Warren, all in favour, motion carried.

Installation will be free. Mike will let them know to go ahead. This will be done next week. Mike said the will be installed April 2, 2015.

The lawyer has a couple of questions regarding the sale of the Lions. The closing date will be April 10, 2015, motioned by Luke, 2<sup>nd</sup> by Tim, all in favour, motion carried. Other questions were regarding supplies in the backroom and insurance. The Board has asked Tanya to speak to the lawyer about the insurance. Tanya is waiting for Lisa Lund to look over the insurance and will let Tanya know. If all okay she will let the Board know. Tanya should know around April 23, 2015 and it should be closed sometime in May.

### **Complete from March 31, 2015**

There was public interest in the Fire Department public meetings. Meetings will be posted on the website.

## **Correspondence**

1. A package on Introducing Ontario's Autism Parent Resource Kit.

**Action Required:** Gave to Luke for the Library.

2. A phone call from a property owner asking to be reimbursed for 2014 and 2015 taxes as there is not buildings on them.

**Action Required:** Gave to Tanya.

3. An email from the Ministry of Tourism, Culture and Sport letting us know that the 2011, 2012 and 2013 Ontario Public Library Statistics are now published as open data on the government's open data website.

**Action Required:** None

4. A report to the CEO from the Library.

**Action Required:** None

5. Email from the Ministry of Tourism, Culture and Sport letting us know that the Library Grant will start mid August and the deadline will be November 30, 2015.

**Action Required:** None

6. Posters from the Argyle Lions and the Fire Department to be added to our website.

**Action Required:** None

7. CERB report for the month of March 2015.

**Action Required:** None

8. Library minutes for April 9, 2015.

**Action Required:** None

9. A phone call from a property owner and asked if they have a 911 number and another property that they own is next door to them but it is vacant, do they still need a 911 number for that property.

**Action Required:** Gave to Tanya

10. Posters for Ontario Seniors Month.

**Action Required:** Gave to Luke

**Financial:** None

**Marketing:** The Board wants to move the sign up to the Lion's Community Centre.  
**Action Required:** Warren will check and see if we have to get a permit.

**Safety:** The tender is out on the web for the suburban.  
**Action Required:** None  
Kerry Booth mentioned that the OFM and Ontario Management will discuss jobs over the next year. He doesn't know how this will effect the north.  
**Action Required:** None

**Library:** Library is still looking for volunteers.  
**Action Required:** None

**Recreation:** The lights are all done. Tamara will do a cleanup at the rink.  
Take down the snow fence.  
There will be a cleanup when we take over the building.  
**Action Required:** Mike will advise when.  
Tender will be going out for the siding, insulation and doors.  
**Action Required:** Should be done by next week.

**Infrastructure:** None

**New Business:** Tim said we will create a sub-committee for the financial as an advisory role. Motioned by Mike, 2<sup>nd</sup> by Warren, all in favour, motion carried.  
**Action Required:** Patti O'Handley, Tanya Buchanan and Tim Gehrke will be on the committee.

**Pay Bills:** 13 bills presented to be paid.

Hamilton's Electric Services \$1,302.13 (work at the rink & office)  
George Walters \$100.00 (blog)  
Port Loring Home Building Centre \$62.13 (cleaning supplies)  
The City of Thunder Bay \$82.21 (taxes)  
On Conference \$73.22 (telephone calls)  
Argyle Fire Department \$165,000.00 (contract)  
Carr McLean \$59.82 (Library supplies)  
Indigo Books & Music \$536.10 (books)  
Karl Walters \$1,530.00 (Web)  
Walburg Zacherl \$133.90 (petty cash)  
The following bills have already been paid.  
Hydro One \$335.19 (Hydro)  
Bell Canada \$130.67 (Phone & Internet for April)  
WSIB \$8.87

Motioned to pay bills by Warren, 2<sup>nd</sup> by Luke, all in favour, motion passed.

**Public Comment:** There was a question about the Farmer's Market about more garbage bins and recycle. On whether there will be a smoking area.  
**Action Required:** Mike will look after this.  
Also they asked about a first aid and a AED orientation to familiarize the people at the Farmers Market.  
**Action Required:** Luke will look after this.  
Also asked is they are responsible for their insurance.  
**Action Required:** The Board said they were.

8:40 p.m. Motion to adjourn the meeting by Tim.

**Next meeting will be on Thursday, May 21, 2015 at 7:00 p.m.**

Prepared By  
*Peggy Whitehead*  
Peggy Whitehead  
Secretary/Treasurer

Posted April 28, 2015