



LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT
PO Box 148, Port Loring, Ontario P0H 1Y0
secretary@loringslb.com (705)757-3947

Minutes of Board Meeting September 19, 2019

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

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

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 7:07 p.m.

Conflicts: None

Minutes Motion to accept the minutes of August 15th, 2019 and the 2 from August 29, 2019 by Tanya, 2nd by Earl, all in favour, motion carried.

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

Critical Path: Keys, Robert's Rules books and all bills to be in by September 30, 2019

Bylaws, Motions and Notices of Bylaws:

Bylaw 2019-17 To authorize Steve Davis to provide installation services for 911 signs for the Loring Services Board at a cost of \$100.00 per sign. Motion by Tanya, 2nd by Earl, all in favour, bylaw passed.

Gilbert also mentioned that the same contractor could install boat launch signs on the highway. Board said the new Board can decide on 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 – **ongoing**.

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. The meeting has been set for September 25, 2019 at 10 a.m.

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.

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 – **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. 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 – **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 MNDM said there could be funding coming up for this – **ongoing**.

Unfinished from June 20, 2019

The bill from PSL for \$5,313.26 for the engineer for the ACC, the Board did not sign, Earl will investigate. Earl will do a reply to PSL establishing his complaint and try to negotiate the cost. Letter has been sent, but no reply. PSL said they have forwarded the letter to Tall Pines. Earl has received a revised invoice of \$3,882.68. The Board said that we will not issue a cheque

and will notify PSL that the Board did not pay the revised invoice. Earl explained the background to the new Board so they can make a decision and Earl said he will be around if the new Board requires assistance.

Unfinished from August 15, 2019

Earl received quotes for the HVAC and the lowest was \$74,015.00 plus HST and 2 others at 107,240.43, \$133,600.00 and Earl told them to hold off as it was too much on what they had budgeted for and he will investigate further. He has received another quote from Purdons at \$77,000.00 plus HST and offered to reduce the cost by for instance using satin finished versus galvanized, etc. Earl said Larry called KRB regarding the cement pads, they were too extravagant and Gilbert said he will check.

Brian Fox had some questions on 911 on Jack's Lane. Tanya said she will check – **ongoing**.

Complete from August 15, 2019

Property owner asked to re-name a road and get new 911 numbers. Tanya said all roads have to come from MTO, otherwise in an emergency situation they will not know where the road is. Tanya will discuss with the property owner. Steve Davis has looked after this.

Correspondence

1. WSIB proxy due September 6, 2019.

Action Required: None

2. Email asking about rules for campfires.

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

3. Email asking where hazardous material goes since the landfill does not accept it.

Action Required: The secretary referred them to Environment Canada, no further action required.

4. Email asking how to find out where the property lines are on his property.

Action Required: The secretary informed that it would be by a surveyor, no further action required.

5. Ontario's Information and Privacy Commissioner is having a free special event on October 11, 2019 from 8-11 a.m.

Action Required: None

6. Email asking who to contact to purchase shoreline property.

Action Required: The secretary informed them to contact MNR, no further action required.

7. Annual Survey from the 911 data team due September 21, 2019.

Action Required: The secretary will complete, no further action required.

8. Email from MTCS with their 2019 Typical Week survey.

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

9. Email from the WSIB – “making your workplace safer is about to get easier” the session is on October 31, 2019 from 9-11 a.m. in North Bay.

Action Required: None

10. PBL Insurance asking for an Experience Letter (loss run) to be able to quote.

Action Required: Debbie said that the Board had issued a bylaw to change insurance brokers from Cambrian to PBL, but when she asked MNM they said that the insurance has to follow the fiscal year. Therefore the bylaw was rescinded. Debbie will get quotes from both and forward to the new Board for them to make a decision.

11. MOF has sent in a form for a credit for taxes of \$219.15.

Action Required: The secretary has filled out the form and returned, no further action required.

12. Letter asking us to join Zip Recruiter when hiring.

Action Required: None

13. 8 outstanding 911 sign bills from 2011-2014 and asked the Board if they would consider writing them off.

Action Required: Motion of Tanya, 2nd by Gilbert, all in favour, Debbie said we will write them off, but not forget, motion carried.

14. Email asking who supplies propane in the area?

Action Required: The LSB said they would not give referrals as they might miss someone and to check the yellow pages, no further action required.

15. Public Library Operating Grant application deadline is October 24, 2019.

Action Required: The secretary will reply, no further action required.

16. Ministry of Transportation has advised the Board that for our 2 LSB signs on Hwy 522 we will have a new permit system that will be issued for five-years. Starting in 2020 you have to apply for the new permit no later than March 31, 2020. The cost will be \$770.00 each per sign.

Action Required: The secretary will add this to the critical path as a reminder, no further action required.

Committee Reports

Library (Earl) Book fair will be in October, date to be advised.

AC (Gilbert & Earl) Tanya said the posts for the netting will be in tomorrow or Monday, when complete Debbie will contact Point North to install the nets. Mike Legault presented to the Board an update and drawing on the pavilion. They have raised half of the cost of the pavilion and should be completed in the spring.

ACC (Larry) Larry will check the outlet by the thermostat and if he can't fix it he will get someone else.

Fire (Tanya) Peggy presented the Fire Department's audit, motion to accept the audit if the secretary of the fire department is sure the figures are satisfactory with the audit, 2nd by Earl, all in favour, motion passed. Andy Hutchins said the Fire Department had a meeting with the auditors and everything was on par. Tanya said it looks like it was a clean audit.

911 (Gilbert,Tanya)Tanya will work on the SOP with Kerry Booth and Steve Davis.

Website (Debbie) None

Events/Grant (Debbie)
None

New Business

None

Pay Bills: 16 bills presented to be paid.

North Bay Mat Rental \$49.72

2 for MOF - \$150.00 each (sign permits)

North Bay Security \$232.22

Piotrowski Consultants Ltd. \$6,550.61 (Engineer for HVAC)

Larry Bain \$300.00 (911 signs)

Dianne Feasby \$350.00 (dvd's)

Whitehots Inc. \$463.04(books)

Albert Lamb \$1,595.00 (August cleaning & grass cutting)

Steve Davis \$700.00 (911 sign installation)

Port Loring Home Building \$364.45

Peggy Whitehead \$3,742.40 (Honorarium, water test, office supplies)

Bell Canada \$382.41

Nathon Culin \$226.00

The following bills have already been paid

Hydro One \$218.77

Bell Canada \$382.41

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

Public Comment

1. Debbie thanked the Board, Peggy and the public for all that they had accomplished this year.

Action Required: None

2. Mike Legault also thanked the Board.

Action Required: None

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Meeting adjourned at 8:09 p.m.

Next meeting will be on October 17, 2019 at 7:00 p.m.

Prepared By

Peggy Whitehead

Peggy Whitehead

Secretary/Treasurer

Posted on September 25, 2019