



LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT  
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**Minutes of Board Meeting October 17, 2019**

The minutes can also be viewed on our website: [www.loringslb.com](http://www.loringslb.com)

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

**Conflicts:** Tanya will for snowplowing tenders

**Minutes** Motion to accept the minutes of the previous board for September 19th, 2019 by Kerry, 2<sup>nd</sup> by Tanya, all in favour, motion carried.  
Motion to accept the minutes of the current board for September 19th, 2019 by Greg, 2<sup>nd</sup> by Tanya, all in favour, motion carried.

**Financial Report:** Peggy presented the financial statement for September 30th, 2019.  
Motion to accept by Tanya, 2<sup>nd</sup> by Kerry, all in favour, motion carried.

**Critical Path:** Budget to be approved by December 1, 2019

**Bylaws, Motions and Notices of Bylaws:**

**Bylaw 2019-19** Enter into a contract with Albert Lamb for a Janitor for the ACC and the AC at a rate of \$25.00/hour plus \$50.00/dump run for the fiscal year 2019/2020. Motioned by Tanya, 2<sup>nd</sup> by Greg, all in favour, bylaw passed.

**Bylaw 2019-20** Enter into a contract with Hilary Chambers to maintain the website for the LSB of Loring, Port Loring & District for the fiscal year 2019/2020

and the rate will be \$1,527.96 per fiscal year. Motioned by Tanya, 2<sup>nd</sup> by Kerry, all in favour, bylaw passed.

Received 2 bids for fuel and one did not quote. The quotes were based on October 3<sup>rd</sup> rack price. Jim Moore's was \$.9017/litre plus tax and Parkland was \$.9634 including HST.

**Bylaw 2019-21** to enter into a contract with Parkland Fuel for fuel at a rate of based on the price given on October 3, 2019 for the ACC ending September 30, 2020. Motion by Kerry, 2<sup>nd</sup> by Gilbert, all in favour, bylaw passed.

3 bids for snowplowing/sanding, M & T Buchanan was \$139.50 for plowing and \$125.00 sanding; Hampel Contracting \$255.00 snowplowing and \$75.00 sanding; Mike Legault was \$125.00 for plowing and \$90.00 for sanding. The Board asked Mike Legault if his bid would change as now independent workers can get WSIB and he said no. Kerry said it should be plowed and sanded every time and for this to be added to the tenders for next year.

**Bylaw 2019-22** to enter into a contract with Mike Legault for snowplowing at the AC and the ACC for the winter months of 2019/2020 as per the tender. The rate paid shall be \$125.00 per plow and \$90.00 per time sanded. Motion by Gilbert, 2<sup>nd</sup> by Kerry, 3 in favour, Tanya abstained, bylaw passed.

Received one bid for the rink and it was Mike Legault.

**Bylaw 2019-23** to enter into a contract with Mike Legault for a rink attendant for the winter season of 2019/2020 at a rate of \$25.00/hour. Training if required. Motion by Tanya, 2<sup>nd</sup> Greg, all in favour, bylaw passed.

**Bylaw 2019-24** to approved 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, 2019 to September 30, 2020. Motion to accept by Kerry, 2<sup>nd</sup> by Tanya, all in favour, bylaw passed.

## **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 – **tabled until February 2020.**

### **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 21<sup>st</sup>, 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. Tanya will follow up with OFM.

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 – **tabled until HVAC is decided.**

### **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 16<sup>th</sup>, Gilbert suggested getting a flex beam to be put up by the playground for child safety. Motion to move forward with this by Gilbert, 2<sup>nd</sup> 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 – **tabled until May 2020.**

### **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. As of October 17<sup>th</sup>, 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 – **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. Pam will call MNDM and check – **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. Pam will call them and explain that we should only be charged for their time and travel; they should have declined when they did not know about box beams.

### **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. Purdons will come in the next couple of weeks and they may be able to lower the price by \$25,000.00. Kerry will meet with them and bring their recommendations to the board.

Brian Fox had some questions on 911 on Jack's Lane. Tanya said she will check – **tabled until February 2020.**

### **Complete from September 19, 2019**

PBL Insurance asking for an Experience Letter (loss run) to be able to quote. 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. Pam had sent the experience letter from Frank Cowan. The old quote was around \$1,000.00 cheaper and includes liquor, but since we had not received a quote the Board will investigate this year and hopefully the new Board will be able to make a decision.

### **Correspondence**

1. Email from WSIB announcing that their premium rate is down 17% for 2020.

**Action Required:** None

2. Email from the Ministry of Municipal Affairs and Housing regarding a Building Code Services Transformation.

**Action Required:** None

3. Email asking about a tax certificate and building/zoning.

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

4. Newsletter from CENGN marketing on getting ready for the CENGN Summit which is Canada's #1 event for next generation network technology.

**Action Required:** None

5. Office of the Employer regarding a free webinar on WSIB rate framework.

**Action Required:** None

6. Questions on recycles

**Action Required:** The secretary referred them to the landfill committee, no further action required.

7. MTCS for a fund webinar for Investing in Canada Infrastructure Program (ICIP) is a cost-shared infrastructure funding program between the federal government, provinces and territories, and municipalities and other recipients. This program will see up to \$30 billion in combined federal, provincial and other partner funding, under four priority areas, including Community, Culture and Recreation.

**Action Required:** The secretary will post this on our website, no further action required.

8. A \$20,000.00 cheque from FCC and will be deposited and reimbursed to the Legion.

**Action Required:** None

9. Ministry of Children, Community and Social Services Emergency Management Unit asking for assistance for several upcoming focus groups. This would be beyond the LSB responsibility.

**Action Required:** Pam said to forward this to the Fire Department, no further action required.

10. An invitation to join the Greater Sudbury Watershed Alliance.

**Action Required:** None

11. Bank confirmation from the auditors to be signed and returned.

**Action Required:** The secretary will get this signed and returned, no further action required.

12. Letter from Hydro notifying us that they are switching us to time of use electricity prices.

**Action Required:** None

### **Committee Reports**

Library (Pam) Book fair will tentatively be on October 30-November 1, 2019. The library budget is in and there is a full board. The secretary said the grant is submitted for this year.

Recreation

(Kerry, Greg)

For the netting, M & T Buchanan installed the poles and they are 7 feet too wide and the last pole will have to be moved. Point North will deliver the material that they have paid for and we will reimburse them for this. Work will proceed in the spring. Kerry wants to have a meeting next week with the recreation committee to get ideas for the budget.

Fire (Gilbert)

Andy wants to discuss the Fire Department's budget in the next couple of weeks.

911

(Tanya, Kerry)

None

Administration

(Pam)

None

### **New Business**

Tanya would like to have special occasions put on the sign and will email to the Board with her ideas.

### **Pay Bills:**

14 bills presented to be paid.

North Bay Mat Rental \$24.86

Hydro One \$262.38

Royal Canadian Legion \$20,000.00 (FCC reimbursed)

Hilary Chambers \$1,527.96 (website)

Buchanan Hardware \$16.67

Dianne Feasby \$93.65 (dvd's)

Whitehots Inc. \$50.78(books)  
Albert Lamb \$1,215.00 (September cleaning & grass cutting)  
Port Loring Home Building \$277.26  
Point North \$11,535.96  
Cambrian Insurance \$15,401.88  
Bell Canada \$382.41  
Trillium Municipal Supply \$2,514.25  
The following bills have already been paid  
BDO Canada \$3,390.00 (Fire Department Budget)  
Motioned to pay bills by Kerry, 2<sup>nd</sup> by Greg, all in favour, motion passed.

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.

### **Public Comment**

1. Earl Reading asked who is on the recreation committee.  
**Action Required:** Kerry said he is not sure who will show up and will advise at the next meeting.
2. Earl Reading asked the secretary if there was a bylaw for advertising on the LSB property.  
**Action Required:** 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 of SOP.
3. Rod Hampel asked if Gilbert was saying that the sagging was caused by the temperature difference between warm air from the hall meeting the cold air in the attic and the resulting condensation. He said that if there was proper insulation in the attic the temperature in the attic would be the same as the outside and there would be no condensation and no sagging.

**Action Required:** None

Meeting adjourned at 8:52 p.m.

**Next meeting will be on November 21, 2019 at 7:00 p.m. for the Budget Meeting**

Prepared By  
*Peggy Whitehead*  
Peggy Whitehead  
Secretary/Treasurer

Posted on October 24, 2019