



LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT  
PO Box 148, Port Loring, Ontario P0H 1Y0  
[secretary@loringsb.com](mailto:secretary@loringsb.com) (705)757-3947

Minutes of Board Meeting January 17, 2019

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

**Attending:** Debbie Keetch, Earl Reading, Gilbert Moore, Tanya Buchanan, Larry Bain and Peggy Whitehead

**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 Tourism, Culture and Sport (**MTCS**), Request for Proposal (**RFP**), Local Roads Board (**LRB**), Ontario Fire Marshal (**OFM**), Ministry of Northern Development & Mines (**MNDM**)

Meeting brought to order by Debbie at 7:03 p.m.

**Conflicts:** Debbie and Earl will have a conflict when they discuss the Farmer's Market and Debbie when the Board discusses the Lions.

**Minutes** Motion to accept the minutes of December 20, 2018 by Larry, 2<sup>nd</sup> by Earl, all in favour, motion carried.

**Financial Report:** Peggy presented the financial statement for December 31, 2018, motion to accept by Tanya, 2<sup>nd</sup> by Larry, all in favour, motion carried.

**Critical Path:** Enter fees in the OPTA site for taxes

**Bylaws, Motions and Notices of Bylaws:**

3 issues to be discussed at the next meeting for a bylaw for social media, telecommunications and Board members can bid on tenders.

**Unfinished Business:**

**Unfinished from August 17, 2017**

Revised 911 SOP is ongoing.

### **Unfinished from October 18, 2018**

Property owner asked if we have an understanding with the MNR regarding boat launches. Mike Legault will contact MTO and ask them about boat launches. This will be tabled until the next meeting. Mike said MTO will not look after boat launches. **This will be tabled until spring.**

Waiting on the library agreement from the Near North District School Board. Sandra Gendron has received the agreement and will email it to the secretary to forward to the Board. The secretary will send a copy to Kim Summers, Chair of the Library Board for her review. Kim will send a copy to Earl with their changes and he will contact the NNDSB.

Bill Chambers asked if the Board will be looking at telecommunication for meetings. Debbie said they will check with the whole Board after November 5<sup>th</sup>. This will be discussed at the next meeting.

### **Unfinished from November 15, 2018**

Email asking about swimming lessons. Debbie said we will look at this in the New Year. Mike Buchanan said we have all the equipment for this at the AC – **tabled until spring.**

### **Unfinished 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.

Phone call from a property owner asking about their 911 number, it was different on their tax roll and their driveway number. This will be looked at in the spring to make sure the 911 numbers are correct as part of the road is not plowed. Tanya said that Steve Davis, past Board member, and he said that the number should be changed on the data base to be the same as on their sign. Tanya said to go ahead and change the data base and they will do an audit of the road in the spring.

Debbie said Christopher was working on getting quotes for an audit in the New Year and bringing this to the Board. The secretary of the Fire Department presented two quotes and will get another one for the next meeting.

Debbie mentioned the WIFI hotspot and the Board asked to check with the insurance for liability. The Board all agreed to move forward with this depending on the insurance – **ongoing.**

Larry, Gilbert and Earl will get quotes and engineers for the HVAC system and will meet in the New Year to discuss. Larry said that one engineer came in to assess and will do a proposal on an inside and an outside propane furnace and they will get 2 more quotes from engineers – **ongoing.**

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 - **ongoing**.

### **Complete from December 20, 2018**

Tim Gehrke sent in a draft copy for a request for proposal for an engineer to check the whole ACC building. Debbie said the Board did not feel comfortable to present the report and will wait for Tim Gehrke to present it. Tim Gehrke presented the proposal for an engineer on the condition of the buildings on LSB property and there was a discussion amongst the Board and the public. Tim felt it was the Boards responsibility to have this done and to present the cost to the community and have them vote on what they should do. The cost for an engineer to tell the LSB what needs to be done Tim figures between \$25-\$40 thousand dollars. The Board agreed not to proceed with the proposal and if something comes up they will do their due diligence and have the repairs done properly.

Gilbert mentioned that he would like to have an old-fashioned carnival. Tanya will contact Argyle Riders to see if they will want to combine the poker run with a carnival. Debbie said that the Lions decided against this as it would not be safe for children. There will be no carnival this year.

During the budget meeting for 2016/2017 Tanya had asked if the LSB had a copy of the by-law that the fire department had regarding keeping these three reserves separate. The Fire Department have sent the bylaw and this will be kept on file.

Mike Legault will check in the utility rooms to see if there are any no-snowmobiling signs and if not we will have to get some ordered. The signs have been found and will be installed.

### **Correspondence**

1. Almaguin Adult Learning Centre with their January calendar.

**Action Required:** None

2. Email from the Powassan Family Health Team having their grand opening on January 18, 2019.

**Action Required:** None

3. Email inquiring about a 911 sign.

**Action Required:** The secretary answered, no further action required.

4. FCC sent in the form to complete the grant.

**Action Required:** None

5. Letter from the Argyle Lions asking the Board if the LSB would partner with them to have a Seniors Appreciation Dinner on April 11, 2019.

**Action Required:** Motioned by Larry for no charge for the ACC and will supply hams for the dinner, 2<sup>nd</sup> by Tanya, 3 in favour, Gilbert abstained, motion passed

6. 2 hard copies of the letter and drawings sent in from Bry-co.

**Action Required:** None

7. Argyle Farmer's Market asking if the rate will remain the same at \$125.00 per week for this year.

**Action Required:** Motion by Larry for the rate to remain the same, 2<sup>nd</sup> by Gilbert, 3 in favour, Earl abstained, motion carried.

8. Letter from the Royal Canadian Legion asking to partner with them for a grant for updating their heating/cooling system with the FCC AgriSpirt Fund grant since we do not have a municipality. They would require if approved the monies would go to our account and we would be responsible for issuing a receipt according to the website.

**Action Required:** The Board all agreed to sponsor the Legion and will issue a letter, no further action required.

9. OFM asked us to fill out a form for the different properties in our area (commercial, residential, vacant, etc) and the total assessments for a community risk assessment.

**Action Required:** The Board all agreed that the secretary can go ahead and fill the form out, no further action required.

10. Email from OPTA saying I could submit the fees for billing until March 8, 2019.

**Action Required:** The secretary will complete, no further action required.

### **Committee Reports**

Library (Earl)           None

AC (Gilbert & Earl) Gilbert will check into how they can seal the cracks in the cement for making the ice. Mike Legault said the ice is ready for skating and hockey. Lana Reading updated the Board on the progress she has made. She said that if donations are more than needed she proposed to build a pavilion the same as the outdoor classroom at the school. She is waiting for the engineers drawing and this will be placed adjacent to the playground with tables bolted underneath. The Board gave Lana permission to go ahead for the pavilion. Only concern was to have the grass separate and Lana said that this will be in their plan.

ACC (Larry)           The bracket for the beam should be made soon and the cost will be around \$350.00 and installed in the next couple of weeks. Tanya also mentioned that the janitor should be on the agenda to discuss with the 3 under bylaws for the next meeting.

Fire (Tanya)           Hydro wants the LSB to do a bylaw so the Fire Department can collect revenue from them. Tanya said that we only have a contract with the Fire Department for service and have no authority on which they can collect revenue. Luke Legault will give us the wording that they require and we will do up a letter and give to the Fire Department.  
Tanya said that Christopher Ballard, Fire Chief and Tracey Watson, Fire Prevention Officer have resigned effective March 1, 2019. She has been informed that the Fire Department is running status quo.

911 (Gilbert)           None

Website (Debbie)   None

Events/Grant (Debbie)  
None

## **New Business**

None

**Pay Bills:** 11 bills presented to be paid.

Bry-Co \$4,121.79 (Engineer)

Port Loring Home Building Centre \$33.97 (supplies)

Parkland Fuel \$900.32

North Bay Mat Rental \$49.72

Dianne Feasby \$159.85 (dvd's)

Southern Ontario Library Services \$605.12 (overdrive)

Tinlids \$955.85 (books)

Whitehots Inc. \$192.15 (books)

Albert Lamb \$350.00 (December cleaning)

Mike Legault \$1300.00 (December Snowplowing & Rink)

The following bills have already been paid

Hydro One 584.85

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

## **Public Comment**

1. John Wassink mentioned that we should have a removable chain link fence separating the playground and parking lot for children safety.

**Action Required:** The Board will look into this.

2. Mike Legault mentioned how well the Board was working together in the past few months.

**Action Required:** None

Meeting adjourned at 9:26 p.m.

**Next meeting will be on February 21, 2019 at 7:00 p.m.**

Prepared By

*Peggy Whitehead*

Peggy Whitehead

Secretary/Treasurer

Posted on January 24, 2019