



LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT
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Minutes of Board Meeting October 20, 2022

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

Attending: Pam Dekoter, Mike Legault, Kaleb Summers, Lindsay Lemasurier and Peggy Whitehead
Absent: Kerry Booth

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 (**MND**), North Almaguin Planning Board (**NAPB**)

Meeting brought to order by Pam at 6:59 p.m.

Conflicts: Potential conflict by Kaleb regarding M&T Buchanan

Minutes Motion to accept the minutes for the September 15, 2022 meeting by Lindsay, 2nd by Mike, all in favour, motion carried.
Motion to accept the minutes for the September 15, 2022 new board meeting by Lindsay, 2nd by Kaleb, all in favour, motion carried.

Financial Report: Peggy presented the financial statement for September 30, 2022. Motion to accept by Kaleb, 2nd by Mike, all in favour, motion carried.

Critical Path: Budget has to be approved by December 1, 2022.

Bylaws, Motions and Notices of Bylaws:

Bylaw 2022-04 Authorize the secretary/treasurer Peggy Whitehead and one or more members of the Board Pam Dekoter or Mike Legault to be signing officers on behalf of the Board for the fiscal year 2022/2023. Motion to approve by Lindsay, 2nd by Kaleb, all in favour, bylaw passed.

Bylaw 2022-05 Enter into a contract with Hilary Chambers to maintain the website for the LSB of Loring, Port Loring & District for the fiscal year 2022/2023 and the rate will be \$1,560.00 per fiscal year. Motion to approve by Lindsay, 2nd by Kaleb, all in favour, bylaw passed.

One tender received from Albert Lamb for janitor at a rate of \$27.50/hour and dump run of \$55.00/per trip.

Bylaw 2022-06 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/hour and dump run of \$55.00/per trip for the fiscal year 2022/2023. Motion to approve by Lindsay, 2nd by Mike, all in favour, bylaw passed.

One tender received from Hampel Contracting for snowplowing at a rate of \$330.00/plow and sand plus tax and \$24.50 plus tax for pickled sand.

Bylaw 2022-07 Enter into a contract with Hampel Contracting for snowplowing at the Activity Centre and the Argyle Community Centre for the winter months of 2022/2023 as per the tender. The rate paid shall be \$ 330.00 plus tax per plow and sanded. Plus pickled sand at \$24.50 plus tax. Motion to approve by Lindsay, 2nd by Kaleb, all in favour, bylaw passed.

Bylaw 2022-08 There was no tender for the rink attendant, the secretary will repost.

Bylaw 2022-09 Approve the Insurance Contract between the Local Services Board of Loring, Port Loring and District and Brokerlink Insurance, covering the period of October 1, 2022 to September 30, 2023 in the amount of \$22,795.56. Motion of approve by Lindsay, 2nd by Mike, all in favour, bylaw passed.

The Board will look into other insurances in the new year.

Bylaw 2022-10 Enter into a contract with Town & Country Electrical for a generator at the ACC at a cost of \$30,000.00 including HST and this will be taken out of recreation reserves. Motion to approve by Kaleb, 2nd by Mike, all in favour, bylaw passed.

Unfinished Business:

Unfinished from December 20, 2018

Debbie mentioned getting a wired in generator in case the power goes out. As of September 15, 2022, Kerry received a quote from Town & Country Electrical for \$30,000.00 including tax. Motion to accept the quote by Mike, 2nd by Kaleb, all in favour, motion passed. A bylaw will be ready for the next meeting. A bylaw was done on October 20, 2022 and waiting on delivery and installation – **ongoing**.

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. M&T Buchanan have asked for a settlement meeting. Settlement meeting is set for July 21, 2021. Pam said no progress was made toward a settlement, therefore we're on to the next steps. The Board will decide when they do the budget on whether they will go to court. Court date is set for July 26, 2022. Kaleb inquired about his potential conflict regarding this matter, specifically if he was permitted to be present for any and all discussion relating to the matter, the Chair indicated that he was not. The court date got postponed until December 20, 2022 - **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. The Board will discuss a draft to be ready for the next meeting. Board will be working on a SOP. Kerry has a bylaw from Powassan and will forward this to the Board for their review. The Board discussed and is looking at no commercial advertising, only signs for donations which will have to be maintained by the owner - **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 are 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. Greg said most of the bolts had broken off and will have to drill them out. This is not an issue for now as the boards are secure and will look at this in the warmer weather to drill the broken bolts out. Also, Pam asked about the two lights at the rink that were out. A tender will be done for the bolts and lights. Kerry said he will get a couple of quotes for the lights and email them to the Board. Albert said there is a spare light at the rink. Kerry will check the boards at the rink to see what can be done. As of July 21, 2022, the Board will get an electrician to look at the lights and the timer, Kerry will make some calls. Greg said Riverside was to come in, but never showed up. Mike said he will ask someone else. Mike will contact the electrician. Lindsay checked the rink boards and said when water comes in it pushes the boards up then breaks the bolts. He said that there should be silicon on the seams of the board and they will look into this. Lindsay will purchase an easy out tool to remove the broken bolts. Mike received a quote from Electrified General Contracting for \$8,150.00 plus tax and will install 20 of the new LED fixtures and saving some of the old for emergency repairs. They will also check the electrical to make sure it is okay. Motion by Mike to accept the quote, 2nd by

Kaleb, all in favour, motion passed. A bylaw will be done at the next meeting. No one else showed up to give us a quote. Lindsay motioned that we should increase the amount to \$5,000.00 before we tender it out, 2nd by Mike, all in favour, motion passed – **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. Kerry has Joe Whitmill's contact for maps and needs the parcels for the properties, the secretary will get the parcels and advise. Kerry will call them and if they say no higher than \$200.00, he will tell them to go ahead – **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. The cost to remove the 2 poles will be around \$100.00. Kerry will call the contractor for the netting to find out when they can install. The poles are down and waiting for netting. Kerry will get an estimate to move the fence. Kerry will check into the pole depth with Aultman's. The letter was received from Point North and Pam asked Kerry if he would check with them again if 3 feet in the ground and 2 feet piled around the pole, would this hold up for the netting. Kerry will request written confirmation from Point North indicating whether or not it would have been safe to install the netting on the final 3 poles because of the way they were put in. Point North said they would not guarantee that it would be safe and the netting would fail. Kerry will check with Point North to see when they can install half of the netting - **ongoing**.

Unfinished from February 17, 2022

Albert Lamb said there is no heating vents in the washrooms. The Board will look into this. Kerry will call the person that installed the HVAC. Pam will call Ainsworth **again** – **ongoing**.

Unfinished from March 17, 2022

Kaleb will check on the Library agreement. WHMIS will be required for Library volunteers; Kaleb will look into an online course for the volunteers. A question on a penalty for books that are not returned and the NNDSB wants a 5-year agreement. The Board said the library can decide the penalty as they do not get any budget from MNDM, the Library gets their income from grants. The Board said it will be okay to sign a 5-year agreement since there is no money exchange. Kaleb will get the final agreement and advise the Board. Kaleb has sent the amendments to the NNDSB and they have sent it to the appropriate people – **ongoing**.

Unfinished from April 21, 2022

There was a recommendation to service the UV system. The Board will discuss this at the next meeting. The Board will discuss with Albert to see if he can do this – **ongoing**.

Unfinished from July 21, 2022

Kerry said we need a couple of loads of gravel at the ACC and will check the price and advise the Board. Mike will ask Myles Brooks for some gravel – **ongoing**.

Complete from April 21, 2022

Greg is looking into getting wood chips for under the playground equipment. Greg phoned and emailed but no reply. Kerry said to check at Trout Creek feed store and get a price from them. Mike will pick up 10 bags. Mike and Lindsay have picked up the chips.

Complete from September 15, 2022

The Library Board is asking if the library is covered by the LSB under their umbrella. The secretary has asked the insurance to verify this and will advise. The insurance said that if the Library is not incorporated on their own then both the board and volunteers would be covered under the LSB policy.

Correspondence

1. Email from the MTCS asking for submissions for the 2022 Ontario Public Library Service Awards by October 21, 2022.

Action Required: The secretary has forwarded this to the Library, no further action required.

2. Email asking who to contact in the Ministry and asking about LSB taxes.

Action Required: The person was from Sudbury area and I said they would have to contact MND in Sudbury, no further action required.

3. Email from Northern Policy Institute for a Measurement Month Webinar on October 19, 2022.

Action Required: None

4. Email with two questions regarding the roads.

Action Required: The secretary has forwarded this to the LRB, no further action required.

5. Email from MTCS with their 2022 Typical Week Survey.

Action Required: The secretary forwarded this to the Library, no further action required.

6. Email for the Information & Privacy Commissioner launches its first-ever Transparency Challenge.

Action Required: None

7. Email from LSB in Britt asking which broker we deal with for our insurance.

Action Required: The Secretary replied that it is Brokerlink, no further action required.

8. Email asking who is in charge of water and septic.

Action Required: The secretary replied to contact Health Unit and Mattawa-North Bay Conservation Authority, no further action required.

9. Email with a complaint about loud music at the rink.

Action Required: The secretary replied that we have no bylaws for noise, no further action required.

10. Email asking about building.

Action Required: The secretary emailed the letter for building in an unorganized township, no further action required.

11. Email asking for permits to replace shingles.

Action Required: The secretary replied that the LSB does not issue permits and sent the letter building in an unorganized township, no further action required.

12. Email from the Almaguin Adult Learning Centre with their monthly calendars and the secretary asked if this should be on our website?

Action Required: The Board said that we will not post as it is not in our area, no further action required.

13. Email asking about property taxes.

Action Required: The secretary replied to contact MOF, no further action required.

14. Email of the Office of the Employer Adviser with an invitation to free webinar sessions on WSIB topics.

Action Required: None

15. Email from MTCS for the 2021 Ontario Public Library Statistics is now available.

Action Required: The secretary has forwarded this to the Library, no further action required.

16. Email asking for a dump pass?

Action Required: The secretary replied to contact Mike Legault, no further action required.

Committee Reports

Library (Kaleb) Still waiting on the agreement. Library budget has been approved and there are new board members.

Recreation
(Lindsay, Mike) Wood chips have been added to the playground. Kaleb will be added to the recreation committee.

Fire (Mike) T&T raised over \$41,000.00 this year. Pam will ask the Fire Department board about cameras. Lindsay will be added to Fire.

911 (Kerry) The secretary has updated the maps with the new roads and sent to CACC, Fire Department and Bell 911.

Administration
(Pam) None

New Business

The ACC floor will be on the budget.

Pay Bills: 14 bills presented to be paid.

Bell Canada – \$422.88

Hydro One - \$212.66

Steve Davis - \$200.00

Brokerlink Inc. - \$22,795.56 (insurance)

Trillium Municipal Supply \$1,131.38 (911 signs)

Albert Lamb - \$1,662.50 (September cleaning & grass cutting)
Dianne Feasby - \$90.10 (books & stamp)
Whitehots - \$393.18
Julie Shaw - \$230.05 (books)
Hilary Chambers - \$1,560.00 (website)
Lindsay Lemasurier - \$112.55 (playground chips)
Lone Wolf Property Services - \$96.05
North Bay Mat Rental - \$49.72
Port Loring Home Building Centre - \$85.83

Motioned to pay bills by Kaleb, 2nd by Lindsay, all in favour, motion passed.

Public Comment

1. Linda Albright and Julie Shaw made a presentation to the LSB in support of potential recreation groups for youths.

Action Required: The Board will look into this when they discuss the budget, no further action required.

Meeting adjourned at 8:33 p.m.

Next meeting will be on Thursday, November 17, 2022 at 7:00 p.m. Budget Meeting

Peggy Whitehead

Peggy Whitehead
Secretary/Treasurer

Posted on October 26, 2022