



LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT
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Minutes of Board Meeting September 17, 2020

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

Attending: Pam Dekoter, Gilbert Moore, Greg Schippers, Kerry Booth 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 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 7:10 p.m.

Conflicts: None

Minutes Motion to accept the minutes for August 20th, 2020 election meeting by Greg, 2nd by Gilbert, all in favour, motion carried.
Motion to accept the minutes for August 20th, 2020 regular meeting by Gilbert, 2nd by Greg, all in favour, motion carried.

Financial Report: Peggy presented the financial statement for July 31st, 2020. Pam suggested that we print all the months on the report and the Board agreed. Motion to accept by Kerry, 2nd by Greg, all in favour, motion carried.

Critical Path: Tenders were discussed and the secretary will do the revisions and post for Snowplowing, Rink, Janitor and Deflector roof/removal of 2 wall units. For the propane the secretary is to hold the tender until Moore's send in the price as it is their tank at the community centre.

Bylaws, Motions and Notices of Bylaws:

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.

Unfinished Business:

Unfinished 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 – **ongoing**

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 – **this will be tabled for the next Board.**

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 – **tabled until the next board.**

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 – **tabled for the next Board.**

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 - **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 – **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 – **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 May 21, 2020

Gilbert suggested getting quotes for insurance so the new Board can make a decision for the next term. Frank Cowan will give us a quote 60 days prior on renewal and Pam is working on a quote from PBL. The secretary will check on Frank Cowan's insurance for the quote. Frank Cowan has been received; Pam will check with PBL – **ongoing.**

Unfinished from June 18, 2020

Pam said the LSB sign on Hwy 522E needs brushing. Kerry said he will look after this – **ongoing**.

Complete 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. Gilbert has presented a list of boat launches and what they need. Gilbert said this should be checked yearly. John is waiting for MNR to get back to him on the permits he submitted. John received one permit and the work will be done shortly. As of October 17th, John will contact MTO to ask for signs for the highway to say where boat launches are located. Gilbert said Commanda Lake boat launch should be added to the list. Pam will check with MNDM to make sure that this is an eligible expense. John Wassink updated us on boat ramp signs that MTO said there are restrictions that the launch has to be less than 10 km from a highway and that it can support 12 vehicles with trailers. Gilbert will do a tour in the spring and advise the Board. John Wassink said there will be no cost to the Board for signs. The Board decided that they will wait until MNDM gets back to us on whether the Board is allowed to maintain the launches for safety. Pam has got a reply from MNDM and it is still not clear on whether the Board is allowed to maintain launches. This would be an ineligible expense and who would be liable if we do the work. As of August 20th, Pam said the only dock that we own is the Government dock and if the public wants us to take care of the landings/launches as MNR does not, then the budget will increase as we will need more money for repairs/maintenance and insurance. As of September 17, 2020, Pam said boat launches are not one of our powers. MNDM said if we do not own or operate we cannot spend money. If there are some changes in the future the Board can look into this again.

Complete from April 16, 2020

Kerry will look into a tender for removing the old air conditioners, boxed in the air ducts and also a deflector roof for the new air conditioner. Tender will be done to be opened in October.

The Board discussed the poles at the ball diamond. Kerry will call Point North for a price on moving the fence inside the poles. Pam will get a cost for wrapping the poles. Kerry will get a price from a couple of contractors. H.J. Brooks said it would be around \$500.00 to \$1000.00 to move a pole. The Board is looking to move the fence inside the poles and will get a cost for that. The Board agreed to go ahead and move the pole, Kerry will contact H.J. Brooks. H.J. Brooks when they removed a pole there was rock 2 feet down. A tender will have to be done to install the poles properly and to move the fence inside the poles.

Correspondence

1. Email from MNDM regarding a series of COVID-19 Supports Summaries.

Action Required: None

2. Completed and submitted the FCC AgriSpirit Fund for the HVAC.

Action Required: None

3. Fire Department requesting an updated civic address as per the fire agreement.

Action Required: The secretary will send our updated data base to the Fire Department, no further action required.

4. Cambrian Insurance emailed information regarding COVID-19 protocols, waivers and facility use.

Action Required: Pam said it is for inside swimming pools/events etc., no further action required.

5. Email asking for the contact information for the fire chief.

Action Required: Forward this to the fire department, no further action required.

6. Email from MNDM for Post COVID-19 Professional Services Relief Program.

Action Required: None

7. Email from MNDM for COVID-19 Energy Assistance Program for small business and registered charities.

Action Required: None

8. Email from MNDM for Tourism Industry COVID-19 Impacts Survey is now open.

Action Required: None

9. Sandra Gendron contacted MOF regarding tax bills and they said they will be coming out in October to be due November and December.

Action Required: None

10. Email asking if we had any bylaws for putting a trailer on a lot.

Action Required: No bylaws, but would require a permit for septic, well, driveway. A 911 sign they will have to contact the LSB.

11. A letter regarding WSIB Financial Relief Package Repayment. Also notice of annual meeting for Workplace Safety & Prevention Services.

Action Required: None

Committee Reports

Library (Pam) None

Recreation

(Kerry, Greg) Thank you to Al Dare for repairing the government dock.

Fire (Gilbert)

Trash & Treasure will be open Saturdays until Thanksgiving.

911 (Kerry)

None

Administration

(Pam) None

New Business

None

Pay Bills:

8 bills presented to be paid.

Albert Lamb \$1,155.00 (August cleaning and grass cutting)

Steve Davis \$100.00 (911 signs)

Weaver-Simmons \$3,578.98 (interim legal fees)

Nathon Culin Sewage Services \$226.00

North Bay Security Communications \$88.14

Peggy Whitehead \$3,843.40 (honorarium, office supplies, water test)

Dianne Feasby \$363.95 (Overdrive on-line books)

The following bills have already been paid

Hydro \$102.35

Kerry said that Albert had to do a lot of dump runs as someone was putting their garbage at night and couldn't see who was doing this as they were hiding their face. Motioned to pay bills by Greg, 2nd by Gilbert, all in favour, motion passed.

Public Comment

1. Marla Booth suggested that Pickle Ball is a popular outside sport.

Action Required: The Board will look into this.

2. Mike Legault said the Board did a good job.

Action Required: None

Meeting adjourned at 8:12 p.m.

Next meeting will be on October 15th, 2020 at 7:00 p.m.

Prepared By

Peggy Whitehead

Peggy Whitehead

Secretary/Treasurer

Posted on September 22, 2020