



MINUTES of the REGULAR MEETING of the BOARD
THURSDAY, October 15, 2015 at 6:30 p.m.
RRDSSAB Office, Fort Frances, ON
MEETING #12/15

PRESENT: Mike Ford, Township of Alberton (Chair)
Ken Perry, Town of Fort Frances (Vice-Chair)
Ross Donaldson, Rainy River West
Bill Langner, Township of Dawson
Anthony Leek, Township of Emo
Valerie Pizey, Township of Lake of the Woods
Don Canfield, Rainy River Central
James Gibson, Township of Chapple
Harold Mosley, Town of Atikokan
Debbie Ewald, Town of Rainy River

REGRETS: Robert Burns, Rainy River East
George Heyens, Township of Morley
Ken McKinnon, Township of LaVallee

STAFF: Dan McCormick, Secretary/Treasurer
Joanne Spence, Recorder

1. Call to Order

Mike Ford, Chair, called the meeting to order at 6:40 p.m.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

D. Canfield and M. Ford declared a conflict of interest for item 8.1 – Insurance.

3. Approval of Agenda

The following item was added to the Agenda:

- 8.5 Annual CAO Evaluation

Resolution #74/15 MOVED BY A. Leek and SECONDED BY W. Langner:

RESOLVED THAT the Rainy River District Social Services Administration Board approve the agenda of October 15, 2015, as amended.

Carried.

4. Presentations/Delegations

None

5. In-Camera

The meeting moved in-camera for the purposes of labour relations or employee negotiations.

Resolution #75/15 MOVED BY H. Mosley and SECONDED BY J. Gibson:

RESOLVED THAT the Rainy River District Social Services Administration Board now meet in-camera in order to address a matter pertaining to:

* Labour relations or employee Negotiations.

Carried.

The Chair reconvened the meeting to its regular session.

In-Camera Report

Issues discussed included labour relations and employee negotiations.

6. Approval of Minutes

The minutes from the Regular Board Meeting held September 17, 2015 were reviewed. Discussion was held regarding the possibility of changing the order of the in-camera session. It was noted that the RRDSSAB By-Law No. 1 sets the order of business, however, the By-Law could be reviewed and revised at the Annual General Meeting (AGM), should the Board wish to make changes.

Resolution #76/15 MOVED BY H. Mosley and SECONDED BY J. Gibson:

RESOLVED THAT the Minutes of the Regular Board Meeting of the Rainy River District Social Services Administration Board held September 17, 2015 be approved.

Carried.

7. Business Arising from the Minutes

7.1 None

8. New Business

8.1 Insurance Services

M. Ford and D. Canfield left the meeting and the Vice-Chair presided over the insurance portion of the meeting.

An Issue Sheet was included in the Board Package. Discussion was held regarding the increased insurance quote. It was noted that we had a recent claim as well as property values increases, but we attempt to negotiate the best price.

Resolution #77/15 MOVED BY V. Pizey and SECONDED BY R. Donaldson:

RESOLVED THAT the Rainy River District Social Services Administration Board (RRDSSAB) accept the quote from Gillons' Insurance Brokers Ltd. not to exceed \$150,624, excluding taxes and HSC fee, for the provision of insurance services for the period of November 1, 2015 to October 31, 2016.

Carried.

M. Ford and D. Canfield reentered the room.

8.2 EMS Name Change

The CAO advised several EMS services are making a change from *Emergency Medical Services (EMS)* to *Paramedic Services*. The change is to accommodate the fact that we are not just emergency services, but also provide many other services that are not strictly "emergency". It was noted that we are at the tail end of our crests and will utilize the remainder and then move to crests with the new name.

Resolution #78/15 MOVED BY D. Ewald and SECONDED BY D. Canfield:

RESOLVED THAT the Rainy River District Social Services Administration Board adopt a name change for Rainy River District Emergency Medical Services (RRDEMS) to Rainy River District Paramedic Services (RRDPS)

Carried.

8.3 Policy Reviews

A copy of the draft policies was provided in this evening's Board package.

The Employee Conduct and Performance policy was reviewed. It was requested that a reference to Stat Pay be removed and that "including but not limited to social media" be included under Off Duty Conduct.

Resolution #79/15 MOVED BY J. Gibson and SECONDED BY A. Leek:

RESOLVED THAT the Rainy River District Social Services Administration Board approve the following policy, as amended:

- * Employee Conduct and Performance.

Carried.

The Compliments, Concerns and Complaints policy was reviewed and no changes were required.

Resolution #80/15 MOVED BY J. Gibson and SECONDED BY H. Mosley:

RESOLVED THAT the Rainy River District Social Services Administration Board approve the following policy, as presented:

- * Compliments, Concerns and Complaints.

Carried.

The Staff Appreciation, Service Awards & Retirement policy was reviewed. It was requested that the maximum retirement gift be set at \$500 and that Board members simply receive a Certificate and no monetary award.

Resolution #81/15 MOVED BY H. Mosley and SECONDED BY A. Leek:

RESOLVED THAT the Rainy River District Social Services Administration Board approve the following policy, as amended:

- * Staff Appreciation, Service Awards & Retirement.

Carried.

8.4 Annual Board Evaluation

The Board Evaluation Policy was reviewed and discussion was held whether members are evaluating themselves or the entire Board. The CAO displayed the policy *G-17.0: Board Evaluation* which states "The Board conducts a regularly-scheduled self-evaluation... which is submitted to the Chairperson of the Board for summarization and reporting to the whole Board."

Discussion was held regarding the value of the process to Board members. Several Pros and Cons were reviewed and whether there is a requirement to complete an evaluation, as it doesn't seem to be helpful. The CAO noted Board members reviewed the Strategic Plan during the Orientation session in January, 2014, prior to the budgeting process. The CAO will review whether or not an annual evaluation is legally required, and if not, will dispense with the practice.

8.5 Annual CAO Evaluation

Board members were provided with the Performance Appraisal (PA) Form as the annual CAO Performance Evaluation is due. It was requested that the previous years' goals be included and sent to Board members. The Policy & Governance Committee would like an opportunity to review the CAO Performance Appraisal Form and possibly make changes for 2016.

9. Reports

9.1 CAO

The CAO advised the management staff have established their Negotiation Team for the management members. We have a WSIB Audit upcoming in the near future.

9.2 Finance

The September Financial Statements were included in the Board package. It was stated we need to wait until year-end in order to have accurate actuals. The Vice-Chair extended appreciation for having the financial reports to review prior to tonight's meeting.

Discussion was held regarding capital planning, PSAB amortization, reserve contributions and the RRDSSAB budget. It was stated that amortization is the decreased value of an item, therefore, we should have the money to replace equipment had the money been placed into reserves. It was noted that the Board has traditionally chosen to use the funds to offset the budget in the current year. Use of prior surplus creates a large variance in the percentage of the municipal share. The CAO advised it would be approximately \$600,000 if we switched totally to a PSAB system. This will be a topic of discussion at the Finance and Audit Committee.

The CAO reviewed the Maintenance Report in detail noting the targets will be adjusted for 2016. The CAO advised there has been some improvements noted

and extended kudos to our Asset Management Team, Maintenance, and Custodian staff for their efforts and progress.

The CAO spoke to the Mayors and Regional Chairs of Ontario (MARCO) and the Large Urban Mayors Caucus of Ontario (LUMCO) resolution which endorses the Ontario Municipal Social Services Association (OMSSA) Business Recovery Working Group's resolution. The Board has requested to support the resolution which would assist with the recovery for funding expenditures associated with the SAMS Provincial software problems. Discussion was held.

Resolution #82/15 MOVED BY R. Donaldson and SECONDED BY D. Canfield:

RESOLVED THAT the Rainy River District Social Services Administration Board endorse the resolution passed on August 16, 2015 by the *Mayors and Regional Chairs of Ontario (MARCO)* and the *Large Urban Mayors Caucus of Ontario (LUMCO)*, as attached, endorsing the *Ontario Municipal Social Services Association (OMSSA) Business Recovery Working Group's* position and accompanying recommendations.

Carried.

9.3 Board Chair

The Board Chair distributed his Chair Report for October, 2015 at the meeting. The Chair stated it was interesting to tour our buildings, look at the units, and talk to the long-term tenants.

9.4 Committee Reports

Finance and Audit Committee: No Report

Health & Safety: No Report

Integrated Human Services Committee: No Report

Emergency Medical Services Committee: No Report

Policy and Governance Committee: The Chair, Mr. Donaldson, reported a Policy and Governance Committee meeting was held earlier today to discuss some revised and newly developed policies. The CAO will forward a copy of the new Confidentiality Form to Board members for review, which will be a topic of discussion at the next Policy and Governance Committee meeting. If you have any questions regarding the Confidentiality Form, please contact the CAO or Mr. Donaldson.

Asset Management Committee: No Report

10. Other Business
None

11. Information Items Attached
The Board received an information package as part of this evening's agenda.

12. Information Items Available Upon Request
None

13. Next Meeting
The next regular Board meeting will be held November 19, 2015 at 6:30 p.m. at the Rainy River District Social Services Administration Board Office, 450 Scott Street, Fort Frances. The CAO will attend via teleconference for the November 19, 2015 meeting.

14. Adjournment

Resolution #83/15 MOVED BY R. Donaldson and SECONDED BY A. Leek:

RESOLVED THAT the Rainy River District Social Services Administration Board meeting be adjourned.

Carried.

The meeting was adjourned at 8:18 p.m.



CHAIR



SECRETARY-TREASURER (CAO)

Nov. 19, 2015
DATE APPROVED