



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

Minutes of Board Meeting December 15, 2022

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

Attending: Pam Dekoter, Mike Legault, Lindsay Lemasurier, Kaleb Summers 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 6:57 p.m.

Conflicts: Potential conflict by Kaleb regarding M&T Buchanan

Minutes Motion to accept the minutes for the November 17th, 2022 meeting by Lindsay, 2nd by Kaleb, all in favour, motion carried.

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

Critical Path: None

Bylaws, Motions and Notices of Bylaws:
None

Unfinished Business:

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. Court date has been postponed - **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 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. 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 silicone on the seams of the board and they will look into this. Lindsay will purchase an easy out tool to remove the broken bolts. Lindsay has purchased the bolts and this will be done in the spring along with silicone for the boards - **tabled until April 2023**.

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. Kerry has Joe Whitmill's contact for maps, the secretary will get the parcels and advise. The secretary will check the survey. The secretary gave Pam the titles for each property - **ongoing**.

Unfinished from September 17, 2020

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 - **tabled until spring**.

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 MNM, 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. Kaleb will reach out again as he has not heard anything – **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. Lindsay will check the UV to see what size and order 2 to keep on hand. Lindsay is working on 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 – **tabled until spring**.

Unfinished from November 17, 2022

Pam said that in the past the LSB representative was allowed to go to the Fire Department board meetings and last couple of years they could not. Shawn McKenna will discuss this with the Board and advise – **ongoing**.

Complete 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. The contractor has the generator and is scheduled to be installed on December 8, 2022 – **complete**.

Correspondence

1. Email from Hydro introducing the new energy hub with applications for energizing life community fund which closed on January 31, 2023.
Action Required: Pam will work on this.
2. Email from the Health Unit asking to come in to inspect the ACC kitchen.
Action Required: The secretary said this is done and the kitchen passed inspection, no further action required.
3. Email from the Office of the Employer for free WSIB webinars.
Action Required: None
4. PLOG of \$5,808.00 was deposited on November 30, 2022.
Action Required: The secretary has notified the Library, no further action required.
5. Information & Privacy Commissioner of Ontario with a transparency challenge by January 13, 2023.
Action Required: None
6. Email from Environmental Health with a letter from Dr. Chirico's recommendation to wear masks indoors.
Action Required: None

7. Email from Ontario Ministry of Agriculture, Food & Rural Affairs for the rural economic development program is opening on January 23, 2023.

Action Required: None

8. A letter from the auditors to sign the engagement letter, risk assessment and questions on the audit.

Action Required: This will be signed and returned to the auditor, no further action required.

9. Email from Northern Policy Institute Publication on Measurement Month 2022.

Action Required: None

10. Letter from Caisse Populaire advising that they had donated \$500.00 to the Library.

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

11. Email from Northern Policy Institute for their Northern Ontario Quick Hit Insights series.

Action Required: None

12. Information & Privacy Commissioner of Ontario to submit our annual statistics.

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

Committee Reports

Library (Kaleb) Library will be closed from Dec 23rd to Jan 9th. Dolly Parton's Imagination Library for children ages 0-5 years.

Recreation

(Lindsay, Mike, Kaleb)

Lindsay is looking at dodge balls and hula hoops and will send information to the Board.

Fire (Mike, Lindsay)

\$10,000.00 grant for the Fire Department from Caisse Populaire.

911 (Kerry)

None

Administration

(Pam)

Working on the grant application from the Hydro.

New Business

Mike suggested that we should get a temporary cover for the generator and a permanent one in the spring. Mike will ask Dave Thier about this as he did this for the air conditioner. Town & Country suggested that the generator should be serviced each year. The Board agreed to the cover and to be serviced. The secretary will add this to the critical path for every September.

Pay Bills: 11 bills presented to be paid.

Buchanan Hardware - \$7.33

Dianne Feasby - \$55.63 (books)

Peggy Whitehead - \$320.95 (office supplies & water test)
Steve Davis - \$200.00
Town & Country Electrical - \$15,000.00 (generator)
Port Loring Home Building Centre - \$82.03
Albert Lamb - \$522.50 (November cleaning)
Whitehots - \$374.39
North Bay Security Communication - \$88.14
North Bay Mat Rental - \$24.86

These bills have already been paid:

Hydro One - \$630.48

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

Public Comment

None

Meeting adjourned at 7:33 p.m.

Next meeting will be on Thursday, January 19, 2023 at 7:00 p.m.

Peggy Whitehead
Peggy Whitehead
Secretary/Treasurer

Posted on December 20, 2022