



LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT  
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**Minutes of Board Meeting January 16, 2014**

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

**Attending:** Dan Brooks, Mike Legault, Mike Buchanan, Danny Davis, Peggy Whitehead  
Absent: Luke Legault

Meeting brought to order by Dan at 7:31 p.m.

**Conflicts:** None Declared

**Minutes:** The minutes of the November 21, 2013 meeting were read by Peggy. Motioned to accept as read by Mike Legault, 2<sup>nd</sup> by Danny Davis, all in favour, motion carried.  
The minutes of the December 5, 2013 meeting were read by Peggy. Motioned to accept as read by Mike Buchanan, 2<sup>nd</sup> by Mike Legault, all in favour, motion carried.  
The minutes of the December 10, 2013 meeting were read by Peggy. Motioned to accept as read by Mike Buchanan, 2<sup>nd</sup> by Mike Legault, all in favour, motion carried.

**Financial Report:** Motion to accept the financial report by Danny Davis, 2<sup>nd</sup> by Mike Legault, all in favour, motion carried.

**Critical Path:** The OPTA tax to be completed by February 28, 2013. Dan said to go by last years and add the multi residential and any new 911 signs.  
**Action Required:** Peggy will work on this

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

**Bylaw 2013-19** To enter into a contract for the rink attendant volunteer was awarded to Darrell Johnson for the honorarium of \$15.00/hr. Darrell is to be trained on rink maintenance and reporting by Mike Buchanan and overseen by the recreation committee. Estimated at 3 hours a day as per tender.

Motioned by Mike Buchanan, 2<sup>nd</sup> by Mike Legault, all in favour, motion carried.

### **Old Business Outstanding:**

**The following old business is outstanding from October 17, 2013.**

- 1. Action Required:** Peggy is to check with George regarding maps which were ordered for the board. Peggy is to check with George on this matter.
- 2. Action Required:** Mike Legault mentioned that he would check on a defibrillator for the activity centre to meet any health and safety concerns. Mike Legault said he has contacted Red Cross and we are on the tender request.
- 3. Action Required:** Decision to go ahead with lighting upgrade from Purdons Quote for a dusk to dawn light. Mike said that this will be done the week of January 20, 2013.
- 4. Action Required:** To switch two island signs on Duck Lake as they are incorrectly named. This will be tabled till spring.
- 5. Action Required:** Peggy is to check and see if we can get MPAC tax roll in electronic format. Peggy will follow up with MPAC.

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

- 1. Action Required:** Dan Brooks contacted MNM about municipal connect. There was no update from Carole Mantha.
- 2. Action Required:** Mike Legault mentioned that Pat Flick has a contact for the hockey association that helps small communities with rinks. Mike Buchanan will contact Pat Flick.

**The following old business is outstanding from December 5, 2013.**

- 1. Action Required:** A letter from the OPP for a renewal of 911 CERB Agreement based on a 5 year term. Peggy is to contact CERB and asked if we can put in the contract for a 5 year term and the Board will visit the contract yearly.

### **Old Business Complete:**

#### **Complete from October 21, 2013**

The sign letters will be given to Danny Davis so he can put the notices on the sign. Locks are to be ordered and installed. Keys to the new locking system will be kept in the board's office. The camera, Kerry Booth will give this to Mike Buchanan. They are waiting on one component to complete the locks.

#### **Complete from November 21, 2013**

Peggy is to change the critical path to reflect that the public meeting for the budget is to be held prior to December 1<sup>st</sup> of each year and that approved budget is to be sent to MOF prior to December 1<sup>st</sup>.

The funding agreement from MNM has already been signed and mailed back to them. A bylaw will be on the agenda for the December 5<sup>th</sup>, 2013 meeting.

An email from Northern Ontario Heritage Fund Corporation with information on their new programs. Danny Davis reviewed.

An email from the Ontario Ministry of Consumer Services have developed regulatory proposals under the Ontario Underground Infrastructure Notification System Act 2012 to welcome your feedback on the proposals and ask that comments be provided before December 16, 2013. Peggy to forward the email to Al Dare and Polly Rupert.

An email from Darrell Rogerson regarding entrance way access. Peggy is to add this to our sign requisition form for a new 911 number to contact the Local Roads Board to advise them of civic address additions.

Opening of snow plow tenders at next meeting.

Dan Brooks presented the budget. There was a discussion amongst the community. The community agreed with a show of hands for the vote, instead of a secret ballot. The budget is \$233,839.19. All in favour, none opposed. The budget for 2013/2014 will be \$233,839.19. Bylaws to be passed by the board on December 5, 2013.

**Complete from December 5, 2013**

An email from the Information & Privacy Commissioner to input data for 2013. Peggy will complete this in 2014.

Cards for the security system for each board member, but they were missing two and will be sent in the mail. Received the other cards.

Direct Deposit Request from Canada Revenue Agency. Peggy will send the information to them.

Two requests to send a refund for taxes billed incorrectly. Peggy will send a cheque to the owners.

Mike Legault mentioned about the power of water. Dan Brooks will call MNM about this.

**Correspondence:**

1. Email from the Library with minutes for December 5, 2013.

**Action Required: None**

2. An email from the Information & Privacy Commissioner for a 2013 Winter Newsletter.

**Action Required: None**

3. A letter from MNM in Sudbury offering the Board to use Ontario's Vendor of Records arrangements to purchase a wide variety of goods/services.

**Action Required:** Given to Dan for review.

4. An email from George saying that if anyone on the Board wants him to put something on the blog to just email him.

**Action Required:** None

5. A risk assessment for the auditors to be complete. Given to Dan and he said this will be completed under new business.

**Action Required:** None

6. An email saying thanks to George for updating the website with the weather station and the blog.

**Action Required:** None

7. An email from Ministry of Tourism, Culture and Sport saying that the publication of the 2011 Ontario Public Library is delayed.

**Action Required:** None

8. The first advance for operating cost of \$9,530.47 was received on December 31, 2013.

**Action Required:** None

9. Ontario Sport & Recreation Fund deadline for application is February 20, 2014 and there is an information session on January 17, 2014.

**Action Required:** Mike Buchanan and Kerry Booth will attend.

10. An email from the District of Parry Sound Social Services Administration Board with their minutes of November 14, 2013.

**Action Required:** None

11. The insurance for Volunteer's Accident Coverage was received.

**Action Required:** None

12. CERB report for the month of December 2013.

**Action Required:** None

**Financial:**

Regarding Bylaw 2013-12 where we used to put in our annual budget and now we were asked by MOF to put the amount for each service. If we bill for over 1800 properties the budget amount will be higher.

**Action Required:** Peggy is to contact MOF to find out how we can bill for more properties.

Dan Brooks is looking into the Board becoming a member of the West Parry Sound Mapping to find where properties are.

**Action Required:** Dan will go ahead with this if the cost is under \$200.00.

The risk assessment memorandum from the auditors to be completed.

**Action Required:** Completed and Peggy will email it tomorrow.

The draft from the auditors was received.

**Action Required:** Motion to approve the draft by Mike Legault, 2<sup>nd</sup> by Danny Davis, all in favour, motion carried.

There is some difficulty posting notices at the Legion.

**Action Required:** Peggy will post the notice at the Activity Centre instead of the Legion.

Regarding the 911 signs that are still outstanding.

**Action Required:** Peggy will send a reminder to them.

Danny Davis said George is doing the blog everyday.

**Action Required:** None

**Marketing:**

**Safety:**

Mike Legault mentioned about the meeting at the fire hall and Dan Brooks asked about the fire service agreement.

**Action Required:** Mike will contact Kerry Booth

There was a question about changing 911 signs and the owners were not notified.

**Action Required:** Add to the requisition form to notify owners of any changes.

**Library:**

Two people have resigned from the Library volunteers board.

**Action Required:** The Library will post a notice for more volunteers.

**Recreation:**

Mike Buchanan will attend the information session on January 17, 2014.

**Action Required:** Mike will advise us on this.

Mike Buchanan said the rink lights need to be replaced.

**Action Required:** Purdons will be in next week to replace.

Dan Brooks asked about the tender for boards for the rink.

**Action Required:** Mike Buchanan will check on this.

Mike Legault requested that the Lions use the activity centre during Winterfest.

**Action Required:** January 31, 2014 starting at 7:00 p.m. there will be a family skate and hot chocolate. Danny Davis will put the sign up for this.

The games are on Saturday, February 1, 2013 starting at 1:00 p.m.

**Infrastructure:**

No Update

**New Business:**

Mike Buchanan made a comment about commercial properties should be changed. Dan Brooks stated that it is not the LSB job, but of MPAC. Dan said we have no say as we are not a municipality.

**Action Required:** None

A discussion on levying vacant properties was presented by Mike Buchanan.

**Action Required:** Mike Buchanan will make a formal motion for a community discussion.

10 bills presented to be paid.

George Walters \$225.00 (Blog)

Bell Canada \$73.74 (Phone & Internet)

Bell Canada \$26.93 (Phone & Internet already paid on December 17, 2013)

Peggy Whitehead \$1000.00 (Honorarium)

Angelina Marche \$150.00 (cleaning)

Darryl Johnson \$660.00 (Rink Attendant)

Port Loring Home Building Centre \$28.23 (Recreation Supplies)

Buchanan Hardware \$35.53 (cleaning supplies)

Jim's Locksmithing \$3,220.27 (locks)

Booth Service Centre \$131.11 (snow blower repair)

Hydro One – we are in a credit of \$185.90

**Action Required:** Motion to pay bills by Mike Legault, 2<sup>nd</sup> by Mike Buchanan, all in favour, motion carried.

**Public Comment:** Jim Berriau asked what happens when a Board member misses 3 consecutive meeting.

**Action Required:** Dan explained that in the Act the board will address this. Mike will find out Luke's schedule to find out when he can attend and call Peggy to add this to the minutes.

Next meeting will be on Thursday, February 20, 2014 at 7:30 p.m.

9:19 p.m. - Motion to adjourn the meeting by Danny Davis, 2<sup>nd</sup> by Mike Legault, all in favour, motion carried.

Prepared By

*Peggy Whitehead*

Peggy Whitehead

Secretary-Treasurer

Posted on January 23, 2014