



LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT  
PO Box 148, Port Loring, Ontario P0H 1Y0  
[secretary@loringsb.com](mailto:secretary@loringsb.com)

**Minutes of Board Meeting December 18, 2014**

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

**Attending:** Dan Brooks by phone, Mike Buchanan, Warren Whitehead, Peggy Whitehead, Tim Gehrke arrived at 6:50 p.m.  
Absent: Luke Legault

The Board appointed Mike Buchanan as acting chair.

Meeting brought to order by Mike at 6:35 p.m.

**Conflicts:** None declared

**Minutes:** Motion to accept the minutes of October 16, 21 & November 13, 2014 by Dan, 2<sup>nd</sup> by Warren, all in favour, motion carried.

**Financial Report:** Tanya had a question on reserves. Motion to accept the financial report of November 30, 2014 by Warren, 2<sup>nd</sup> by Dan, all in favour, motion carried.

**Critical Path:** Start the PLT billing on OPTA in January.

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

One tender was received for snowplowing and sanding.

Hampel Contracting bid was \$79.99 per plow at the activity centre and \$74.99 per sanding. The Lions den was \$38.99 per plow and the cul-de-sac was \$28.00 per plow and \$70.00 per sand all plus HST. Motion to accept by Dan, 2<sup>nd</sup> by Warren, all in favour, motion carried.

**Bylaw 2014-15** A bylaw to enter into contract with Hampel Contracting for snowplowing at the Activity Centre for the winter months of 2014/2015. The rate paid shall be \$79.99 per plow and \$74.99 per time sanded. And if the Lions Community Centre goes through the rate paid for plowing shall be \$38.99 for the den and the cul-de-sac \$28.00 and for sanding \$70.00. Motion to pass bylaw by Dan, 2<sup>nd</sup> by Tim, all in favour, bylaw passed.

Three tenders received for rink attendant:

Tamara Matthews - \$17.00/hour  
Doug Trotter - \$18.00/hour  
Beau Vidal - \$17.50/hour

The tender was awarded to Tamara Matthews. Motion to accept by Tim, 2<sup>nd</sup> by Warren, all in favour, motion passed.

**Bylaw 2014-16** A bylaw to enter into contract for the rink attendant volunteer for the season of 2014/2015 was awarded to Tamara Matthews on an honorarium payment of \$1000.00/month for January to March 2015 with final reconciliation to be completed at the end of March. Motion to pass bylaw by Tim, 2<sup>nd</sup> by Warren, Mike in favour, Dan opposed, 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.

**The following old business is outstanding from September 18, 2014**

**1. Action Required:** Money left over in the budget that Mike wants to use this for new lighting at the rink in the fall. Mike will get a quote.

**2. Action Required:** Mike has looked into getting paint for the bathroom floors. Mike will get this done in the fall. Mike said it will be completed next year.

**The following old business is outstanding from October 9, 2014**

**1. Action Required:** There was a question regarding WSIB and to find out the status. Tim and Tanya Buchanan will contact them and have the information for the next meeting. They said it would be approximately \$2.24/\$100.00. Tim and Tanya are to go ahead and get us registered and do a draft on a SOP for WSIB. Tim said we are registered, but have not received anything in the mail. No update

### **Old Business Complete**

**Complete from April 17, 2014**

Pat Flick gave Mike Legault the contact name for the hockey association. Mike Legault will write a letter to see if they can donate any equipment. On June 19, 2014 meeting Mike Legault said he wrote the letter, but has had no response. This will be tabled till November 2014.

**Complete from July 17, 2014**

Email looking for a new 911 sign. Dan will let me know the new number to order. Peggy gave Dan a list to find out 911 numbers. Dan said for Peggy to go ahead and order the

numbers that I have and he will get the rest of the numbers. The signs are in and Mike will get them installed at \$45.00/sign and Peggy is to order the new signs

**Complete from September 29, 2014**

Kerry Booth asked Mike to settle the issues with Athletica Sports to complete the penalty boxes before the upcoming rink season. Mike Buchanan will follow up. Mike said he will bring in the quote for the next meeting. Mike will go ahead and pay the balance and motion to go ahead with the players boxes for around \$2,300.00, 2<sup>nd</sup> by Tim, all in favour, motion passed.

**Complete from November 13, 2014**

Email from Infrastructure Ontario Introducing a new client relationship officer. Gave to Tim. Dan presented On Conference, teleconference to the Board at a price of \$.19/minute. Since some of the Board members will be away over the winter, they can call into the meeting and be present at the board meeting. Tim asked in the bylaw it says if your absent for 3 months, how would this apply. Dan said it does not say anything about attending in person or on the phone. Dan will do a trial run.

**Correspondence**

1. Email from the Ministry of Tourism, Culture and Sport asking for nominations for 2015 Premier's Award for excellence in arts has been extended to January 30, 2015.

**Action Required:** None

2. Two letters from the NNDSB has 2 properties for sale or lease in North Bay and the offers closes on February 19, 2015.

**Action Required:** None

3. Email from MNDM with a webinar on November 27, 2014 regarding Board basics.

**Action Required:** None

4. A bulletin on watershed conditions from MNR.

**Action Required:** None

5. Email from Ministry of Tourism, Culture and Sport with an age-friendly community planning grant closes on January 30, 2015 at 5:00 p.m.

**Action Required:** None

6. Email from Ministry of Tourism, Culture and Sport for nominations for an Ontario Volunteers Service Award closes on January 25, 2015.

**Action Required:** None

7. Email from Ministry of Tourism, Culture and Sport for an Ontario Sport and Recreation Communities fund closes on February 2, 2015.

**Action Required:** Sandra is working on this and has asked the board to look at doing a Policy and Procedure guideline. Tanya will look into this to find out the procedure.

8. Email from a Web Development consultant.

**Action Required:** None

9. Email from the District of Parry Sound Social Services Administration Board with their minutes of October 9, 2014.

**Action Required:** None

10. Email from Dan Feasby regarding The Community Transportation Pilot Grant Program closes on January 30, 2015.

**Action Required:** Forward to Peter Moore.

11. Email from Net Central asking more questions about expansion of cell phones and internet services.

**Action Required:** Dan has already replied.

12. An email from the auditors and to fill out the risk assessment.

**Action Required:** The board filled it out and I will email it.

13. Email from the Information and Privacy Commissioner of Ontario to input data for 2014.

**Action Required:** Peggy will do this next year.

14. Email from Laurier LSB asking about our 911 procedures.

**Action Required:** Dan answered her questions and had me send a copy of our SOP for 911.

15. Email from Ontario Sport & Recreation Communities Fund hosting an information session on December 12, 2014.

**Action Required:** Tanya went to this and she is working on getting a grant for late buses from high school.

16. Letter from Ministry of Citizenship, Immigration and International Trade for nominations for Ontario Medal for Young volunteers deadline is January 15, 2015 and Ontario Volunteer service awards deadline in January 25, 2015.

**Action Required:** None

17. Email from Darrell Rogerson asking about the kilometers of approved road within the LSB area.

**Action Required:** Dan explained that he was saying that it was from a road assessed mileage charge submitted, but the total is 258 kilometers of roads, highways and laneways.

18. Email from Net Central asking for businesses in the area.

**Action Required:** I referred her to Dan Feasby.

19. The CERB report for the month of November 2014.

**Action Required:** None

20. PLT Review – A summary of Stakeholder Consultations is on the Ministry of Finance Website.

**Action Required:** None

21. Letter from MNDM saying that the first advance funding of \$9,530.47 will be deposited tomorrow.

**Action Required:** None

22. Email for a 911 sign.

**Action Required:** Dan said they have to put a marker where they want the sign.

23. Letter regarding Bringing our Community Together.

**Action Required:** None

24. Someone is looking for a 911 sign.

**Action Required:** Peggy will add to the sign requisition list.

25. Email for Access Ontario.

**Action Required:** Tanya looked into this and when we do the renovations at the Lion's Den, they will follow the updated accessibility requirements.

**Financial:**

Questions from Bell regarding the 911 data base that I sent them in November.

**Action Required:** Dan and Peggy have been working on this.

Carole sent an email about the teleconference and she said there is no procedure for this in the NSBA and she suggested that we should consider having a bylaw on this.

**Action Required:** Dan will go ahead and have one for the next meeting.

**Marketing:**

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.

**Action Required:** None

Tim said that anything new on the web you will be notified by email if you enter your address on the web at a one time cost of \$945.00. Motioned by Warren, 2<sup>nd</sup> by Dan, all in favour, motion passed.

**Action Required:** None

The new sign for the Lions den, Warren needs a site plan for this.

**Action Required:** 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.

**Safety:**

Tim motioned to sign the Fire Departments contract, 2<sup>nd</sup> by Dan, all in favour, motion passed.

**Action Required:** The Board signed and I will put the seal on it and deliver one copy to the Fire Department. Dan asked me to post this on the web.

**Library:**

The Board reviewed the annual Library Agreement.

**Action Required:** None

**Recreation:**

Replace the heater in the office and the utility room.

**Action Required:** Should be done this week.

The player's boxes have been picked up and paid.

**Action Required:** They will be installed this week.

Skiing trails will be in conjunction with skidoo trails.

**Action Required:** None

**Infrastructure:**

None

**New Business:**

None

**Pay Bills:**

14 bills presented to be paid.

George Walters \$100.00 (blog)

Peggy Whitehead \$2,000.00 (honorarium)

Tim Gehrke \$226.86 (library cartridges)

Walburg Zacherl \$313.68 (petty cash)

Walburg Zacherl \$85.33 (petty cash)

North Bay Security Communications \$84.75 (security)

Judy Rogerson \$112.81 (mileage)

Port Loring Home Building Centre \$131.24 (recreation supplies)

Bell Canada \$131.80 (phone & internet)

Indigo Books & Music Inc. \$249.26 (books)  
Trillium Municipal Supply \$107.76(signs)

The following bills have already been paid:

Sport Systems Unlimited Corp. \$8,849.03 (hold back & player's boxes)  
Bell Canada \$119.37 (phone & internet)  
NNDSB \$184.85 (books)

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

**Public Comment:** None

9:05 p.m. Motion to adjourn the meeting by Dan, 2<sup>nd</sup> by Warren, all in favour, motion passed.

**Next meeting will be on Thursday, January 15, 2015 at 6:30 p.m.**

Prepared By  
*Peggy Whitehead*  
Peggy Whitehead  
Secretary/Treasurer

Posted on December 23, 2014