



LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT
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Minutes of Board Meeting June 20, 2019

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

Attending: Debbie Keetch, Gilbert Moore, Earl Reading, Larry Bain, Tanya Buchanan 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 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 7:05 p.m.

Conflicts: None

Minutes Motion to accept the minutes of May 16th, 2019 by Earl, 2nd by Larry, 3 in favour, Tanya abstained as she was not here last month, motion carried.

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

Critical Path: None

Bylaws, Motions and Notices of Bylaws:

Debbie has tried to get quotes for the netting at the ball diamond. She has phoned 9 places and only 1 gave a written quote, a verbal quote at approximately \$20,000.00 and the other 7 either did not call back or said they would not quote. The written quote she has received was from Point North Fence for \$15,900.00 plus HST, plus there will be an added expense if they encounter rock. The Board for the additional cost to be transferred from the recreation surplus from the budget, motioned Tanya, 2nd by Larry, 3 in favour, Earl opposed, motion passed. The Board is working on getting the approval of Hydro, MOE and MTO for the netting.

Bylaw 2019-11 Enter into a contract with Point North Fence for installing the netting at the ball diamond. The rate paid shall be \$15,900.00 plus HST, plus additional cost if rock is encountered. Motion by Gilbert, 2nd by Larry, 3 in favour, Earl opposed, bylaw passed.

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. As of June 20th, the Board discussed the following proposal; it would be 10 sessions at a cost of \$45.00-\$60.00 and the staff will be paid \$15.00-\$18.00/hour. There were a couple of options for payment one was that they collect fees for lessons and pay life guards. If lessons produce more revenue than required to pay for staffing and operating costs, the remaining money would be donated back to LSB recreation budget. The other would be the LSB sets up payment collection and pays staff. The Board decided that the swimming instructors will see if there is any interest in swimming lessons before we move forward.

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 – **ongoing**.

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. As of June 20th, Gilbert presented a list of boat launches to the Board with their recommendations. Debbie has contacted MNR and their reply that a permit would be required if you are putting gravel on shore or ramps, but if it is for parking areas no permit required. John has sent a permit in for Hardscrabble Landing and waiting for a reply and will be working on a permit for Old Mill Road landing. John will try to get MNR to supply all the signs and posts. Tanya has been in contact with MTO who supplies boat launch signs for roadways to direct road users to public boat launches. The following criteria has to be met, be within 10 km distance by road from the provincial route, accommodate launching of typical crafts, allow public access, not charge a fee and have adequate supply of parking including space for boat trailers. Gilbert also recommended that the boat launches should be checked yearly and he suggested the maintenance person for the LSB property.

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. – **ongoing**.

Complete from May 16, 2019

Phone call from Sage 50 accounting saying that our accounting program is outdated and new version will be around \$500.00. The secretary will check with Tanya to see if this is required. Tanya said since we do not use this for payroll that it is not required. 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.

Correspondence

1. Senior's Community Grant application closes June 27, 2019.

Action Required: None

2. Real estate agent asking for information on zoning.

Action Required: The secretary referred them to the North Almaguin Planning Board, no further action required.

3. Email from MNDM regarding the International Plowing Match on September 17-21, 2019

Action Required: None

4. Email from Andy Hutchins asking if the budget meeting could be held on a Saturday so he can present his budget as he will be away working.
Action Required: Debbie said to keep this notice for the next Board.
5. Email asking who owns/maintains the Ess Narrows boat launch.
Action Required: Debbie answered that MNR does, no further action required.
6. Quote from JLT insurance.
Action Required: Debbie explained that earlier in the year she was asked to investigate for an insurance company that includes liquor and makes it easier to rent. Debbie has called some LSB's and most of them have switched to JLT. Tanya wanted it noted that she did not propose this. Presently we deal with Frank Cowan and they do not cover liquor, but they do cover insurance for renters at Frank Cowan's rates or they can get their own insurance. JLT however does not offer this option. With JLT we can have an LSB bar steward on hand and the renters can use them or they can run the bar on their own. If they choose the bar steward, they just pay the rental fees and they have to hire a security guard for the event. Bands/DJ's are not covered on either insurance, but it was explained that if they do not provide insurance to us and something happens where the LSB was negligent then the LSB would cover, but if one of the attendees does damage their equipment they would not be covered. There was a discussion and the concern from the public was if MNDM would allow this and when we purchased the building the Board at that time said we would not compete with the Legion. The Board asked Debbie to find out what the insurance would be without the liquor and this will be discussed at the next meeting.
7. Email from MNDM regarding a New Funding Call – Breakthrough Energy Solutions Canada.
Action Required: None
8. Email from MNDM for a New Federal Tourism Strategy about creating jobs.
Action Required: None
9. Call for submissions for Public Library Service Awards 2019 deadline is July 31, 2019.
Action Required: None
10. The government theme for senior's month for this year is "Aging Strong, Respect and Protect Seniors".
Action Required: None
11. Office of the Fire Marshal and Emergency Management with a PDF of the Community Risk Assessment presentation in May.
Action Required: None
12. Second advance payment of \$9,530.47 from MNDM was deposited June 6, 2019.
Action Required: None
13. Thank you card from the Mantha family for the flowers.
Action Required: None
14. Farmer's Market would like 2 keys for their event?
Action Required: Debbie said only one key and there is one in the office that a Board member can get if needed, no further action required.

15. Received \$7,180.05 rebate for HST.
Action Required: None
16. Rental for June 28th asking if the music would be covered by the renter's insurance.
Action Required: Debbie answered this under correspondence item 7 and the Board decided this would be a sponsored event, no further action required.
17. New draft edition of CSA Z614 Children's playground and equipment is now available for a 60-day public review ending on August 18, 2019.
Action Required: None
18. Letter from OFM regarding community risk assessment for a list of properties and buildings from MOF.
Action Required: The secretary has completed this, no further action required.
19. Email asking about severing a property?
Action Required: The secretary referred them to the North Almaguin Planning Board, no further action required.
20. Agriculture and AgriFood Canada – Youth Employment & Skills Funding Program for employers to apply by June 3, 2019.
Action Required: None
21. TD Summer Reading at the Library on Tuesday for the month of July and asked will this be a sponsored event.
Action Required: The Board said yes, no further action required.
22. There was a complaint from a property owner for the LSB to go on properties to access their properties on what fees they would be charged.
Action Required: Debbie asked MNDM for the clarification on the procedure and this was their reply, "Under the Assessment Act, only authorized MPAC staff have this authority and for only those activities outlined in the authorization/designation. Furthermore, although the NSBA is silent on this, inspecting individual properties would not fit within any of the designated powers under the Act." No further action required.
23. Sandra Gendron received a flyer "Canada Small Business Financing Program" and asked if this could be put on the LSB website?
Action Required: The Board said yes and Sandra said she is okay with putting it also on facebook, no further action required.

Committee Reports

Library (Earl) None

AC (Gilbert & Earl) Lana Reading updated us on the Playground in the Park; so far they have received \$1,900.00 in donations and have purchased a table and a bench. Other donations were given as another table and a bench. There will be a barbecue fundraiser by the Lion's at the Buchanan's on Saturday, June 22 from 11-2 and all proceeds will go to the playground. Local business possibly donating pressure treated wood for the pavilion. The bathrooms have been painted and working on a sign for the closed

bathrooms. Gilbert would like someone to write on the tables do not sit on picnic tables.

ACC (Larry) Larry presented the 2 options for the HVAC design from the engineer. The indoor furnace would be put in the furnace room, but it would be tight and difficult to service. We would have to install a HRV (fresh air from outside), but this would have to be turned on when needed. For the outside furnace, it would have to be put on a pad and the propane tank might have to be moved. There would be no HRV as it would be automatic for fresh air and air conditioning. It will be easy to service. The pipe would have to come in and be joined to the existing pipes, but they can be boxed in. It would be less efficient as it would be outside. Earl motioned to proceed with the outside furnace, 2nd by Larry, all in favour, motion passed.

Fire (Tanya) No quorum for June meeting.

911 (Gilbert,Tanya)None

Website (Debbie) None

Events/Grant (Debbie)
None

New Business

None

Pay Bills: 14 bills presented to be paid.

Trillium Municipal Supply \$25.37 (signs)
Heidi Hutchins \$175.00 (reimbursed for a sponsored event)
North Bay Mat Rental \$49.72
Dianne Feasby \$54.75 (labels & books)
Whitehots Inc. \$99.24(books)
Albert Lamb \$1,100.00 (May cleaning & grass cutting)
Port Loring Home Building \$310.76
North Bay Security \$88.14
Buchanan Hardware \$4.85
Jim's Locksmithing \$426.58
Bell Canada \$383.54
Seemore Graphics \$36.73 (WIFI sign, Karen Wassink will pick up)
The following bills have already been paid
Hydro One \$406.20
Bell Canada \$371.11
Motioned to pay bills by Tanya 2nd by Earl, 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. Regarding PSL Earl will do a reply to PSL establishing his complaint and try to negotiate the cost.

Public Comment

1. Property owner has a 911 issue for their address.

Action Required: Tanya will look into this and advise.

2. Mike Legault said the defibrillators should be checked monthly.

Action Required: Luke Legault will have a meeting with Albert Lamb and advise him what has to be done.

Meeting adjourned at 8:55 p.m.

Next meeting will be on July 18, 2019 at 7:00 p.m.

Prepared By

Peggy Whitehead

Peggy Whitehead

Secretary/Treasurer

Posted on July 3, 2019