



LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT
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Minutes of Board Meeting May 16, 2019

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

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

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 7:04 p.m.

Conflicts: None

Minutes Motion to accept the minutes of April 18th, 2019 by Larry, 2nd by Gilbert, all in favour, motion carried.

Financial Report: Peggy presented the financial statement for April 30th, 2019. Motion to accept by Earl, 2nd by Larry, all in favour, motion carried.

Critical Path: None

Bylaws, Motions and Notices of Bylaws:

3 bids were received for the design of the HVAC. Suppa Engineering was \$8,665.00 plus HST, Piotrowski Consultants \$6,820.00 plus HST. Also plus disbursements for printing and plotting, but they usually do this by email so there would be no charge and John R. Hamalainen Engineering Ltd. \$9,500.00 plus HST. The Board discussed and they will award Piotrowski for the tender.

Bylaw 2019-04 Enter into a contract with Piotrowsi Consultants Ltd. to design a HVAC for the ACC at a cost of \$6,820.00 plus HST. Motion by Larry, 2nd by Earl, all in favour, bylaw passed.

Bylaw 2019-08 A bylaw to approve the Central Emergency Reporting Bureau (CERB) renewal contract between the Ontario Provincial Police and the Local Services Board of Loring, Port Loring & District for a five year term of June 26, 2019 to June 25, 2024 at an annual cost of \$392.70. As of June 2004, a regulation was passed under the NSBA that added a new power, the power of Emergency Telecommunications, to the services that a Local Service Board can assume authority for. This power, once requested from and approved by the Minister, allows the LSB to enter into a contract with the OPP with respect to 911 services within its Board boundary. "Because it is a debt owed to the Crown (OPP), it is okay to have a multi-year agreement for 911 services/CERB agreements. Motion by Larry, 2nd by Earl, all in favour, bylaw passed.

Bylaw 2019-09 Permit Board members to bid on tenders. Board members that are bidding on the tender must declare a conflict and to leave the building when the Board discusses and awards the tender. Motion by Earl, 2nd by Gilbert, all in favour, bylaw passed.

Bylaw 2019-10 Permit Board members to utilize telecommunications if a discussion/vote requires all board members to be in attendance. The method utilized must allow the absent Board member's voice to be heard by all of the Board members and members of the public that are in attendance. Attendance via telecommunications cannot be used on a regular basis and only when the entire Board is in agreement that it is required in order to move forward with the conduct of business. Motion by Larry, there was a discussion and the Board decided against this, motion was defeated.

Unfinished Business:

Unfinished from August 17, 2017

Revised 911 SOP is ongoing.

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. As of April 18th, the swimming instructors have completed their certification and will prepare a plan according to the insurance guidelines and will submit to the Board for their approval.

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. The floor plan is complete and sent them to the OFM along with some questions and waiting for OFM to reply – **ongoing**.

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**.

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. 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.

Unfinished from April 18, 2019

Gilbert has arranged a committee to check all boat launches in the area to see which are in need of repair. The committee so far is Gilbert, Wayne Keetch, John Wassink and Mike Legault. Asking the community for input or if they want to be on the committee they can contact either one of the 4 above. Debbie will check with the insurance to make sure they are covered and MNR to see how much they will give for signage and supplies. Gilbert will get quotes from local contractors for gravel for boat launches that only require one or two loads of gravel. Earl will get a quote on the cement slabs.

Complete from October 18, 2018

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. There will be a bylaw to be discussed at the May meeting. As of May 16th the Board did a bylaw but it was defeated.

Complete from December 20, 2018

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, should be ready for the May meeting.

Complete from April 18, 2019

Andrew Sargent asked about the WIFI at the AC if there would be any restrictions. Debbie will check into this. Debbie said she will get a sign to be put up saying that the LSB is not

responsible for using the WIFI so there is no onus on the LSB. It will be the parent's responsibility.

Correspondence

1. Almaguin Adult Learning Centre with their May calendar.

Action Required: None

2. Email from King Lebel LSB saying there is an opportunity to get free arena fixtures and an ice making plant.

Action Required: The Board said it is for an indoor rink, no further action required.

3. Email from a local business saying that they can provide the chain link fence if required.

Action Required: Debbie said the netting they wanted and the chain link fence would come from the same place and they replied back saying they could not help with the netting, no further action required.

4. MTCS sent a letter saying there will be a reduction in funding to the Ontario Library Service North and South.

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

5. Email asking when their 911 sign will be installed.

Action Required: Larry said this will be done shortly, no further action required.

6. Email from the office of France Gelin, MPP of Nickel Belt regarding 911 questions.

Action Required: Debbie posted this on facebook, no further action required.

7. Email regarding a property that was in real estate and asked if it was in receivership and who he can contact to buy.

Action Required: The secretary told him to contact the real estate agent, no further action required.

8. 2 requests for a 911 sign.

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

9. Email from MNM regarding MAH Disaster Recovery Assistance for Ontarians Program.

Action Required: None

10. Email saying that they have three postcards of Port Loring from the early 20th century and was wondering if we had a museum or archives that would accept them.

Action Required: The Board mention Rollie Fry and Lloyd Brown and the secretary will forward the email to them, no further action required.

11. Email asking if we had any animal bylaws?

Action Required: None

12. Notice from MPAC saying that the new LSB property will be exempt from taxes and will be on the tax roll for 2020.

Action Required: None

13. Phone call from Sage 50 accounting saying that our accounting program is outdated and new version will be around \$500.00.

Action Required: The secretary will check with Tanya to see if this is required.

Committee Reports

Library (Earl) Book Fair might be postponed until September.

AC (Gilbert & Earl) Picnic tables have been done and the contractor suggested that we should have a sign saying do not sit on the tables. Sewage was backed up and has been fixed. There are signs in the washrooms saying what you cannot flush down the toilets. Painting of the bathrooms will be under regular maintenance. We received one quote from Point North Fence for the netting and it will be \$15,900.00 plus HST. Debbie has contacted Canor Construction and they do not do this type of work and will get a written quote from one other. The Board will have an emergency meeting to approve this so we can move forward and decide where the expense will come out of.

ACC (Larry) None

Fire (Tanya) None

911 (Gilbert) None

Website (Debbie) None

Events/Grant (Debbie)
None

New Business

Debbie asked if the bathroom doors should be locked. The Board decided that the LSB will put a notice up that will advise the community ahead of time when the bathrooms will be locked.

Debbie also mentioned a phone at the rink and Board decided against this.

Debbie said the Board is looking at extending the parking at the AC. Gilbert will talk to contractors to dump their excavation material in, then we will have to level it and put gravel on top. Debbie will check for grants.

Debbie said Restoule LSB issues a flyer out that covers events, churches, roads and dumps in their area. Debbie will have something on this for the next meeting.

Pay Bills: 14 bills presented to be paid.

Trillium Municipal Supply \$314.71 (signs)

North Bay Mat Rental \$24.86

Dianne Feasby \$243.96 (dvd's)

Whitehots Inc. \$178.07 (books)

Albert Lamb \$425.00 (April cleaning)

Peggy Whitehead \$1,841.72 (2 months honorarium and supplies)

Argyle Fire Department \$253,866.00 (contract)

Fire-Alert \$175.69

Jeffrey Knott \$994.40 (picnic tables)

Debbie Keetch \$141.27 (wifi booster)

The following bills have already been paid

Hydro One 559.91

Parkland Fuel \$528.25

Bell Canada \$373.06

Best Buy \$225.99 (installing wifi booster)

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

The bill for PSL of \$5,313.26 engineer for the ACC, the Board did not sign, Earl will investigate.

Public Comment

None

Meeting adjourned at 8:55 p.m.

Next meeting will be on June 20, 2019 at 7:00 p.m.

Prepared By

Peggy Whitehead

Peggy Whitehead

Secretary/Treasurer

Posted on May 23, 2019