



LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT
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Minutes of Board Meeting October 15, 2020

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

Attending: Pam Dekoter, Gilbert Moore, Greg Schippers, Kerry Booth, Mike Legault 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 7:00 p.m.

Conflicts: None

Minutes Motion to accept the minutes for September 17, 2020 regular meeting by Kerry, 2nd by Greg, all in favour, motion carried.
Motion to accept the minutes for September 17, 2020 new board meeting by Mike, 2nd by Greg, all in favour, motion carried.

Financial Report: Peggy presented the financial statement for September 30th, 2020. Motion to accept by Gilbert, 2nd by Mike, all in favour, motion carried.

Critical Path: Board to sign the conflict of interest bylaw 2016-23. Budget to be approved by December 1st, 2020. Board will meet at the ACC on November 5, 2020 at 7 p.m. for the budget and Andy Hutchins will present the fire budget to the Board October 31, 2020 at 10 a.m.

Bylaws, Motions and Notices of Bylaws:

Bylaw 2020-06 Enter into a contract with Hilary Chambers to maintain the website for the LSB of Loring, Port Loring & District for the fiscal year 2020/2021 and the rate will be \$1,528.00 per fiscal year. Motion by Kerry, 2nd by Mike, all in

favour, bylaw passed. Kerry mentioned that we should tender it out next year.

Received one tender from Albert Lamb at \$27.50/hr and \$50.00/dump run. Albert's insurance goes to May 2021 and will issue a copy of the insurance on renewal.

Bylaw 2020-07 Enter into a contract with Albert Lamb for a Janitor for the Argyle Community Centre and the Activity Centre at a rate of \$27.50/hr plus \$50.00/dump run for the fiscal year 2020/2021. Motion by Mike, 2nd by Kerry, all in favour, bylaw passed.

Bylaw 2020-08 Enter into a contract with Moore Propane for fuel at a rate of \$.18 above their cost for the Argyle Community Centre ending September 30, 2021. Motion by Greg, 2nd by Mike, all in favour, bylaw passed.

Received one tender from Hampel Contracting at \$305.00/plow and sand. His insurance expires on November 28, 2020 and the secretary will ask for a copy of the renewal.

Bylaw 2020-09 Enter into a contract with Hampel Contracting for snowplowing at the Activity and the Argyle Community Centre for the winter months of 2020/2021 as per the tender. The rate paid shall be \$ 305.00 per plow and sanded. Motion by Greg, 2nd by Kerry, all in favour, bylaw passed.

Bylaw 2020-12 Approve the LSB funding agreement between the Local Services Board of Loring, Port Loring & District and the Ministry of Northern Development and Mines for the Board year October 1, 2020 to September 30, 2021. Motion by Kerry, 2nd by Mike, all in favour, bylaw passed.

We did not receive tenders for Rink and Deflector Roof, the secretary will post these again to be ready for the next meeting and will let Pam know to post them on facebook.

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. Kerry hopes to have this ready for the next meeting. Gilbert suggested that we have a book of 911 data base for each road, similar to what Restoule F.D. has, in all fire trucks. Kerry said that dispatch looks after this and they are given the data base – **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. Kerry will get a quote for what we will require. Mike said the reasoning for this as they thought this could be a warming/cooling centre if the Legion runs out of room in a crisis – **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. 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 spring**.

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 until February**.

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. Mike will check to see where he can purchase the bolts and get the cost for the budget – **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 September 17, 2020

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 – **ongoing**.

Marla Booth suggested that Pickle Ball is a popular outside sport. The Board will look into this. Marla will get the cost for the netting and present to the Board to be added to the budget.

Complete 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. Relevant information was not received from PBL in time to make a decision regarding switching insurers.

Complete from June 18, 2020

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

Correspondence

1. Email from MTCS for the 2020 Typical Week Survey.

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

2. Email from MNDM for Broadband Grants for small business.

Action Required: None

3. Email asking who to contact regarding Ess Narrows Landing.

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

4. Email from OFM regarding Modernization of NFPP Health and Safety Programs.

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

5. Email from MNMNDM advising that Ontario launches Recovery Program, it is a \$25,000.00 (100% grant) for helping businesses adapt to health guidelines and protecting employees and customers. It can be costs incurred to date, or things that you need to do in the future, that is within approximately, the next 6 months. You can contact Melanie Alkins at MNMNDM if you need help filling the form out. Melanie is having a zoom meeting tonight at 7 p.m.

Action Required: None

6. Email asking for permission to run a cable under a road.

Action Required: Forward to the Local Roads Board, no further action required.

7. WSIB premium rate will remain the same for 2021 as it was in 2020.

Action Required: None

8. Email asking if there are any building restrictions on lake front.

Action Required: The secretary said there are no building permits, but they should contact NAPB and MNR, no further action required.

9. Email from the Fire Department asking to rent the hall for 2 weekends for CPR/First Aid courses and asked if we would sponsor?

Action Required: The Board said they would, no further action required.

10. Email from MPAC advising that they are looking at designing a product tailored to LRA and LSB in the North and asking the secretary and/or chair to participate on November 2, 2020 via webinar/teleconference if we are interested.

Action Required: The secretary will attend and advise the Board.

11. Elections Canada asked if the ACC would be available if there was a Federal Election this year or spring 2021. Also asked what challenges they will encounter with COVID-19.

Action Required: The secretary told them they have to follow all COVID-19 rules, no further action required.

12. Email from Modifications 911 for a survey that is being sent out the week of October 26th.

Action Required: None

13. A bank confirmation to be signed and returned from the auditors.

Action Required: This was signed and the secretary will mail it to the auditors, no further action required.

14. Hilary Chambers sent an email regarding Virtual Business Round Table with MPP Norm Miller and MP Scott Aitchison on October 16th at 9 a.m. The LRBA is attending and she asked the Board if they would like to attend.

Action Required: Pam said she could not attend and she had sent an email with her concerns on cell towers and broadband for the area on behalf of Pam, not the LSB.

15. Received a letter of complaint from a property owner regarding boat launches and had asked if this could be read at the meeting and to be included in the minutes.

Action Required: The secretary read the letter; Gilbert gave us a history of the boat launch on Dobbs Lake. Kerry said that even though this was in the budget Pam was to get clarity on whether it was an eligible or ineligible expense. Pam could not get a clear answer from MNDRM, but a long time member of the Restoule Board confirmed that it would be an ineligible expense. The Restoule Board operates and maintains the 3 boat launches in their area because they formally took over the operation and maintenance by agreement with MNRF. By comparison we have 17 plus in our area. The only way for our Board to maintain/upgrade the launches in our area as an eligible expense would be to formally take them over from MNRF. This would have a significant impact on the LSB tax levy for the residents of the area. Unfortunately, with the best intentions to ensure that the fire department could launch the boat if needed in an emergency, a Board member told the contractor to go ahead. Kerry reminded that this was unacceptable and told the Board before you hire a contractor it must be presented to the board for their approval. There will not be any more repairs to boat launches in the future. A bylaw from 2016-15 will be rescinded at the next meeting. Gilbert said if we do not maintain boat launches for fire or medical issues of people living on the waterways, we should not be charging 911 levy for those residents who are water access only. Greg said that 911 is for all emergency service such as a car accident. Kerry said that the last time he checked with the Fire Department, they had no issues accessing any of the landings in our coverage area. Pam will draft a response to the letter from the property owner for the Board to review, no further action required.

16. Email asking about septic, wells and infrastructure if they require permits.

Action Required: Contact the MOE for septic, they have to have a permit for wells and to contact the NAPB, no further action required.

Committee Reports

Library (Pam) None

Recreation
(Greg/Mike) Kerry asked who owns the sign at the dock and the Board said it was Buchanan's. Pam mentioned that the docks are still there as the contract has ended. Mike said they usually remove the docks after hunting season.

Fire (Gilbert) Fire Department meeting will be on October 21, 2020.

911 (Kerry) The snowmobile club asked if they can do the trails on the back of LSB property in exchange for making hiking/walking trails for us. The Board all agreed.

Administration
(Pam) Once the budget is done Pam will check under Grants Ontario for funding.

New Business

Mike mentioned the sign that is at Buchanan's for Naganosh Landing and asked if the Board wanted to remove part of the wording so Moore's would pay the donation. The Board did not want to go ahead with this as it has been too long.

Pay Bills: 8 bills presented to be paid.

Albert Lamb \$1,322.50 (September cleaning and grass cutting)

Port Loring Home Building Centre \$16.14

Cambrian Insurance \$16,057.44

Dianne Feasby \$123.56 (Overdrive on-line books)

Moore Propane \$1,215.60

Hilary Chambers \$1,528.00 (website)

The following bills have already been paid

Hydro \$102.82

Bell Canada \$388.40

Motioned to pay bills by Mike, 2nd by Greg, all in favour, motion passed.

Public Comment

None

Meeting adjourned at 8:17 p.m.

Next meeting will be on November 19th, 2020 at 7:00 p.m. for the budget meeting

Prepared By

Peggy Whitehead

Peggy Whitehead

Secretary/Treasurer

Posted on October 26, 2020