



LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT  
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**Minutes of Board Meeting January 21, 2021**

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

**Attending via Teleconference:**

Pam Dekoter, Gilbert Moore, Greg Schippers, Kerry Booth, Mike Legault 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 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 7:01 p.m.

**Conflicts:** None

**Minutes** Motion to accept the minutes for December 17th, 2020 meeting by Gilbert, 2<sup>nd</sup> by Greg, Mike abstained as he was absent last month, 3 in favour, motion carried.

**Financial Report:** Peggy presented the financial statement for December 31st, 2020. Motion to accept by Gilbert, 2<sup>nd</sup> by Mike, 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. Tanya emailed a draft and the main hold up was

the signs for lakes and islands. Kerry will contact a few fire chiefs in the area to see how they handle the numbers and then set up a committee to finalize. Kerry will check with Parry Sound as couple he checked does not put numbers on lakes. Pam asked if we are going to have an audit on one area as discussed in the fall or table this for the new Board. Parry Sound procedure would mean you have to start at the beginning with new numbers. Steve Davis has a topographic map and is able to determine the 911 signs on islands and lakes. Kerry will have a meeting with Andy Hutchins, Steve Davis, someone on the ambulance to finish the SOP in the next couple of weeks and will forward to the Board for their approval. The secretary will send a copy of the data base to Kerry and Steve. Pam mentioned the 1000 series signs, some need replaced, some missing or poles to be fixed. Kerry will ask Steve Davis to check them, change if needed and ask what his fee will be. Steve said his cost would be \$450.00 to change/repair plus the cost of the signs for the 1000 series. The Board discussed whether they use the 1000 series for the fire department as a reference and Greg said they just go by the 911 signs for the property. The Board agreed that they are not useful and will not proceed. Kerry said Steve Davis has got the lakes done by using the topographic map and will add this to the SOP. Kerry hopes to have this ready for the next meeting. Gilbert suggested that we have a book of 911 data base for each road, similar to what Restoule F.D. has, in all fire trucks. Kerry said that dispatch looks after this and they are given the data base. Kerry said the data base is complete and will send to the Board for their review. The secretary will work on updating the database and the Board will ask the real estate agents if they can put in their package for new owners to notify the LSB with the changes, this way we can keep the data base up to date. Kerry emailed the SOP and the board will review – **ongoing**

#### **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. Kerry will look into this to determine what is required. Kerry will get a quote for what we will require. Mike said the reasoning for this as they thought this could be a warming/cooling centre if the Legion runs out of room in a crisis. Greg will get a quote from Riverside Electric– **ongoing**.

#### **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 16<sup>th</sup>, Gilbert suggested getting a flex beam to be put up by the playground for child safety. Motion to move forward with this by Gilbert, 2<sup>nd</sup> 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. Kerry will check to see what length of flex beam will be required. Gilbert has decided against the flex beam as it is too harsh. He will get an estimate for the cost of cedar or pressure treated barrier for the next meeting. Gilbert checked and wood is not acceptable, still looking at a chain link fence. Cathy Thompson mentioned that Trillium Fund might be able to help with the chain link fence. Pam will check into this – **tabled until spring**.

### **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 – **tabled until February.**

### **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. Kerry will see what is needed for the poles and discuss a tender at the next meeting. There have been exchanges of correspondence between the Board and the Buchanan's in an attempt to resolve the situation. The Board has not heard anything from Buchanan's; Pam will send a letter to follow up. There has been a response from Buchanan's on July 15, 2020 and Kerry motioned to get a lawyer, 2<sup>nd</sup> by Greg, 2 in favour, Gilbert opposed, motion carried. Pam will contact a lawyer. This is in court. M&T Buchanan have asked for a settlement meeting - **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 a SOP. The Board discussed advertising, Kerry asked a couple of townships and one has a bylaw, but they have to ask approval and one has no bylaws. Discussion on advertising versus recognizing donations, Pam will contact Lana Reading for a copy of the drawings for the gazebo and forward to the Board. Kerry said that in Victoria they have tables and benches the same in each park and they do advertise, but the signage is the same size in all parks. Gilbert and Pam said they have this in other areas. The Board will discuss a draft to be ready for the next meeting – **ongoing.**

### **Unfinished from February 20, 2020**

Mike Legault said the bolts are popping out on the boards at the rink and one light is off. Kerry will look into this. Greg will purchase the bolts in the next term and some extra to keep on hand. Mike said there is about 110 bolts missing, Greg will purchase 200. Mike will check to see where he can purchase the bolts and get the cost for the budget. Greg said most of the bolts had broken off and will have to drill them out. This is not an issue for now as the boards are secure and will look at this in the warmer weather to drill the broken bolts out – **ongoing.**

### **Unfinished from March 19, 2020**

Kerry asked the secretary if we have a map of the property to mark the trails. Pam said she could get a map if she had a copy of the survey/lot/concession, etc. Pam's contact is working from home, but they will look after this when they can return to the office – **ongoing.**

### **Unfinished from September 17, 2020**

The Board discussed the poles and Pam received two quotes from A&L Line Construction for \$18,770.00 and Aultman Rental \$18,256.70 all plus tax. The Board decided that the 3 poles close to the ACC are not needed and Kerry will get a quote to remove the other 2 and to move the fencing inside the 4 poles. The Board all agreed to go ahead with this – **tabled until spring.**

### **Complete from December 17, 2020**

Marla Booth had a question on how we are going to deal with the COVID when the rink is open? The secretary will check with the Health Unit to find out the guidelines to follow and advise the board. The changerooms and bathrooms will be closed. Greg will put laminated signs up for masks, social distancing, etc. The secretary will purchase a laminator.

### **Correspondence**

1. Received a quote from Jim's Locksmithing to supply and install a replacement access point at \$1,239.93 plus tax. Warranty would be 3 years and 7-10 delivery.  
**Action Required:** Motioned by Kerry to go ahead, 2<sup>nd</sup> by Mike, all in favour, motion passed.
2. Information and Privacy statistics online submissions until March 31, 2021  
**Action Required:** The secretary has completed, no further action required.
3. Update from the office of the fire marshal that they intend to hire field protection advisers and they will visit each LSB and municipalities when it is safe to do.  
**Action Required:** None
4. Email asking if the rink could be run by volunteers?  
**Action Required:** The Board said that volunteers could not do this. There will be no rink until the end of the lockdown and then the Board will decide after this, no further action required.
5. First advance from MNM for \$9,531.00 deposited January 6, 2021  
**Action Required:** None
6. Email saying that they have moved to an unorganized township and has researched the LSB Act and MNM, asking if we manage all 9 services, if we have garbage pickup and if we own any property.  
**Action Required:** The secretary will let them know that we have the power of Fire Protection, Recreation, Public Library, and Emergency Telecommunications, we do not have garbage pickup and we own property, no further action required.
7. Email from MNM for a 2021 Summer Experience Program due January 21, 2021.  
**Action Required:** None
8. Email from MNM regarding a safe travel webinar on January 19, 2021 at 11 a.m.  
**Action Required:** Forward to the LRBA, no further action required.
9. Email from MNM regarding a forest sector safety measures fund due February 12, 2021 at 4 p.m.  
**Action Required:** None
10. Email from MNM for the latest COVID-19 support summaries.  
**Action Required:** None
11. Email saying that they had left 4 hockey sticks at the rink and wondering if anyone found them.

**Action Required:** No one has seen them, no further action required.

12. Auditors sent a partially drafted letter to be completed and forwarded to Weaver Simmons LLP.

**Action Required:** Pam completed and has been forwarded to the lawyer, no further action required.

13. Email from MNDM regarding Canada Summer Job Program accepting applications until January 29, 2021.

**Action Required:** None

14. Email from MNDM announcing that Ontario Small Business Grant is now open and the deadline is March 31 2021.

**Action Required:** None

15. Email wondering how to get a path cleared to a boat access area.

**Action Required:** Kerry called him and said that he would have to get permission from the property owners to get access, no further action required.

16. Email asking about purchasing private land and about subdividing.

**Action Required:** I referred him to the NAPB, no further action required.

17. Email from the Greater Sudbury Watershed Alliance to register for free for a Troubled Waters Webinar Series.

**Action Required:** None

18. Email from MNDM regarding Equine Hardship Program is now open until March 12, 2021.

**Action Required:** None

19. Office of the Employer Adviser hosting series of free webinars on WSIB.

**Action Required:** None

20. Email from MNDM a realtor has a client looking to buy land and wanted information on putting in a road.

**Action Required:** The secretary will let him know that if it is on private property or crown land, he will have to contact the property owner or the MNR, no further action required.

21. Email from MNDM said a lawyer wanted information on Arnstein.

**Action Required:** The secretary called and they wanted to know about water, zoning and bylaws, I said they would have to get a drilled well, no zoning or bylaws, but they could contact NAPB for more information, no further action required.

22. Email from MNDM Nature & Outdoor Tourism Ontario for COVID-19 Winter Lockdown Survey.

**Action Required:** Forward to LRBA, no further action required.

### **Committee Reports**

Library (Pam)        None

Recreation

(Greg/Mike)        Signs will be put up for masks and social distancing. Also signs that say we are not responsible for lost items.

Fire (Gilbert)        Fire Department/Argyle Riders has been resolved.

911 (Kerry) A sign on Seagull Lake Road is not a proper 911 sign and Kerry will look into this.

Administration  
(Pam) None

**New Business**

None

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

Albert Lamb \$132.50 (December cleaning)  
Buchanan Hardware \$48.34 (supplies for septic)  
North Bay Mat Rental \$24.86  
Moore Propane \$430.01  
North Road Landfill \$275.00  
Peggy Whitehead \$2,580.39 (Oct-Dec Honorarium, water test, office supplies)  
Hampel Contracting \$2,067.90  
Whitehots \$47.43  
Dianne Feasby 336.16

**The following have already been paid**

Moore Propane \$755.03  
Hydro One \$625.20

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

**Public Comment**

None

Meeting adjourned at 7:27 p.m.

**Next meeting will be on February 18, 2021 at 7:00 p.m.**

Prepared By  
*Peggy Whitehead*  
Peggy Whitehead  
Secretary/Treasurer

Posted on January 26, 2021