



MINUTES of the REGULAR MEETING of the BOARD
THURSDAY, December 17, 2015 at 6:30 p.m.
RRDSSAB Office, Fort Frances, ON
MEETING #14/15

PRESENT: Mike Ford, Township of Alberton (Chair)
Ken Perry, Town of Fort Frances (Vice-Chair)
Ross Donaldson, Rainy River West
Anthony Leek, Township of Emo
Valerie Pizey, Township of Lake of the Woods
Robert Burns, Rainy River East
James Gibson, Township of Chapple
Harold Mosley, Town of Atikokan
Debbie Ewald, Town of Rainy River
Ken McKinnon, Township of LaVallee
George Heyens, Township of Morley
Don Canfield, Rainy River Central

REGRETS: Bill Langner, Township of Dawson

STAFF: Dan McCormick, Secretary/Treasurer
Joanne Spence, Recorder
Leanne Eluik, Finance

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- 1. Call to Order**
Mike Ford, Chair, called the meeting to order at 6:33 p.m.
 - 2. Disclosure of Pecuniary Interest and the General Nature Thereof**
None
 - 3. Approval of Agenda**
Resolution #91/15 MOVED BY J. Gibson and SECONDED BY G. Heyens:

RESOLVED THAT the Rainy River District Social Services Administration Board approve the agenda of December 17, 2015.

Carried.

4. Presentations/Delegations

Grant Erickson from the Ministry of Community & Social Services (MCSS) provided regrets for this evenings meeting.

5. In-Camera

The meeting moved in-camera for the purposes of proposed or pending acquisition of land for Board purposes or disposal of land no longer needed for Board purposes and labour relations and employee negotiations.

Resolution #92/15 MOVED BY D. Canfield and SECONDED BY D. Ewald:

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

- A proposed or pending acquisition of land for Board purposes or disposal of land no longer needed for Board purposes.
- Labour relations or employee Negotiations.

Carried.

The Chair reconvened the meeting to its regular session.

In-Camera Report

Issues discussed included possible land acquisition and/or disposal and labour relations and employee negotiations.

It is recorded that the Chair and Vice-Chair proceed as directed in camera.

6. Approval of Minutes

The minutes from the Regular Board Meeting held November 19, 2015 were reviewed.

Resolution #93/15 MOVED BY R. Donaldson and SECONDED BY K. McKinnon:

RESOLVED THAT the Minutes of the Regular Board Meeting of the Rainy River District Social Services Administration Board held November 19, 2015 be approved.

Carried.

7. Business Arising from the Minutes

7.1 None

8. New Business

8.1 Ratification of Agreements

Negotiations were recently conducted for the management Staff Agreement.

Resolution #94/15 MOVED BY J. Gibson and SECONDED BY G. Heyens:

RESOLVED THAT the Rainy River District Social Services Administration Board approve the Staff Agreement for permanent management employees for the term January 1, 2016 to December 31, 2020.

Carried.

8.2 Strategic Planning Session

Members were advised that there will be a Committee of the Whole meeting on January 21, 2016 at 1:00 p.m. in order to commence the budget process and conduct a review of the RRDSSAB Strategic Plan.

8.3 Discussion/Recommendation from Finance & Audit Committee

The Finance & Audit Committee Chair started to deliver the Committee Report and the RRDSSAB Chair completed the Report. Members were advised that there is an unusual wage payment issue for employers who pay on a bi-weekly basis, such as the RRDSSAB. In 2016 there will be 27 pay periods in lieu of the regular 26 pay periods. The anomaly occurs every 11 years to "catch up" as 26 bi-weekly pay periods only covers 364 days in a year, not 365 (366 in leap years). Those extra 1 or 2 unaccounted for days add up to create an additional pay period every 11 years.

The Finance and Audit Committee has reviewed the issue and recommend that that the funds be utilized from the 2015 surplus to cover this expense. Discussion was held. It was determined that we should take measures to ensure we have the working capital in the reserve the next time this anomaly comes around in 11 years from now.

We are required to have a certain percentage of operating dollars (mid-point of 7.5% and 15%) and currently exceed the 15% maximum. In order to recapture the mid-point, the Finance and Audit Committee recommend that we utilize 2015 surplus funds to move to a Public Sector Accounting Board (PSAB) accounting system for the integrated services budgets. It was noted that we are already on PSAB for the land ambulance budget.

Resolution #95/15 MOVED BY J. Gibson and SECONDED BY D. Canfield:

RESOLVED THAT the Rainy River District Social Services Administration Board utilize working capital in the approximate amount of \$200,000, to fund the municipal share of the 27th pay period that occurs in 2016.

Alberton	Yea	
Atikokan	Yea	
Chapple	Yea	
Dawson (Regrets)		
Emo	Yea	
Fort Frances		Nay
Lake of the Woods		Nay
LaVallee	Yea	
Morley	Yea	
Rainy River		Nay
R.R. Central	Yea	
R.R. East	Yea	
R.R. West	Yea	

Carried.

Resolution #96/15 MOVED BY D. Canfield and SECONDED BY R. Burns:

RESOLVED THAT the Rainy River District Social Services Administration Board establish a payroll accrual in each budget year, commencing in 2017, to address the accumulation effect of operating under a 26 pay period cycle; and furthermore that these funds be place in a restricted reserve titled Payroll Reserve, which will be utilized approximately every eleven years.

Alberton	Yea	
Atikokan	Yea	
Chapple	Yea	
Dawson (Regrets)		
Emo	Yea	
Fort Frances		Nay
LaVallee		Nay
Morley	Yea	
Rainy River	Yea	
R.R. Central	Yea	
R.R. East	Yea	
R.R. West	Yea	

Carried.

Resolution #97/15 MOVED BY D. Ewald and SECONDED BY D. Canfield:

RESOLVED THAT the Rainy River District Social Services Administration Board

utilize working capital, in the approximate amount of \$100,000, to move the RRDSSAB to Public Sector Accounting Board (PSAB) practice for budgetary and capital planning; and furthermore that approximately \$100,000 be placed in the appropriate building reserve to accomplish this change.

Carried.

Resolution #98/15 MOVED BY J. Gibson and SECONDED BY H. Mosley:

RESOLVED THAT the Rainy River District Social Services Administration Board direct the Finance and Audit Committee to prepare further recommendations for the utilization of the surplus funds identified in working capital for consideration in conjunction with the 2016 RRDSSAB budget.

Carried.

8.4 Human Resource Policy Approval

The Acting Chair of the Policy and Governance Committee advised that we have combined several policies and stream-lined them to make the policies more informative, concise and have included mandatory accessibility policies in compliance with 2016 legislative requirements.

Resolution #99/15 MOVED BY A. Leek and SECONDED BY R. Burns:

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

- HR-1.0: Human Resource Management
- HR-1.1: Job Design and Evaluation
- HR-1.2: Human Rights
- HR-2.0: Hiring
- HR-2.1: Nepotism
- HR-2.2: Criminal Reference Checks
- HR-3.0: Office Hours
- HR-3.1: Performance Management
- HR-3.2: Employee Files
- HR-3.7: Grievance
- HR-3.9: Prevention of Violence in the Workplace
- HR-4.0: Orientation
- HR-4.1: Career Development, Advancement & Redeployment
- HR-5.0: Compensation & Benefits
- HR-5.1: Sick Leave
- HR-5.2: Jury/Witness Duty
- HR-5.3: Worker's Compensation
- HR-6.0: Privacy of Information
- HR-6.1: Privacy Officer

HR-6.2: Privacy Complaint
HR-6.3: Request for Access to Personal Information
HR-6.4: Privacy Breach Protocol
HR-7.0: Integrated Accessibility Standards
HR-7.1: Workplace Emergency Response Information Plan
HR-7.2: Individual Accommodation Plan
HR-7.3: Accessible Formats & Communication Supports
HR-7.4: Accessibility Standards for Customer Service

Carried.

9. Reports

9.1 CAO Report

The CAO met with Riverside to discuss current issues we have been having. It was a very productive meeting and it was requested that we meet bi-annually in the future. Ed Carlson and Dave Black were in attendance in Collingwood, ON to present our Community Paramedicine Program. We are very proud to report that the Minister used the RRDSSAB program as one of the key examples in his presentation.

9.2 Finance

The November 2015 Financial Reports were included in the Board Package. SAMS is still funding on the estimates from October, 2014 with us owing them approximately \$200,000. She noted that we are in a solid financial position.

9.3 Board Chair

The Board Chair distributed his Chair Report for December, 2015 at the meeting.

9.4 Committee Reports

Finance and Audit Committee: No Report

Health & Safety: Minutes included in Info Items

Integrated Human Services Committee: Reported under agenda item 8.3

Emergency Medical Services Committee: The EMS Committee Chair, A. Leek, reported that the Community Paramedicine program has been successful. There were many items discussed at the Committee meeting which included

surplus vehicles, purchasing gas engine ambulances in lieu of diesel, the amortization of defibrillators, and offering an IV program on a volunteer basis.

Policy and Governance Committee: No Report

Asset Management Committee: No Report

10. Other Business

None

11. Information Items Attached

None

12. Information Items Available Upon Request

None

13. Next Meeting

The next regular Board meeting will be held January 21, 2016 at 6:30 p.m. at the Rainy River District Social Services Administration Board Office, 450 Scott Street, Fort Frances.

14. Adjournment


Resolution #100/15 MOVED BY H. Mosley and SECONDED BY V. Pizey:

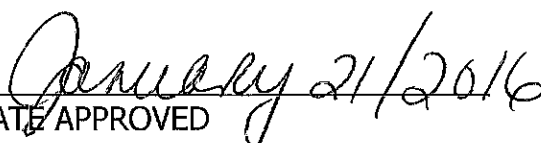
RESOLVED THAT the Rainy River District Social Services Administration Board meeting be adjourned.

Carried.

The meeting was adjourned at 8:50 p.m.


CHAIR


SECRETARY-TREASURER (CAO)


DATE APPROVED