



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

Minutes of Board Meeting February 21, 2019

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

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

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: None

Minutes Motion to accept the minutes of January 17, 2019 by Gilbert, 2nd by Larry, all in favour, motion carried.

Financial Report: Peggy presented the financial statement for January 31, 2019, motion to accept by Tanya, 2nd by Larry, all in favour, motion carried.

Critical Path: OPTA fees have been submitted

Bylaws, Motions and Notices of Bylaws:

The Board discussed the website on whether the board wanted to tender it out every year or leave it as service similar to hydro and bell. The Board agreed that they would change the critical path to renew the agreement and a bylaw will be provided at the first meeting unless the new board wants to tender it out.

For the janitor, the Board has decided to follow the same procedure as the website.

The Board discussed board members bidding on tenders and meetings by telecommunications. Since we do not have a full board tonight or the next meeting, this will be discussed at the April meeting.

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.**

Bill Chambers asked if the Board will be looking at telecommunication for meetings. Debbie said they will check with the whole Board after November 5th. This will be discussed at the April 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. As of February 21st, Debbie had contacted the insurance and their reply was if we follow their criteria then there should be no problem – **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. As of February 21st, the make-up air system is complete and still waiting on the floor plan.

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 – **tabled until spring.**

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**.

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.

Complete from October 18, 2018

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. The board all agreed and a bylaw will be provided for the next meeting.

Complete from December 20, 2018

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. Three bids were received and the Board accepted BDO's bid \$3,000.00 and a bylaw will be available at 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. Debbie said the insurance was not concerned, but a sign should be posted with the password and that it is not secure.

Correspondence

1. Almaguin Adult Learning Centre with their February calendar.

Action Required: None

2. Email asking if the ice was ready and if there was any charge for skating.

Action Required: The secretary replied that the skating was free and there was a schedule at the rink, no further action required.

3. Email from MTCS that the database is open for Libraries to submit their Annual Survey of Public Libraries Statistics for 2018.

Action Required: The secretary has forward this to the library, no further action required.

4. Email regarding broadband projects.

Action Required: Debbie replied that we cannot get involved with this as it is not one of our powers, no further action required.

5. The Health Unit emailed regarding free no smoking/no vaping signs.

Action Required: The secretary replied the amount we would require, no further action required.

6. Draft copy of the audit and a letter to sign for our approval.

Action Required: The Board all approved the draft and the secretary will let them know and send the letter back, no further action required.

7. An email from Tim Gehrke requesting that the proposal that he presented at the January 17th meeting be posted with the minutes.

Action Required: Debbie replied that the minutes were already posted and Tim asked if this could be posted on the website the same as Bry-co? Debbie said that since the Board denied the proposal they would not post it. Tanya was not informed that a decision was going to be made before our next scheduled meeting to make her opinion known regarding Tim's request. Tanya was in favour of posting the proposal.

8. LRBA has an event on March 26th for a Community Eco-Opportunities and asked if Board would sponsor this.

Action Required: The Board all agreed sponsoring the event, no further action required.

9. Email from the MNR saying we can order material until March 31st, since the fire department had signed an agreement for forest fires

Action Required: The secretary will forward this to the Fire Department, no further action required.

10. Email asking for names of owners on a property.

Action Required: The secretary will reply that this is confidential and they will have to go to the Land Registry office in Parry Sound, no further action required.

11. Email saying that our 1st advance of \$9,530.47 will be deposited on February 22, 2019.

Action Required: None

12. Email from the North Bay Palliative Care that on July 13, 2019 they are having their 10th Butterfly Release at \$30.00 to release one butterfly in a memory of a loved one.

Action Required: None

Committee Reports

Library (Earl) None

AC (Gilbert & Earl) Gilbert said that Albert Lamb mentioned about painting the bathroom and also for the change rooms if drainage could be put in for washing the floors. The Board will look into this. Debbie is working on the netting for the ball diamond. Larry mentioned to have more parking at the rink by moving it back. Mike Legault will check to see if he can get some fill and Larry will find out the cost of gravel. Lana Reading updated on the pavilion on getting quotes and grants she can apply for. Lana also mentioned that she has received some donations.

ACC (Larry) Larry said the bracket has been installed and pictures were sent to Bry-co and they said to remove the post. The cost for the engineer was \$4,121.79 and it was \$540.00 for repairs for the beam. There was a water problem with the UV light from lack of use, but was resolved before the poker run.

Fire (Tanya) The new fire chief will be Andy Hutchins effective March 1, 2019. Andy also mentioned about the helipad on the LSB property. Debbie had a conversation with MNDM and they said that we can lease a part of the property; however we cannot have an agreement with Ornge. The fire department will still have to look after the maintenance of the helipad.

911 (Gilbert) None

Website (Debbie) None

Events/Grant (Debbie)
None

New Business

None

Pay Bills: 12 bills presented to be paid.

Port Loring Home Building Centre \$135.40 (supplies)

Parkland Fuel \$782.66

North Bay Mat Rental \$49.72

Dianne Feasby \$336.10 (dvd's)

Whitehots Inc. \$409.99 (books)

Albert Lamb \$576.80 (January cleaning)

Mike Legault \$2015.00 (January Snowplowing & Rink)

Mooreview Truck & Tractor \$59.21 (supplies for bracket)

Minister of Finance \$392.70 (CERB agreement)

Airco \$5801.98 (make-up air unit)

The following bills have already been paid

Hydro One 824.90

Bell Canada \$371.13

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

Public Comment

None

Meeting adjourned at 8:43 p.m.

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

Prepared By

Peggy Whitehead

Peggy Whitehead

Secretary/Treasurer

Posted on February 27, 2019