



LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT
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Minutes of Board Meeting November 21, 2019

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

Attending: Pam Dekoter, Gilbert Moore, Greg Schippers, Kerry Booth, Tanya Buchanan, Peggy Whitehead and 15 community members

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 7:01 p.m.

Conflicts: None

Minutes Motion to accept the minutes for October 17th, 2019 by Greg, 2nd by Kerry, all in favour, motion carried.

Financial Report: Peggy presented the financial statement for September 30th, 2019 Final. Motion to accept by Kerry, 2nd by Tanya, all in favour, motion carried. Peggy presented the financial statement for October 31st, 2019. Motion to accept by Tanya, 2nd by Greg, all in favour, motion carried.

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

Bylaws, Motions and Notices of Bylaws:

Andy Hutchins presented the Fire Department's budget and Pam presented the LSB budget. Tim Gehrke asked a question on fire equipment budget and Andy said it was in the budget. Sandra Gendron asked if there will be any upgrades on the ACC and Kerry said they will be only working on the HVAC.

Bylaw 2019-25 Authorize the Ontario Ministry of Finance to collect the service fees on behalf of the Local Services Board of Loring, Port Loring and District for the fiscal year October 1, 2019 to September 30, 2020, for administration, recreation, library, emergency telecommunications and fire protection. The total budgeted amount per property for Administration \$7.01, Recreation \$34.60, Library \$0.00, Emergency Telecommunications \$0.00 and Fire Protection \$99.35 and the method of collection is Methodology 2. Motioned by Kerry, 2nd by Greg, all in favour, bylaw passed.

Bylaw 2019-26 Approve the Fire Contract between the Local Services Board of Loring, Port Loring and District and the Argyle Volunteer Fire Brigade, covering the period of October 1, 2019 to September 30, 2020 in the amount of \$250,552.00. Motioned by Gilbert, 2nd by Tanya, all in favour, bylaw passed.

Bylaw 2019-27 Approve the Insurance Contract between the Local Services Board of Loring, Port Loring and District and Cambrian Insurance, covering the period of October 1, 2019 to September 30, 2020 in the amount of \$15,401.88. Motioned by Kerry, 2nd by Tanya, all in favour, bylaw passed.

Bylaw 2019-28 Approve the Honorarium to be paid to the Secretary-Treasurer of the Local Services Board of Loring, Port Loring & District for the period of October 1, 2019 to September 30, 2020 in the amount of \$10,000.00. Motioned by Tanya, 2nd by Greg, all in favour, bylaw passed.

Bylaw 2019-29 Approve the Local Services Board of Loring, Port Loring and District budget for the Board fiscal year of October 1, 2019 to September 30, 2020, as presented at the November 21st. 2019 public meeting and the 1st Request for Payment from MNM. Motioned by Tanya, 2nd by Kerry, all in favour, bylaw passed.

Bylaw 2019-30 Approve the 2019-2020 budget for the Local Services Board of Loring, Port Loring & District. The Board will utilize Methodology 2 and set service fees for each property of **\$140.96** in the designated Board area for the fiscal year October 1, 2019 to September 30, 2020. The purpose of this service fees is to cover board administration, fire protection, emergency telecommunications, recreation, library, infrastructure improvements and reserves for contingencies for the entire board area. Motioned by Kerry, 2nd by Greg, 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 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. Tanya will follow up with OFM. Kerry said there are some small repairs in the kitchen and a sign to be up.

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 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 – **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 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 – **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 – **ongoing**.

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. Kerry said a contractor went over the system and said they went overboard for this type of building. The contractor said there will be lots of room for 2 furnaces and an air condition in the furnace room. Kerry will issue another tender.

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

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 – **ongoing**.

Earl Reading asked who is on the recreation committee. Kerry said he is not sure who will show up and will advise at the next meeting – **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 of SOP – **ongoing**.

Correspondence

1. MNM emailed a funding program called Advancing Northern Maple, next intake on November 18, 2019 to February 28, 2020 for maple syrup producers.

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

2. Free workshop on October 22, 2019 on how to get a business loan for a small business.

Action Required: None

3. OPP asking the LSB to provide our business number with the CRA for their PSAB/CERB agreement.

Action Required: The secretary answered, no further action required.

4. Agri-food Products and Productivity Program Intake December 9, 2019 to February 28, 2020.

Action Required: None

5. Kids Program asking if it could be held at the ACC?

Action Required: Since then they decided to stay where they are, no further action required.

6. Letter from M&T Buchanan regarding their bill to install three poles.

Action Required: Ongoing

7. Letter and forms received from Tinlids regarding the Forest of Reading.

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

8. MOF sent the refund of \$219.16 for overpayment on taxes.

Action Required: None

9. Powassan Business Symposium on November 13, 2019.

Action Required: None

10. Email asking the secretary to call him regarding questions on property.

Action Required: The secretary informed him to contact the North Almaguin Planning Board, no further action required.

11. Email from MNDM with the Ministry of Infrastructure for a Green Infrastructure Stream Funding Program by January 22, 2020 for water, wastewater, storm water projects and/or climate change and disaster mitigation. Also a webinar will be held on November 25, 2019, December 3, 2019 and January 14, 2020.

Action Required: None

12. CENGN Summit 2019 Program on November 13, 2019, also Northern Ontario Residential Broadband Project, expression of interest due December 3, 2019.

Action Required: None

13. Ministry of Heritage, Sport, Tourism & Culture Industry, formerly MTCS, with a Library Job Posting in Toronto.

Action Required: None

14. Property owner asked how far he can build from the water edge.

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

15. Bell Business Security and Automation for \$44.99/month for a 3-year contract.

Action Required: None

16. Email asking what township an address is in.

Action Required: The secretary answered, no further action required.

17. Property owners asking to park a trailer on the property if needed for about a week.

Action Required: None

18. Letter from a group that wants to form a kids committee and asking the LSB if they will sponsor this.

Action Required: The Board said they will sponsor this as long as the dates have no conflict for a paid event, no further action required.

19. Email from MNDM for a Business Technology Improvement Fund from Blue Sky Net.

Action Required: None

20. The Ontario Trillium Foundation's Grow Grant application deadline is November 27, 2019.

Action Required: None

21. WSIB Health & Safety Excellence Program Webinar registration begins in November.

Action Required: None

22. Email asking about garbage disposal and where to get drinking water.

Action Required: The secretary answered, no further action required.

Committee Reports

Library (Pam) Book fair raised \$1,055.20 and \$300.00 worth of books was given to the Library from Scholastic. The Library will be contributing to a Christmas basket for the school fundraiser.

Recreation
(Kerry, Greg) None

Fire (Gilbert) Gilbert thanked Andy Hutchins for a good job he did on the budget.

911
(Tanya, Kerry) None

Administration
(Pam) None

New Business

None

Pay Bills: 14 bills presented to be paid.

North Bay Mat Rental \$24.86

Steve Davis \$300.00 (911 signs)

Dianne Feasby \$267.00 (dvd's)

Whitehots Inc. \$234.90 (books)

New Federation House \$67.00 (books)

Presse Commerce \$274.70 (magazines)

Scholastics Book Fair \$1,055.20

Albert Lamb \$450.00 (October cleaning)

Port Loring Home Building \$21.90

Cambrian Insurance \$215.42

Bell Canada \$382.41

Paul W. Lamb Trucking - \$1,197.80 (gravel, etc for boat launches)

The following bills have already been paid

Hydro \$351.39

Parkland Fuel \$379.47

Motioned to pay bills by Kerry, 2nd by Gilbert, all in favour, motion passed.

Public Comment

1. 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.

Action Required: Gilbert will do a tour in the spring and advise the Board.

2. Albert Lamb said that people are dropping off household garbage at the rink.

Action Required: Kerry will check the security camera.

3. Lana Reading asked about the amount under projects for the AC in the budget.

Action Required: Pam said the amount will go to boat launches, parking expansion, trails and to finish the netting.

Meeting adjourned at 7:39 p.m.

Next meeting will be on December 19, 2019 at 7:00 p.m.

Prepared By

Peggy Whitehead

Peggy Whitehead

Secretary/Treasurer

Posted on November 28, 2019