



LOCAL SERVICES BOARD OF LORING, PORT LORING AND DISTRICT

PO Box 148, Port Loring, Ontario P0H 1Y0

secretary@loringsb.com

Minutes of Board Meeting October 17, 2013

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

Attending: Dan Brooks, Mike Legault, Mike Buchanan, Luke Legault, Danny Davis, Peggy Whitehead

Meeting brought to order by Dan at 7:30 p.m.

Conflicts: None Declared

Minutes: The minutes of the September 19, 2013 meeting read by Peggy. Motioned to accept as read by Mike Legault, 2nd by Mike Buchanan, all in favour, motion carried.
The minutes of the October 3, 2013 meeting read by Peggy. Motioned to accept as read by Danny Davis, 2nd by Luke Legault, all in favour, motion carried.

Financial Report:

1. Dan looked at the financial report of September 30, 2013 and said that we are under budget. Motioned to accept the financial report by Mike Legault, 2nd by Danny Davis, all in favour, motion carried.
 - a. **Action Required; none**

Critical Path:

1. MPAC tax roll is in.
 - a. **Action Required;** Dan wants Peggy to check and see if we can get this in an electronic format.
2. The Board will prepare a budget to be presented to the community on November 21, 2013 and will have the budget on December 5, 2013.
 - a. **Action Required;** All committee's are to submit their proposed budgets via email prior to November 18th so they can be calculated into the community presentation

Bylaws, Motions And Notices of Bylaws:

Bylaw 2013-09 To approve the contract for one year between the Local Services Board of Loring, Port Loring & District and Bell Canada for the fiscal year 2013-14 of \$95.09 per month for phone and internet. Motion to accept by Luke Legault, 2nd by Mike Buchanan, all in favour, motion carried.

Correspondence:

2. An email from Bell regarding a 2013 APCO/NENA conference.
 - a. **Action Required; none**
3. An email from MNM regarding the recent launch to Celebrate Ontario 2014 Grant application program,
 - a. **Action Required;** give to Danny Davis to review for eligible grants
4. CERB report for the month of August and September 2013
 - a. **Action Required; none**
5. A letter from the Ministry of Tourism, Culture and Sport saying that the 2013-14 Public Library Operating Grant was approved.
 - a. **Action Required; none**
6. A letter from an owner saying that the island sign was mixed up with another island,
 - a. **Action required;** Dan Brooks said that this will be fixed over the winter. Peggy will notify owner
7. An email from the Culture Development Fund for nominations for the 2014 Premier's Awards for Excellence in the Arts
 - a. **Action required; none**
8. An email from the District of Parry Sound Social Services Administration Board for the minutes of September 12, 2013
 - a. **Action required; none**
9. A publication of the Ontario Heritage Trust
 - a. **Action required; none**
10. An email from George Walters regarding his blog,
 - a. **Action Required;** given to Danny Davis for budgeting purposes
11. An email from Darrell Rogerson regarding wind farms,
 - a. **Action Required;** Dan said the Board has no power over energy and that the community should form a committee. Peggy will respond to the request
12. An email for Customer Solutions Update from Infrastructure Ontario,
 - a. **Action Required;** give to Danny Davis to see what pertains to the board

Department Reports:

Financial:

1. Regarding the moving of the LSB Bank Accounts back in to the community, Dan Brooks presented the Caisse Populaire rates which were reviewed by the board. Mike Buchanan raised a concern regarding account(s) being insured for over \$100,000.00 because of the amount of funds we are transferring over to the CP. Motion to move our bank accounts from Scotiabank to Caisse Populaire by Mike Buchanan, 2nd by Mike Legault, all in favour, motion carried.
 - a. **Action Required;** Peggy is to check on the insurance and if only insured up to \$100,000.00 per account, then Peggy will open two accounts and proceed with transfer(s).
2. Dan Brooks presented the Volunteers Accident Insurance Death and Dismemberment for volunteers working on LSB property as an addendum to our current insurance. Motion to add the volunteer's accident coverage for death and dismemberment of \$750.00 plus 8% tax for up to 250 volunteers by Luke Legault, 2nd by Danny Davis, all in favour, motion carried.
 - a. **Action Required;** Mike Buchanan requested and the board agreed that volunteers must be named to a list for any events ran on the board's property and be kept by the Secretary.

Marketing:

1. Danny Davis called CTV and asked them how they got Port Loring on their weather station and also left a message, but they didn't seem to know what it was about.
2. Danny checked with Bell and other web hosting companies to get a projection of costs for hosting our webpage including the weather station. Other hosting agencies would require us to convert over to their webpage templates increasing our costs hundreds of dollars per month on top of what we are currently getting from our current provider. He said there would be no advantage for us and only increased costs for the change. Danny suggests to stay with Karl, our current ISP. Motioned by Mike Buchanan, 2nd by Danny Davis, all in favour, motioned carried.
 - a. **Action Required;** Danny will Budget for Karl's hosting fee's

Safety:

1. The new director of the Fire Hall is Tracey Watson. Dan Brooks said that new members are on the health and safety committee also.
 - a. **Action Required;** Liaison to attend the meetings at the fire hall on the third Wednesday of the month at 7:00 p.m. The meetings are open to the public.
 - b. **Action Required;** Mike Legault will request a copy of the fire department budget for the upcoming year, to be ready for November 18th, 2013 .

Library:

1. The meeting will be on October 23, 2013.
 - a. **Action Required;** Liaison to attend

Recreation:

1. Regarding the ongoing security issue at the activity center, Mike Buchanan presented 3 options for the locks at the office and the activity centre for discussion. A motion to accept option 3 from Jim's Locksmithing to have the locks changed at the LSB office and the activity centre by Danny Davis, 2nd by Mike Buchanan, all in favour, motion carried.
 - a. **Action Required;** Locks are to be ordered and installed. Peggy is to contact our current security service and have the 'Arming Codes' changed for the security system and the cameras. Keys to the new locking system will be kept in the board office. All directors are to receive the new arming codes.
2. The mats are in and the picnic tables also.
 - a. **Action Required ; none**
3. A quote for Dusk -to- Dawn light at the activity centre has been requested from Purdon's.
 - a. **Action Required;** Decision at next meeting to go ahead with lighting upgrade
4. Four people have volunteered to the recreation committee.
 - a. **Action Required;** New committee to formulate a budget for next year
5. Mike Buchanan mentioned that an instructor in our area would like to give swimming lessons next summer.
 - a. **Action Required;** A cost for this service will be requested and budgeted along with ladders and buoys for the community wharf.

Infrastructure and Government Relations: None

Old Business Outstanding:

1. **Action Required;** Peggy is to check with George regarding maps which were ordered for the board office. Luke Legault will go to Parry Sound and check with MNR for a map of our area.
2. **Action Required;** Mike Legault mentioned that he would check on a defibrillator for the activity center to meet any health and safety concerns.

3. **Action Required;** Metering needs to be completed for properties requesting new numbers. Peggy will submit the 'Sign Requisition Form' to the 911 committee to begin the metering process.
4. **Action Required;** Peggy to check on status of 25 Light bulbs ordered by previous board for the Activity Center to replace the current ones which were blown

New Business:

1. Mike Legault requested we put a notice on the LSB sign at the activity centre for the Nurse's Station for a dinner.
 - a. **Action Required;** The sign letters will be given to Danny Davis so he can put this on the sign.
2. Dan Brooks requested that the board consider using 'action minutes' to improve the effectiveness of the board at making sure that issues brought before the board are dealt with in a timely manner and not missed. Issues brought before the board will not leave the 'Action Minutes' and remain under 'Old Business' until they are completed. The board was willing to try the new format for a few months and if effective would be adopted as a Standard Operating Procedure.
 - a. **Action Required;** Dan and Peggy will work on the development of 'Action Minutes' for the board's next meeting
3. Bills presented to be paid.

Hydro One \$324.99 (hydro activity centre)
 Depres-Pacey Insurance \$8,708.04 (insurance October 1, 2013 to October 1, 2014)
 Home Building Centre \$67.81 (sign installation)
 Home Building Centre \$1,380.07 (Paint, picnic tables, lights)
 Albert Lamb \$270.00 (grass cutting)
 Bell Canada \$63.85 (internet)
 Peggy Whitehead \$107.08 (office supplies)
 Kerry Booth \$3,942.46 (mats, tables, chairs)
 Angelina Marche \$703.00 (cleaning & painting)
 Trillium Municipal Supply \$129.17 (signs)

- a. **Action Required;** Motion to pay bills by Luke Legault, 2nd by Danny Davis, all in favour, motion carried.

Public Comment: none

Next meeting will be on Thursday, November 21, 2013 at 7:30 p.m.

9:10 p.m. - Motion to adjourn the meeting by Luke Legault, 2nd by Mike Legault, all in favour, motion carried.

Prepared By
Peggy Whitehead
 Secretary-Treasurer

Posted on October 24, 2013