



## LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT

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### Minutes of Board Meeting December 20, 2012

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

**Attending:**

Kerry Booth, Mike Legault, George Walters, Dan Brooks, Mike Buchanan, Peggy Whitehead, Secretary-Treasurer, 3 community members

Meeting brought to order by Kerry Booth at 7:30 pm.

**Conflicts:**

During the tendering process Dan Brooks will leave the room when this is discussed for the 911 database and Kerry Booth will also leave the room when the snowplowing tender is discussed. Dan asked if we could do the tender process after the reading of the minutes. Kerry said they will be done in the bylaws.

**Minutes:**

The minutes of the November 15, 2012 meeting were read by Peggy. Jim Berriau said I didn't say that Dan Brooks said that we volunteer enough time so there is no need to volunteer someone to do a job for nothing. Dan said that Peggy is doing a very good job and saying more than what is needed to be recorded. According to the Local Services Board Handbook the secretary must accurately record the decisions of the Board and maintain an accurate and well organized record of the bylaws of the Board and not the discussions of the floor. James Berriau asked why his question about the number of calls at the fire station was not answered at the last meeting. Kerry said that all meetings at the fire hall are open to the public. This is a service board meeting, not a Fire Hall meeting. Mike Legault said the Golden Valley Tower for next year **might** have cell phones not where I said will have. Motioned to accept as read, with the above adjustments by Mike Legault, 2<sup>nd</sup> by Mike Buchanan, all in favour, motion carried.

**Correspondence:**

Letter from Ministry of Citizenship and Immigration for nominations for the Ontario Medal for Young Volunteers

Report to the CEO for November 22, 2012 and December 13, 2012 from the Library

Email for 2012 Information and Privacy Commissioner for an online annual statistical reporting

Letter from Ministry of Citizenship and Immigration to participate in the 2013 Volunteer Service Awards

Email from District of Parry Sound Social Services Administration Board for meeting minutes for October and November 2012

Letter from the District of Parry Sound Social Services Administration Board to appoint Larry Taylor to the DSSAB

Email for the CERB report for November

Email from the office of Information and Privacy Commissioner of Ontario on Stop Bullying

Letter from MNM saying they will forward a cheque for \$9,530.47 for 2012/2013 operating costs

Dan read a letter from Rick Tremblay about matters to be addressed in 2013. He was concerned about the Ess Narrows waste disposal site and the water access landing at Flemings Landing (Birchwood Trail Launch). The Board would like to thank you for your letter of December 11, 2012. Unfortunately we do not have the powers to do anything. The waste fill site should be addressed to the MNR and landing site should be addressed to the Wilson & McConkey Roads Board or MTO.

**Financial Report:**

Financial report of November 30, 2012 was presented by Peggy. George asked if the contingency fund reserve was \$5113.16. I said that was correct. Motioned to accept as read by Dan, 2<sup>nd</sup> by George, all in favour, motion carried.

**Critical Path:**

MPAC Tax Roll adjustments to be completed by January 21, 2013

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

I received some bids for tenders that were received 24 hours after the due date. I asked the board if they would accept the tenders. I said one was sent by mail and the other was dropped off at my home. The board said it was okay for the one by mail, but the one dropped off at my home was ineligible.

Dan left the room as the Board discussed his bid for the tender for the 911 database. The board decided that this job has to be done. Jim Berriau asked why we can't do a tender to pay hourly. Kerry said that it can't be done as we don't know how many hours it will take. The board motioned to accept Dan Brooks bid and will discuss how many hours he thinks he will need by Mike Buchanan, 2<sup>nd</sup> by George, all in favour, motion carried.

Peggy opened the bid for the rink tender. Danny Davis tendered \$15.00 per hour. Agreed to 21 hours per week and anything more would be community hours and that a board member would confirm and sign for these hours. Regarding liability insurance he has asked the board to cover the cost. Kerry checked with the insurance and they said it will cost around \$20,000.00. Kerry will check with someone tomorrow to go over the policy to see if the rink can be added to our insurance. Danny asked if he could still volunteer at getting the ice ready. Kerry said volunteers will be covered under our policy.

Kerry Booth left the room when the bids were opened for snowplowing and sanding. Kerry appointed Mike Buchanan to take over as chairman in his absence.

There were two bids for tender for snowplowing or sanding.

Kerry Booth tendered \$85.00 per plow or per sanding as required.

Hampel Contracting tendered \$69.99 plus HST of \$9.10 for each plow. I contacted Hampel Contracting by phone to get a price on the sanding and they could not provide one.

The tender was awarded to Kerry Booth.

#### Bylaw 2012-13

A bylaw to enter into contract with Kerry Booth for snowplowing at the Activity Centre for the winter months of 2012/2013. The rate to be paid would be \$85.00 per plow/sand. Motioned by Mike Buchanan, 2<sup>nd</sup> by George, all in favour, motion carried.

Dan read the Standard Operating Procedure and explained how the money is used in the Infrastructure and Contingency Reserve. Dan explained that before we would have to get a community vote to get something big approved. And sometimes we lose out on things when we don't get the okay or there is a time limit for the grants.

I changed the bylaw number to 2012-15 from 2012-16; there was a numbering error.

#### Bylaw 2012-15:

A bylaw to approve the Standard Operating Procedure-November 2012 for the Use and Preservation of Contingency and Infrastructure Reserves. Motion to accept by Mike Buchanan, 2<sup>nd</sup> by Mike Legault, all in favour, motion carried.

### **Department Reports:**

**Financial:** Dan Brooks said OPTA will not allow us to charge for signs. We have to make changes to MPAC in January. Dan explained what he has to do to get the 911 database done. The Nipissing Planning Board notifies MPAC when they sever a property, but do not let the service board know. His plan is to get Argyle 911 database to coincide with OPTA. MOE is not supposed to give a permit without a 911 address and also Bell is not supposed to install a phone. Mike Buchanan asked if we can bill Bell and MPAC when we give them the 911 numbers. They should not get this for free. Dan has spent 120 hours on this already and it will be at least double that by the time it is completed. Dan wants Peggy to check with MPAC and have a meeting set up as soon as possible. He also wants to get the multiple housing cleared up. There was an email from the auditors regarding a question in accounts receivable of \$900.00 on whether that was a good number or should it be written off. Dan said it should be \$850.00, as MTO had paid \$50.00 and to leave it on. Peggy will notify them of this.

**Marketing:** George brought in the business cards, magnetic and regular. He handed some out and the rest will be kept at the office. George said he will get a new weather station. Karl will incorporate on the website the weather forecast for each day. This will cost around \$1000.00. George motioned to add a weather station to the website, 2<sup>nd</sup> by Mike Buchanan, all in favour, motion carried. George mentioned that the big sign is ready for the activity centre for pickup. George said Price Signs can do the 911 signs. Dan said we will get a tender for the 911 signs in the spring.

**Library:** George asked me if I had checked to see if there were two deposits of a cheque for \$2,465.00 and there was only one deposited. George asked me to check and see if another cheque was deposited into another account by mistake. I said there was only one deposit for the Library. They were checking about the lights at the library and about getting a link on the website to let the public know when the next meeting will take place. George said the library is running really good. He mentioned about the raffle where Marla raised approximately \$675.00 for school activities. The next Library Meeting is on January 24<sup>th</sup>, 2013 at 9:15a.m.

**Safety:** Dan said a corporation of Northern Ontario will be training their fire personnel at the Fire Departments new Training Centre beginning in mid February. Dan said they will make around \$2500.00 to be put back into the training facility. Kerry said it will be good for the community as they will need motels and restaurants. Fire Contract was signed by the Board at the meeting.

**Recreation:** Mike Buchanan mentioned about the lights at the activity centre. He said there should be some kind of motion light for there. Kerry will look into the insurance for the rink. There was a comment if the rink attendant could be paid an honorarium like the secretary. Kerry said they cannot do this. Mike Buchanan mentioned the keys for the activity centre; he will get them from Jesse Booth.

**Infrastructure and Government Relations:** None

**Old Business:** None

**New Business:** Dan showed me a list of people for signs to see if they had been invoiced. I told him that there was no invoices done and I returned the list back to Dan.

The Board asked Dan how many hours it will take to do the 911 tender. Dan figures it will take about 300-350 hours to complete. This will fall under the "B" section of the bid, a sliding scale at approximately \$27.00/hr. plus HST. Dan has requested a \$2,000.00 deposit for start up. He will have a travelling expense of \$.45/km plus \$10.00 per hour plus HST. Mike Buchanan has asked for the board to be advised regularly so the board can see where we are at. Dan agreed that we will get a detailed report for travelling expense and will keep us updated.

Peggy presented 14 bills to be paid.

The Print Shop \$732.81 (business cards)  
Bell Canada \$62.15 (Internet)  
Bell Canada \$101.31 (Phone)  
North Bay Security Communications \$84.75 (January-March 2013)  
Peggy Whitehead \$1,250.00 (Honorarium)  
Hydro One Networks \$296.92 (Activity Centre Hydro)  
Buchanan Hardware & Marine \$8.57 (keys)  
Indigo Books & Music Inc. \$427.55 (Books)  
TES-The Engraving Shop \$18.59 (Badges)  
TES-The Engraving Shop \$241.65 (Badges)  
Ontario Library Service – North \$52.48 (Accommodations)  
Walburg Zacherl \$125.24 (Petty Cash)  
Walburg Zacherl \$226.33 (Petty Cash)  
Dan Brooks \$2,000.00 (deposit for the 911 Database Tender)

Motioned to pay bills by George, 2<sup>nd</sup> by Mike Buchanan, all in favour, motion carried.

Peggy will transfer \$2,000.00 to the 911 account from the Infrastructure Reserve. Motioned to transfer by Mike Buchanan, 2<sup>nd</sup> by George, all in favour, motion carried.

**Public Comment:**

Jim Berriau asked if the meeting could be audio recorded so that I do not miss anything. Kerry said it would not be fair to listen for 3 more hours of recording to record the minutes. Kerry said that Peggy has emailed the minutes to the board to see if she has missed anything before she post the notice. Peggy will keep doing this. Dan Brooks also re-quoted from the Local Services Board handbook pertaining to the recording of the minutes by the Secretary, that the meetings are not being transcribed word-for-word nor do public discussions have to appear in the minutes.

Meeting adjourned at 10:30 pm.

The next meeting will be on Thursday, January 17<sup>th</sup>, 2013.

Prepared By  
*Peggy Whitehead*  
Secretary-Treasurer

Posted January 3, 2013