



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 19, 2019

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

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

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 7:00 p.m.

Conflicts: None

Minutes Motion to accept the minutes for November 21st, 2019 by Greg, 2nd by Gilbert, all in favour, motion carried.

Financial Report: Peggy presented the financial statement for November 30th, 2019. Peggy mentioned that we were paid twice for the elections and will be returned. Gilbert asked if the docks were put away and Mike Legault said they were. Motion to accept by Kerry, 2nd by Greg, all in favour, motion carried.

Critical Path: Levy will be entered by February 28th.

Bylaws, Motions and Notices of Bylaws:
None

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 – **ongoing.**

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. 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. Gilbert will do a tour in the spring and advise the Board – **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 MNM said there could be funding coming up for this. Pam will call MNM 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. Pam has left a message and will check again after the holidays – **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**.

Complete From November 21, 2019

Albert Lamb said that people are dropping off household garbage at the rink. Kerry will check the security camera. Kerry said this is complete until they can get a better internet.

Correspondence

1. Notice from MPAC updating the value of the new property at \$55,000.00.
Action Required: None
2. Property owner asked for a copy of the fire department's 2017/2018 audit.
Action Required: The secretary has forward this to the fire department, no further action required.
3. Email from Bell 911, they have been mandated by the CRTC to plan and implement the Next Generation 911 service and asking who to contact to sign the new agreement.
Action Required: Pam said to send the agreement to the secretary and she will forward to the Board for their review, no further action required.
4. The Library grant was deposited of \$5,808.00 on December 16th.
Action Required: None
5. Property owner asked about building a hunt camp.
Action Required: I said he could contact the NAPB, a permit for a septic from MOE and a permit for a driveway if needed from the LRB, no further action required.
6. Property owners asking if there was any works to rectify the cell service along Hwy 522.
Action Required: None
7. Property owner asking if the water at the ACC is drinkable.
Action Required: Kerry replied and said that it is tested and posted on the kitchen board. Also the health inspector was in and everything passed and it is posted by the main door, no further action required.
8. Cambrian Insurance said the remaining charge for rental insurance for 2018/2019 was \$209.42, not the \$215.42 in last month's minutes under pay bills.
Action Required: None
9. Email from MOF regarding that they have received a notice that a roll number was exempt, but effective July 19th it was residential.
Action Required: The Board said to pro-rate the fee from July 19th to December. The secretary notified MOF, no further action required.
10. Email from MNDM asking if we will be sending anyone to the ROMA delegates.
Action Required: None
11. MHSTCI with two amendments to the Public Library Act, one will permit Canadian Permanent Residents to serve as public board members and the other reducing board meetings from 10 to 7.
Action Required: None
12. Email from a property owner asking to put the answer to the question in correspondence rather than the secretary answered.
Action Required: The secretary will post unless the answer is private, no further action required.
13. MHSTCI announcing that Rod Sawyer, Library Services Advisor is retiring December 31, 2019.
Action Required: None

14. Email from MNDM announcing the 2020 Celebrate Ontario Program is open for application and the deadline is January 21, 2020. Also our MNDM representative Melanie Alkins is supporting the tourism advisor with applications.

Action Required: None

15. Email from MNDM announcing the NOW program for women-owned or women-led businesses has been extended.

Action Required: Pam asked the secretary to post on our website, no further action required.

16. Email from Caisse Alliance replying to a request from the Library saying they have donated \$200.00 to purchase book packages from the 2019 Forest of Reading Program (Tinlids).

Action Required: None

17. Phone call from EMS in Parry Sound asking who to contact to update our AED.

Action Required: Kerry called and they will contact him to set up a time to come and update the AED, no further action required.

18. Email from MNDM announcing the New Skills Catalyst Fund call for proposals will be launched today and the deadline is January 27, 2020.

Action Required: None

19. Letter from Frank Cowan informing us that Intact Financial Corporation recently acquired Frank Cowan Company and said there is no impact to us.

Action Required: None

20. Email from MNDM that the Ontario Trillium Foundation Seeds Grant Program is now open and closes on February 26, 2020.

Action Required: None

21. Auditor has not sent in the planning letter for the audit and asked if we can wait until January 2020, they said it should be ready for our next meeting.

Action Required: The Board said this would be fine, no further action required.

Committee Reports

Library (Pam) Library is closed until January 6, 2020. Scholastic cheque from last month, the Library is waiting for the paperwork to come in before the secretary sends a cheque. Small classes will be held in the New Year; Pam is offering to do a knitting class for dishcloths.

Recreation (Kerry, Greg) Ice for the rink is started. Recreation committee will be on the Wednesday before the LSB meeting. Kerry mentioned that the snowplow contract includes door entrances. Also the cul-de-sac and the northwest side of the rink should be plowed. The Board discussed the quote for the HVAC and the secretary will post this and also send a copy to the companies that had already quoted. Kerry said the HVAC quote does not include boxing in the duct work that will be installed along side the main beam. The new duct work will need to be boxed in after the equipment is installed and will be a separate quote.

Fire (Gilbert) At the fire meeting he mentioned that the OPP wants to have a meeting with the Restoule and Argyle fire departments at a training to find out who to contact in an accident/fire on what equipment each department has. Mutual aid should be notified and the OFM on who backs up if needed. Kerry said Andy should advise OFM on what crew is needed, not the whole fire department.

911
(Tanya,Kerry) Gilbert said a 911 sign is missing (6000) and to look for this in the spring and 7000 is bent over.

Administration
(Pam) Secretary to send the correspondence regarding grants to Pam to go over.

New Business

None

Pay Bills: 12 bills presented to be paid.

North Bay Mat Rental \$49.72

Mike Legault \$250.00 (November snowplowing)

North Bay Security \$88.14

Dianne Feasby \$22.45 (dvd's)

Whitehots Inc. \$262.01 (books)

Peggy Whitehead \$2,705.90 (honorarium, office supplies)

Tinlids Inc. (734.28)

Albert Lamb \$425.00 (November cleaning)

Port Loring Home Building \$34.76

Bell Canada \$382.41

The following bills have already been paid

Hydro \$503.73

Parkland Fuel \$731.82

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

Public Comment

1. Mike Legault asked if the Board would sponsor a Lion's Zone meeting in March and a Seniors Easter Dinner.

Action Required: The Board said to send a letter to the Board with the proper dates and requirements and they will let them know.

Meeting adjourned at 7:42 p.m.

Next meeting will be on January 16, 2020 at 7:00 p.m.

Prepared By

Peggy Whitehead

Peggy Whitehead

Secretary/Treasurer

Posted on January 3, 2020