



LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT
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Minutes of Board Meeting December 17, 2020

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

Attending: Pam Dekoter, Gilbert Moore, Greg Schippers, Kerry Booth and Peggy Whitehead
Absent: Mike Legault

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 7:07 p.m.

Conflicts: None

Minutes Motion to accept the minutes for November 19, 2020 meeting by Greg, 2nd by Kerry, all in favour, motion carried.

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

Critical Path: None

Bylaws, Motions and Notices of Bylaws:

Regarding the rink attendant, we did not receive the paperwork from Mike Legault for the WSIB and updated insurance. The Board decided to give him until December 23, 2020 to send in the paperwork or they will look for someone else.

Regarding the deflector roof tender, we have posted the tender twice and did not receive any bids. We received one bid from Thier Renovations at \$4,250.00 plus tax. Dave Thier has built two temporary covers for the A/C at no charge. Dave will work on the tender in the new year.

Bylaw 2020-11 Enter into a contract with Thier Renovations to remove 2 A/C units and to construct a snow deflector roof as per the tender at the ACC at a cost of \$4,250.00 plus tax and to be taken out of recreation reserves. Motioned by Greg, 2nd be Kerry, 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. 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. Kerry said the data base is complete and will send to the Board for their review. The secretary will work on updating the database and the Board will ask the real estate agents if they can put in their package for new owners to notify the LSB with the changes, this way we can keep the data base up to date – **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 of 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 MNDM said there could be funding coming up for this. Pam will call MNDM 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. M&T Buchanan have asked for a settlement 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 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. 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 – **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 – **tabled until spring**.

Correspondence

1. Email from Blue Sky asking for a letter of support for broadband.
Action Required: Pam did a letter and the secretary sent to them, not as a LSB member, no further action required.
2. Centre of excellence in Next Generations Networks funding on broadband for small communities and asking to participate in our 4th Broadband project.
Action Required: None
3. MOF emailed saying they missed a LUP property and asked what fees to charge for 2018-2020.
Action Required: The secretary answered, no further action required.
4. Email from MNDM for a Funding to help businesses with COVID 19 costs.
Action Required: None
5. Email from MNDM regarding WSIB is offering COVID-19 Health and Safety Excellence Program.
Action Required: None
6. Email asking about buildings and septic.
Action Required: The secretary said there is no building permits in an unorganized township and referred to MOE for septic, no further action required.
7. Email from MNDM for the latest COVID-19 support summaries.
Action Required: None
8. Email from the Office of the Employer Adviser is hosting free webinars on various WSIB topics.
Action Required: None
9. Email asking if we allow park model trailers on properties.
Action Required: The secretary said yes, no further action required.
10. Email asking to verify that no permits for building in an unorganized township and asking about septic and asked for names that does them.
Action Required: The secretary said that there are no building permits in an unorganized township and they would need a permit for septic from MOE, no further action required.
11. Introducing 2019-2020 Bridge Project Results: Technology Access in Public Libraries, Outcomes and Impacts for Ontario Communities

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

12. Email from MNDM for Ontario Volunteer Service Award deadline is January 25th.

Action Required: None

13. Ministry of Agriculture to announce the next application intake for the Rural Economic Development opened December 11, 2020 until February 1, 2021

Action Required: None

14. Letter from the auditor with a planning letter for review and a fraud assessment questionnaire to be signed along with other questions to be returned to the auditor.

Action Required: The secretary will send to the auditor, no further action required.

15. Letter from the Ministry of Agriculture to help farm businesses and municipalities, they are holding webinars on the drainage act.

Action Required: None

16. Email from Bell 911 with an updated contact information.

Action Required: None

Committee Reports

Library (Pam) The Library had a meeting on December 14th and they are in the process of looking at PPE if they are allowed to open in the New Year as curbside pickup.

Recreation (Greg/Mike) There will be a bill from Riverside Electrical for work on the water tank at the AC. Kerry will ask Moore's Propane driver if he can check the tank to make sure it is filled. If we have to check next year this should be added to the janitor tender.

Fire (Gilbert) The fire department is having a conflict with the snowmobile club over trails at station 2.

911 (Kerry) None

Administration (Pam) None

New Business

None

Pay Bills: 9 bills presented to be paid.

Albert Lamb \$270.00 (November cleaning)

Bell Canada \$388.06

Whitehots \$275.77

Tinlids Inc. \$763.91

Cambrian Insurance \$1,169.64

Dianne Feasby \$335.15 (Overdrive & labels)

Steve Davis \$750.00
North Bay Security \$88.14
The following bills have already been paid
Hydro \$306.26

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

Public Comment

1. Marla Booth had a question on how we are going to deal with the COVID when the rink is open?

Action Required: The secretary will check with the Health Unit to find out the guidelines to follow and advise the board.

Meeting adjourned at 7:51 p.m.

Next meeting will be on January 21, 2021 at 7:00 p.m.

Prepared By
Peggy Whitehead
Peggy Whitehead
Secretary/Treasurer

Posted on December 22, 2020