



LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT  
PO Box 148, Port Loring, Ontario P0H 1Y0  
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Minutes of Board Meeting April 19, 2018

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

**Attending:** Stephen Brushey, Earl Reading, Tracey Watson, Sandra Gendron and Peggy Whitehead  
Absent: Hilary Chambers

**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 Stephen at 7:00 p.m.

**Conflicts:** None declared

**Minutes** Motion to accept the minutes of March 15, 2018 by Tracey, 2<sup>nd</sup> by Earl, all in favour, motion carried.

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

**Critical Path:** Posted the Grass and Dock Tenders

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

**Bylaw 2018-03** Enter into a contract with Riverside Contracting 2600604 Ontario Inc. for electrical work, kitchen lights and rear parking lights at a cost not to exceed \$2,271.80 plus HST. Motion to accept by Earl, 2<sup>nd</sup> by Tracey, all in favour, bylaw passed.

**Bylaw 2018-04** Approve the attached rental rates for the Argyle Community Centre and the Activity Centre. Motion to accept by Earl, 2<sup>nd</sup> by Tracey, all in favour, bylaw passed.

**Bylaw 2018-05** Rescind Bylaw 2016-01 Rental Fees. Motion to accept by Tracey, 2<sup>nd</sup> by Earl, all in favour, bylaw passed.

**Bylaw 2018-06** Rescind Bylaw 2016-26 Amendments to Rental Fees. Motion to accept by Sandra, 2<sup>nd</sup> by Earl, all in favour, bylaw passed.

**Bylaw 2018-07** Enter into a contract with Jim's Locksmithing to install key fobs at the ACC at a cost not to exceed of \$6,500.00 plus HST as per the budget. Motion to accept by Sandra, 2<sup>nd</sup> by Tracey, Sandra asked if we had 3 written quotes and Stephen said he has one quote from Jim's Locksmithing, another company declined and one did not return his call. Stephen's notes were not available and the bylaw will be tabled until next meeting.

## **Unfinished Business:**

### **Unfinished from August 17, 2017**

Many questions on 911 on installing, address correction and phone numbers. There are two aspects to this issue - the main piece is that there are data discrepancies in the Bell 911 system and there are issues with the 911 numbering in some areas. For the last three years, the LSBs and the 911 Committee have spent considerable effort to identify the numbering discrepancies and ensure the database is updated. This is the result of many years of inconsistencies with 911 signage (both installing and determining numbers). In order to minimize this issue, the previous LSB decided to transfer the responsibility for 911 sign installation to the Fire Department (the LSB changes Board members each year while the Fire Department remains relatively consistent). The 911 Committee has an SOP that will soon be completed/finalized and this task can then be transferred to the Fire Department. Our area of responsibility is significant in its size; as the area is audited we will identify errors and ensure residents are advised. As of October 19<sup>th</sup>, Stephen said we should have some direction to complete the SOP this year. The Board will discuss having the Fire Department complete the SOP (LSB review) and signage, in January 2018 and the final review by bylaw will be in February or March. As of January 18<sup>th</sup>, there was more discussion and it was decided that a bylaw will be on the agenda at the next meeting that the Argyle Fire Department takes over the installing of 911 signs at \$100.00 per sign. Regarding the 911 SOP the committee will get together in the next couple weeks and finalize and then a bylaw will be done. Chris Brooks said that they paid \$50.00 20 years ago for a 911 sign, but never received. Stephen said now property owners are responsible for having a 911 sign at \$200.00 – **SOP Ongoing**.

### **Unfinished from February 15, 2018**

Fire Inspection report for the ACC for work to be completed by June 1, 2018. The Board discussed this and will make arrangements to complete by June 1<sup>st</sup> – **ongoing**.

## **Correspondence**

1. Phone call for incorrect road name on their tax bill.

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

2. Email informing us that we did not qualify for the Senior's Grant.

**Action Required:** None

3. Property owner asked about brush burning on their property.

**Action Required:** Forward to the Fire Department, no further action required.

4. Email asking if there was a difference between Port Loring and Loring.

**Action Required:** The secretary said it is two different towns, no further action required.

5. Legion is applying for a grant application and are asking if they can put the LSB as a contact as they need the approval from a local municipality.

**Action Required:** The Board agreed that this is okay.

6. Rivet Insurance is asking to quote on our insurance.

**Action Required:** None

7. Rabies Clinic will be on May 30<sup>th</sup> from 6-7 p.m. at the rink. The cost is \$25.00/pet, vaccine is valid on dogs for three years and cats for one year. Earl and Hilary volunteered to help.

**Action Required:** None

8. Email from the Almaguin Adult Learning Centre with a flyer on a free workshop starting April 18<sup>th</sup> for a Food and Finance program and also the April calendar.

**Action Required:** None

9. Representative from Bell 911 will be attending on May 17<sup>th</sup> at our public meeting.

**Action Required:** Bell 911 discussion to be at the beginning of the May meeting.

10. A picture of a Loring tag, maybe from a pet collar. Asking if it came from this area.

**Action Required:** None

11. Email asking if we had a room to rent for a foot clinic.

**Action Required:** The secretary said it will be \$100.00 per day.

12. Email saying that our budget was deposited on March 29, 2018 for \$364,022.68.

**Action Required:** None

13. Email saying we will receive an email regarding the outcome of our application to the Farm Credit Fund by August 2018.

**Action Required:** None

14. Email from MTCS informing us in the Ontario 2018 Budget, A Plan for Care and Opportunity for public libraries.

**Action Required:** Forward to the library.

15. MTCS need a contact information for the Librarian, CEO and a staff member.

**Action Required:** Forward to the library.

16. A letter from MNDM responding to the Lawyer's letter regarding the complaints received from the inhabitants.

**Action Required:** The secretary read the letter and no further action required.

17. Email from a property owner with a question on their Hydro bill regarding their 911 number.

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

18. Application from the Ontario Ministry of Agriculture, Food and Rural Affairs asking if we wanted to apply for Farm Property Class.

**Action Required:** None

19. Property owner requested a copy of the budget from November 24, 2017

**Action Required:** The secretary emailed the budget, no further action required.

20. Board member asked for a copy of the building inspection for the ACC from 2014.

- Action Required:** The secretary sent this, no further action required.
21. Two people asking questions on rules for an unorganized area.  
**Action Required:** The secretary answered, no further action required.
22. Letter regarding Lampman Drive.  
**Action Required:** None
23. Letter from the OPP letting the Board know that the no trespassing order has been cancelled for Jim and James Berriau.  
**Action Required:** None
24. Email regarding a butcher and produce shop in Restoule.  
**Action Required:** The secretary referred them to Restoule Service Board, no further action required.
25. Operating Grant of \$9,530.47 was deposited April 16, 2018.  
**Action Required:** None
26. Reminder for the Library to submit their 2017 Annual Survey by June 30, 2018.  
**Action Required:** Forward to the Library, no further action required.
27. Email asking if we have a security system as in March we paid North Bay Security \$84.75.  
**Action Required:** The secretary said yes at the AC.
28. Donation of \$100.00 received from the Quilter's Group.  
**Action Required:** None

### **Committee Reports**

- Library (Sandra) The Committee is continuing its work on SOPs for volunteers, cataloguing new materials, and for use of equipment such as the SMART Board (for Skype). Tracey provided information on WHIMIS training and the Committee is trying to partner with other organizations for CPR training. Work is also ongoing for a "Visit by the Author", tentatively scheduled for May. Once details are finalized/confirmation is obtained, we will post the information. Basic information was also provided for a new service for library patrons (Kanopy). Residents are encouraged to visit the library site or contact Library staff for additional details. Stephen asked about the Library agreement and Sandra said we are waiting to hear back from the NNDSB.
- AC (Earl) Mike Legault is done with the ice for the year. Mike will turn in the keys, put mats away and move the nets before Farmer's Market starts. Shane Hamilton said the lights for the rink will be around \$800.00/light. They will be putting guards on the lights for protection. Blinds for the office have been installed.
- ACC (Earl) Discussion about the HVAC and the Board decided to get 3 quotes for an engineer to design the HVAC. Martial Arts is no longer a sponsored event, the secretary to notify the insurance.
- Fire/911  
 (Stephen) None

Website (Stephen) Stephen asked if there was any progress on the redesign of the website that the Board had discussed and possibilities of getting quotes for the new website.

Events/Grant None

**New Business** Fire Marque a billing services company for fire services claimed through homeowner's insurance. Stephen will have more information at next meeting.  
Yoga will be reviewed at next meeting.

**Pay Bills:** 19 bills presented to be paid.  
Peggy Whitehead \$750.00 (April honorarium)  
Port Loring Home Building Centre \$28.90 (supplies)  
Fire-Alert \$84.75  
Kendall Sinclair Cowper & Daigle \$4,576.50 (audit)  
Jim Moore Petroleum \$1,021.69 (furnace oil)  
Mike Legault \$370.00 (rink)  
Jim Martin \$632.80 (snowplowing)  
Whitehots Inc. \$143.87 (books)  
Whitehots Inc. \$171.74 (books)  
Indigo Books & Music \$126.17  
Dianne Feasby \$415.49 (Flash Drives & Kanopy Inc.)  
WSIB \$51.77  
Albert Lamb \$575 (March cleaning)  
North Bay Mat Rental \$49.72  
Valin Partners \$124.30 (review of letter from MNDM)  
Earl Reading \$49.66 (blinds)  
Argyle Fire Department \$198,966.00 (fire contract)  
The following bill have already been paid  
Hydro One \$785.49  
Bell Canada \$354.18  
Motioned to pay bills by Tracey, 2<sup>nd</sup> by Earl, all in favour, motion passed.

**Public Comment**

None

Meeting adjourned at 8:10 p.m.

**Next meeting will be on May 17<sup>th</sup>, 2018 at 7:00 p.m.**

Prepared By  
*Peggy Whitehead*  
Peggy Whitehead  
Secretary/Treasurer

Posted on May 2, 2018

## **ARGYLE COMMUNITY CENTRE RENTAL RATES:**

149 CAPACITY

INCLUDES BAR AREA (1 FRIDGE) KITCHEN WOULD BE EXTRA

HOURLY @ \$25.00/HR 2 HOUR MINIMUM

DAILY @ \$100.00

**EVENT SERVING ALCOHOL @ \$180.00**

## **ACTIVITY CENTRE RINK RATES:**

USE OF RINK AREA, CHANGE ROOMS & WASHROOMS

HOURLY @ \$50.00/HR 1 HOUR MINIMUM

DAILY @ \$100.00

**EVENT SERVING ALCOHOL @ \$180.00**

## **KITCHEN**

USE OF KITCHEN EQUIPMENT & DISHWARE/CUTLERY \$75.00

## **LSB SPONSORED EVENTS**

NO CHARGE FOR THE ACC & AC, BUT KITCHEN WOULD BE \$75.00

## **RENTAL INSURANCE**

INSURANCE FOR EVENTS SERVING ALCOHOL INSURANCE WOULD BE EXTRA

INSURANCE FOR EVENTS NOT SERVING ALCOHOL INSURANCE WOULD BE INCLUDED IN THE FEE

**The insurance is through us, but you can get your own insurance through your broker, but a copy would have to be sent to the LSB with being an additional insured. We do not insure DJ's or Bands, they would have to send a copy of their insurance to the LSB with the LSB being an additional insured.**