



LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT
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Minutes of Board Meeting March 18, 2021

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

Attending: Pam Dekoter, Gilbert Moore, Greg Schippers, Kerry Booth and Peggy Whitehead
Mike Legault arrived at 7:21 p.m.

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 7:08 p.m.

Conflicts: None

Minutes Motion to accept the minutes for February 18th, 2021 meeting by Greg, 2nd by Gilbert, all in favour, motion carried.

Financial Report: Peggy presented the financial statement for February 28th, 2021. \$700.00 was added to legal to be accrued to September 30, 2020 and \$540.00 was transferred from Recreation to Administration based on the audit. Motion to accept by Kerry, 2nd by Gilbert, all in favour, motion carried.

Critical Path: The dock tender will be issued for installing the dock and removing in the fall. Kerry will see what repairs are needed and new signs will be installed. The grass tender will also be issued, and both will be awarded at the next meeting.

Bylaws, Motions and Notices of Bylaws:

Bylaw 2021-01 A bylaw to approve the 911 Standard Operating Procedure, copy attached. Motion by Greg, 2nd by Kerry, all in favour, bylaw passed.

Unfinished Business:

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. No luck with Riverside, Greg will look elsewhere— **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 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. 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. Kerry mentioned getting balance beams instead of the chain link fence. Greg will get quotes along with the swing set – **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 MNM said there could be funding coming up for this. Pam will call MNM and check. In the spring the Board will check with local contractors – **ongoing**.

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, 2nd 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. Board will be working on a SOP – **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**.

Unfinished from January 21, 2021

A sign on Seagull Lake Road is not a proper 911 sign and Kerry will look into this - **ongoing**.

Complete 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. Some changes will be made and a bylaw for a revised SOP will be at the next meeting.

Complete from February 18, 2021

Pam read an article in the Almaguin News from the Health Unit asking for space for the COVID-19 vaccines from municipalities. The secretary will call the Health Unit and offer the ACC for vaccines. There will be a vaccine clinic at the ACC on March 31, 2021 for over 80 years of age.

Pam mentioned that Ramara Township is putting signs that say they have an alternate power source along with their 911 sign. There was a discussion and Pam will get more information from Andy Hutchins. The fire department will look after this.

Correspondence

1. Email asking if the LSB and LRB receive copies of severances.

Action Required: The secretary said the LSB does not and forward this to the LRB, no further action required.

2. Phone call from WSIB asking if we want to close the account as we hadn't used it for about five years.

Action Required: The Board agreed to canceling, no further action required.

3. Email from MOF notifying us that \$439.35 will be added to our annual payment.

Action Required: None

4. Email from a property owner asking for a copy of our budget and the Fire Department's budget with a line-by-line presentation as it wasn't in the minutes.

Action Required: The Board said to send them our budget, but not the fire department's budget. They will have to contact Andy Hutchins for this, no further action required.

5. Email from a lawyer asking for a tax certificate.

Action Required: The secretary said they would have to contact the MOF, no further action required.

6. Email asking about building permits and any restrictions on wetlands.

Action Required: The secretary said there are no building permits in an unorganized township and to contact MNR and Mattawa Conservation Authority regarding wetlands, no further action required.

7. Email from the auditors with the draft financial audit and a letter to be signed for 2019/2020.

Action Required: Motion to approve the draft audit by Mike, 2nd by Kerry, all in favour, motion passed. Letter was signed and the secretary will send to the auditors, no further action required.

8. Email asking about building on Toad Lake, about surveying and 911.

Action Required: The secretary said there are no building permits but would require a permit for septic and a well and how to apply for a 911 sign. Suggested they contact the NAPB for surveying, no further action required.

9. Email asking about severing a lot.

Action Required: The secretary said to contact the NAPB, no further action required.

10. Email asking the contact for the Chair of the LSB.

Action Required: Pam said he expressed interest in exploring the possibility of becoming an organized municipality. Pam informed him that, if he investigates all of the advantages and disadvantages, he could present the information at a monthly LSB public meeting. Mike said, according to the Province, a new organized municipality cannot be created. We would have to join an existing municipality, no further action required.

11. Email from the Ministry of Municipal Affairs and Housing regarding a draft application for a plan of subdivision and asking the LSB if they have any comments and how this will impact the service provided by our board.

Action Required: The secretary will let them know that each property will have to get a 911 sign at \$200.00 each, otherwise the Board was okay with the draft, no further action required.

12. Email from Toronto Public Library announcing Phase 3 of the Bridge Project.

Action Required: Forward to the Library, no further action required.

Committee Reports

Library (Pam) None

Recreation
(Greg/Mike)

Greg will get 3 quotes for the swing set and balance beams for the next meeting. He said we will need a contractor to prepare for installing the swing. The UV light is fixed.

Fire (Gilbert)

Pam said that Andy was getting quotes for the signs for generac and solar, purchasing step ladders for all stations.

911 (Kerry)

None

Administration
(Pam)

None

New Business

None
13 bills presented to be paid.

Pay Bills:

Albert Lamb \$68.75 (February cleaning)
Kerry Booth \$77.12 (sleeve for UV)
Trillium Municipal \$1,808.95 (signs)
Peggy Whitehead \$2,612.99 (Jan-Mar Honorarium and laminator)
Weaver Simmons LLP \$138.43
North Bay Security \$88.14
Moore Propane \$738.48
Whitehots \$73.33
Southern Ontario Library \$17.80 (overdrive)
OnConference \$46.37
Jim's Locksmithing \$1,401.12

The following bills have already been paid

Hydro One \$715.49
Bell Canada \$388.00

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

Public Comment

None

Meeting adjourned at 7:54 p.m.

Next meeting will be on April 15, 2021 at 7:00 p.m.

Prepared By
Peggy Whitehead
Peggy Whitehead
Secretary/Treasurer

Posted on March 27, 2021