



LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT
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Minutes of Board Meeting January 16, 2020

The minutes can also be viewed on our website: www.loringslb.com

Attending: Pam Dekoter, Gilbert Moore, Greg Schippers, Kerry Booth and Peggy Whitehead
Absent: Tanya Buchanan

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 Heritage, Sport, Tourism, Culture Industries (**MHSTCI**), Request for Proposal (**RFP**), Local Roads Board (**LRB**), Ontario Fire Marshal (**OFM**), Ministry of Northern Development & Mines (**MNDM**), North Almaguin Planning Board (**NAPB**)

Meeting brought to order by Pam at 7:02 p.m.

Conflicts: None

Minutes Motion to accept the minutes for December 19th, 2019 by Greg, 2nd by Gilbert, all in favour, motion carried.

Financial Report: Peggy presented the financial statement for December 31st, 2019. Motion to accept by Gilbert, 2nd by Greg, all in favour, motion carried.

Critical Path: None

Bylaws, Motions and Notices of Bylaws:
None

Unfinished Business:

Unfinished from August 17, 2017

Revised 911 SOP is ongoing. Tanya will volunteer on the 911 committee if she is not on the Board. The secretary will add this to the critical path. Pam checked on the 1000 series for 911 signs and some need to be repaired – **tabled until February 2020.**

Unfinished from December 20, 2018

Debbie mentioned getting a wired in generator in case the power goes out. Gilbert said that we already have the breaker hooked up for this. The Board all agreed to go ahead and Earl will get quotes. Earl has a contact but he is waiting for the engineers for the HVAC before he proceeds. The engineer will do a proposal to go with the HVAC – **tabled until HVAC is decided.**

Unfinished from January 17, 2019

John Wassink mentioned that we should have a removable chain link fence separating the playground and parking lot for children safety. The Board will look into this. Debbie will get quotes from the fencing companies for the ball diamond and will ask them about a chain link fence. As of May 16th, Gilbert suggested getting a flex beam to be put up by the playground for child safety. Motion to move forward with this by Gilbert, 2nd by Larry, all in favour, motion passed. The Board decided to wait until the pavilion is up and to check with the insurance to make sure it is okay. The secretary called the insurance and they said they did not think it would be any extra cost; it was an advantage to the risk – **tabled until May 2020.**

Unfinished from April 18, 2019

Gilbert has arranged a committee to check all boat launches in the area to see which are in need of repair. The committee so far is Gilbert, Wayne Keetch, John Wassink and Mike Legault. Gilbert has presented a list of boat launches and what they need. Gilbert said this should be checked yearly. John is waiting for MNR to get back to him on the permits he submitted. John received one permit and the work will be done shortly. As of October 17th, John will contact MTO to ask for signs for the highway to say where boat launches are located. Gilbert said Commanda Lake boat launch should be added to the list. Pam will check with MNDM to make sure that this is an eligible expense. John Wassink updated us on boat ramp signs that MTO said there are restrictions that the launch has to be less than 10 km from a highway and that it can support 12 vehicles with trailers. Gilbert will do a tour in the spring and advise the Board. John Wassink said there will be no cost to the Board for signs – **ongoing.**

Unfinished from May 16, 2019

Debbie said the Board is looking at extending the parking at the AC. Gilbert will talk to contractors to dump their excavation material in and then we will have to level it and put gravel on top. Debbie will check for grants. Melanie from MNDM said there could be funding coming up for this. Pam will call MNDM and check – **ongoing.**

Unfinished from June 20, 2019

The bill from PSL for \$5,313.26 for the engineer for the ACC, the Board did not sign, Earl will investigate. Earl will do a reply to PSL establishing his complaint and try to negotiate the cost. Letter has been sent, but no reply. PSL said they have forwarded the letter to Tall Pines. Earl has received a revised invoice of \$3,882.68. The Board said that we will not issue a cheque and will notify PSL that the Board did not pay the revised invoice. Earl explained the background to the new Board so they can make a decision and Earl said he will be around if the new Board requires assistance. Pam will call them and explain that we should only be

charged for their time and travel; they should have declined when they did not know about box beams. Pam has left a message and will check again after the holidays – **ongoing**.

Unfinished from August 15, 2019

Brian Fox had some questions on 911 on Jack's Lane. Tanya said she will check – **tabled until February 2020**.

Unfinished from October 17, 2019

There was a bill from M&T Buchanan for installing the 3 poles and since they did not use the rock mounts the price should be reduced based on time and materials to date to be billed. The Board will set up a meeting in the next couple of weeks with Mike Buchanan to discuss the invoice. The Board will pay separately for moving the one pole which needs to be moved – **ongoing**.

Earl Reading asked the secretary if there was a bylaw for advertising on the LSB property. The secretary said there was none. There was a discussion regarding advertising and who is responsible if the signs/benches get damaged. The Board will create of SOP – **ongoing**.

Complete From December 20, 2018

Earl brought up that OFM has to do their final inspection for the ACC. There are a couple items to complete (make-up air system and floor plan) and Earl will call OFM and find out when they can come in to inspect. The secretary will contact Airco to find out when they can complete the make-up air unit and Earl will finish the floor plan. Earl is waiting for a confirmation date from Airco. As of February 21st, the make-up air system is complete and still waiting on the floor plan. The floor plan is complete and sent them to the OFM along with some questions and waiting for OFM to reply. The meeting has been set for September 25, 2019 at 10 a.m. Tanya will follow up with OFM. Kerry said there are some small repairs in the kitchen and a sign to be up. Kerry said everything is complete and will call OFM to inspect.

Complete from August 15, 2019

Earl received quotes for the HVAC and the lowest was \$74,015.00 plus HST and 2 others at 107,240.43, \$133,600.00 and Earl told them to hold off as it was too much on what they had budgeted for and he will investigate further. He has received another quote from Purdons at \$77,000.00 plus HST and offered to reduce the cost by for instance using satin finished versus galvanized, etc. Earl said Larry called KRB regarding the cement pads, they were too extravagant and Gilbert said he will check. Purdons will come in the next couple of weeks and they may be able to lower the price by \$25,000.00. Kerry will meet with them and bring their recommendations to the board. Kerry said a contractor went over the system and said they went overboard for this type of building. The contractor said there will be lots of room for 2 furnaces and an air condition in the furnace room. Kerry will issue another tender. A request for quote has been posted and will be opened at the next meeting.

Complete from October 17, 2019

Earl Reading asked who is on the recreation committee. Kerry said he is not sure who will show up and will advise at the next meeting – **ongoing**.

Correspondence

1. Email asking about cell coverage as he heard that antennas had been installed on top of the microwave tower?

Action Required: The secretary replied that the LSB has not been notified of any work or a completion date, no further action required.

2. Office of the Information and Privacy Commissioner asking to submit the 2019 report.

Action Required: The secretary completed, no further action required.

3. Email from a lawyer for a tax certificate and if there was any zoning bylaws.

Action Required: The secretary referred him to MOF and said the LSB has no zoning bylaws, no further action required.

4. Email from MNDM an Innovation Canada for Funding & Business Services to find websites and applications.

Action Required: None

5. Email from MNDM, Forest Sector Investment & Innovation Program, applications are open.

Action Required: None

6. Email from MNDM, Canadian Agricultural Partnership Fund is open from January 8-29, 2020.

Action Required: None

7. The auditor sent in an engagement letter and the fraud risk assessment to be signed and returned. Board is to review the planning letter.

Action Required: The secretary will send back the letter and fraud risk assessment to the auditor. Board has reviewed the planning letter, no further action required.

8. Letter from Intact Insurance saying that they have acquired The Guarantee Company of North America.

Action Required: The secretary will contact our broker to find out if we will be insured for next year and will advise.

9. The Lions asked if they could book the ACC for a Seniors Easter Dinner and asked if this could be a LSB sponsored event.

Action Required: The Board said they would, no further action required.

10. Email from MNDM for a Free Festival and Events listing.

Action Required: The secretary will put this on our website, no further action required.

11. MNDM representative asked if we wanted the emails regarding funding.

Action Required: The Board said only forward emails for funding that the LSB would be eligible. The secretary will notify the representative, no further action required.

Committee Reports

Library (Pam) They have received the grant of \$5,808.00. The Library is planning some events for the library. Karen Wassink is posting on facebook when the library is open.

Recreation
(Kerry, Greg)

Kerry and Greg were the only two that attended for the recreation committee and will pick another night. The ice will be ready for skating by the middle of next week. Kerry asked the Argyle Riders if they will maintain the snowshoe trails in place of paying rent for the Cornfest, meetings. The fencing has not been sent in yet. In the spring the board

will issue a tender to move one pole and will determine the best way to enhance the safety of players around the poles that are inside the fence.

Fire (Gilbert) Regarding the OPP wants to have a meeting with the Restoule and Argyle fire departments, Gilbert said he is waiting for Andy Hutchins to arrange. CPR course at the fire hall this weekend, but it is full. The Board will look at hosting a course in the spring.

911
(Tanya, Kerry) Kerry will ask Tanya what is missing on the agreement so this can be completed.

Administration
(Pam) None

New Business
None

Pay Bills: 11 bills presented to be paid.

North Bay Mat Rental \$49.72
Mike Legault \$630.00 (December snowplowing & rink)
Mike Chalmers \$168.37 (repairs to the ACC)
Jamie Matthews \$264.42 (furnace cleaning)
Dianne Feasby \$32.00 (dvd's)
Whitehots Inc. \$17.84 (books)
Albert Lamb \$275.00 (December cleaning)
Port Loring Home Building \$45.19
Southern Ontario Library Service \$616.98 (overdrive)

The following bills have already been paid

Hydro \$569.85

Parkland Fuel \$711.80

Motioned to pay bills by Greg, 2nd by Gilbert, all in favour, motion passed.

Public Comment

1. Mike Legault said the Board is doing a good job.

Action Required: None

Meeting adjourned at 7:33 p.m.

Next meeting will be on February 20, 2020 at 7:00 p.m.

Prepared By
Peggy Whitehead
Peggy Whitehead
Secretary/Treasurer

Posted on January 23, 2020