



MINUTES of the REGULAR MEETING of the BOARD
THURSDAY, June 18, 2015 at 6:30 p.m.
RRDSSAB Office, Fort Frances, ON
MEETING #08/15

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

REGRETS: George Heyens, Township of Morley

STAFF: Dan McCormick, Secretary/Treasurer
Aynsley McKinnon, Recorder
Leanne Eluik, Finance

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

The following Agenda Items were added under New Business:

- 8.2 – WSIB Consultation on Rates
- 8.3 – Security Firewall

Resolution #46/15 MOVED BY V. Pizey and SECONDED BY A. Leek:

RESOLVED THAT the Rainy River District Social Services Administration Board approve the agenda of June 18, 2015, as amended.

Carried.

4. Presentations/Delegations

None

5. In-Camera

Resolution #47/15 MOVED BY J. Gibson and SECONDED BY V. Pizey:

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

- * Personal matters about an identifiable individual, including Board employees.

Carried.

The Chair reconvened the meeting to its regular session.

In-Camera Report

The personal matter items included Land Ambulance services.

6. Approval of Minutes

The minutes from the Regular Board Meeting held May 21, 2015 were reviewed.

Resolution #48/15 MOVED BY A. Leek and SECONDED BY R. Burns:

RESOLVED THAT the Minutes of the Regular Board Meeting of the Rainy River District Social Services Administration Board, held May 21, 2015 be approved.

Carried.

7. Business Arising from the Minutes

7.1 Best Start Program

The CAO presented an Issue Sheet on the Evaluation of Children's Services Funding Best Start Hub. He conducted a full review of the Children's Services Funding from 2005, and explained the Best Start Program began as a 100%

Federally funded program, with the administration being accomplished within the existing Child Care budget. This federal funding was discontinued March 27, 2006 at which time the Province committed to continue to fund a new Provincial Best Start Hub Program. Over several years the Board passed numerous resolutions supporting the program, provided no additional Municipal cost share was required.

The CAO explained prior to 2013, the Municipal levy also reflected the TWOMO portion paid by the Province. In 2013, with the introduction of new 100% funding for Childcare, the Rainy River District Social Services Administration Board (RRDSSAB) budget was restructured and the total Municipal share was reduced by \$83,822. Costs were now split demonstrating the true cost within the Provincial program sections. The 2015 Municipal share of child care is \$234,560 of the total budget of \$3,245,204. The municipal share represents 7.2% of the total budget.

It was noted that the Best Start Hub is now referred to as Family Resource Centres by the Province within the Childcare Funding Guidelines.

V. Pizey thanked the CAO for taking the time to conduct this evaluation of the Children's Services Funding and for developing the Issue Sheet. The Board agreed that this explanation satisfies the questions they had in regards to the Best Start Hubs.

7.2 Update on Children's Services Funding

The Board agreed, at the CAO's request, to table this issue until the next Board Meeting.

8. New Business

8.1 Tender DSSAB15-05 Shingle Replacement

An Issue Sheet was provided to the Board. In 2015, as part of the budget process, the RRDSSAB Board of Directors approved shingle replacements at four RRDSSAB Housing properties. A Request for Tenders for shingle replacement at three of these properties as well as one block of Faith Non-Profit Housing was advertised. Per *Policy F-5.0 Procurement*, contracts in excess of \$75,000 are subject to Board approval by way of Board resolution.

The Request for Tenders closed on June 8, 2015; five tenders were received and evaluated based on price along with the companies' relevant experience and references provided. Based on the criteria set out in the Tender, it is recommended the RRDSSAB Board of Directors approve the award of Tender DSSAB15-05 to REMR Roofing, Ltd.

Resolution #49/15 MOVED BY R. Burns and SECONDED BY W. Langner:

RESOLVED THAT the Rainy River District Social Services Administration Board (RRDSSAB) approve the award of Tender DSSAB15-05 to REMR Roofing Ltd., in the amount of \$185,185.00 plus HST.

Carried.

8.2 WSIB Consultation on Rates

The CAO explained the WSIB is looking at changing their rate structure which would result in the rate for the entire organization being that of the largest employee group. For the RRDSSAB this would mean all employees would fall under the same rate group as the Paramedics, resulting in higher rates overall for the organization. The CAO met via teleconference with Henry Wall, CAO of Kenora District Services Board, Fern Dominelli, CAO of Manitoulin-Sudbury District Services Board, and Michael Zacks, Acting Director for the Office of the Employer Adviser, to discuss the impact this change in rate structure would have. NOSDA has gathered information on rates from 4 services as samples and are asking WSIB for an interpretation on what effect this change will have. We are waiting to hear back from WSIB at this time.

8.3 Security Firewall

An Issue Sheet was given to the Board. The RRDSSAB's network infrastructure uses security firewalls that bridge our internal network to the outside world. The throughput of our current main office security firewall does not meet the requirements of the current throughput of data which is causing strain on our network and our external branch sites. The upgrade of our main security firewall was due for replacement in 2016 and therefore was to be included in the 2016 budget. The estimated cost for the replacement firewall is \$8,322.42 including HST.

Resolution #50/15 MOVED BY D. Canfield and SECONDED BY D. Ewald:

RESOLVED THAT the Rainy River District Social Services Administration Board (RRDSSAB) approve the use of the *Administration Server Replacement Reserve Fund*, in an amount not to exceed \$8,400.00 for the replacement of our main security firewall.

Carried.

The Director of Finance & Asset Management explained originally the Administration Server Replacement Reserve Fund was set up because our servers were the number one cost for the Information Technology department, however that is no longer the case. The RRDSSAB would like to rename this

reserve fund to the Information Technology Replacement Reserve Fund in order to more accurately reflect the intended purpose of this fund.

Resolution #51/15 MOVED BY D. Canfield and SECONDED BY K. McKinnon:

RESOLVED THAT the *Rainy River District Social Services Administration Board (RRDSSAB)* approve a name change for the *Administration Server Replacement Reserve Fund* to *Information Technology Replacement Reserve Fund* to more accurately reflect the intended purpose of this reserve fund.

Carried.

9. Reports

9.1 CAO

The CAO gave a verbal report at this evening's meeting.

Emo has been actively pursuing Assisted Living options as a result of the LHIN Local Area Services Plan's projected demand for ALS in Emo for 2015/2016. Community members have agreed Golden Age Manor would be the most suitable facility to provide this assistance. A proposal is currently being drafted and will be forwarded to the LHIN in support of assisted living at Golden Age Manor.

The Ontario Professional Firefighters Association is proposing to the Minister they move to a Fire-based PCP model and have a specially trained "Fire-Medic" on each fire truck. This has raised many concerns and could have significant cost implications and is being dealt with as a provincial issue, with talks being held with the Ministry and AMO. The CAO advised AMO is not supporting this change on behalf of the Municipalities.

The CAO advised they are still working on a provincial living standards document to standardize all Emergency Medical Services patient care documents into one standard format.

July 6th, 2015 there will be a Community Paramedicine knowledge day in Toronto to share information on the program along with what can be developed in the future. Dave Black will be attending along with individuals from Riverside Health Care Facilities and CCAC.

Friday June 12, 2015, the CAO met with Henry Wall, CAO for Kenora District Services Board to look at what we can share and to discuss sharing Union information.

The CAO and the Director of Finance & Asset Management will be in Toronto on July 22, to meet with the Ministry of Health to discuss the outstanding TWOMO funding.

The CAO distributed a memo stating obstetrics services will be discontinued for approximately 10 days. He stated we are short several Physicians in the district and this may have an effect on service and ambulance costs in the future.

We have secured IAH funding in a two year block and will be receiving approximately \$900,000 over two years. The CAO will be bringing a proposal to the Board to build an eight unit pocket housing building in the future.

9.2 Finance

The May Financial Statements were distributed to the Board prior to the meeting. Questions can be directed to the Director of Finance & Asset Management.

9.3 Board Chair

The Chair reported the committees have started meeting, there was an Integrated Human Services meeting as well as a Policy and Governance Committee meeting. The committees are off to a good start and there is a lot of work to be done.

The Chair has spoken to the CAO regarding the Board laptops, they are currently down in the IT department to be set up. There have been a number of IT issues that have developed recently and IT had to be pulled off this project to deal with those issues. Once all the laptops are setup a training session will be held for any Board members who wish to attend.

9.4 Committee Reports

Finance and Audit Committee: No Report

Health & Safety: No Report

Integrated Human Services Committee: Deb Ewald was elected as Chair of this committee. The Terms of Reference were distributed for information. An overview of Integrated Human Services was given by the CAO, the Director of Integrated Services, and the Integrated Services Managers. Discussion was had surrounding staffing including the role of the front desk reception. Question was raised regarding staff working alone in the Atikokan office, a panic button and student placements are being used to reduce the amount of time the staff are alone. There was discussion around capital and looking at electronic data management to save labour and time. The integrated Services Managers gave updates on the Children's Services and Homelessness Plans. The Investment in Affordable Housing, Children's Services Funding and SAMS will be discussed at the September meeting. The next meeting is scheduled for September 17, 2015 at 2:00 p.m.

Emergency Medical Services Committee: No Report

Policy and Governance Committee: Ross Donaldson was elected as Chair for this committee. There was an overview of the organization and the Committee looked at policies up for review. They talked about governance and the work that has previously been done by another committee. Policies need to be streamlined, currently some of them overlap and they would like to look at getting them down to a manageable size. The next step is for the CAO and staff to work on these policies and bring drafts to the Committee. The Committee also talked about overlap occurring with resolutions. The CAO advised we are working on a tracking system to easily look up past resolutions. The Committee discussed By-Law #1 and the required changes that must be made due to new legislation.

Asset Management Committee: The Terms of Reference were distributed and an overview of asset management was presented. The Committee viewed a document used by the Kenora DSSAB for capital planning and asset management purposes. The Committee would be interested in adopting a similar model which would be beneficial at budget time. The Committee will be participating in tours around the various DSSAB properties, members are encouraged to sign up for a location they would not normally be able to go to. The next meeting date was set for October 17, 2015 at 5:00 p.m.

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 July 16, 2015 at 6:30 p.m. at the Rainy River District Social Services Administration Board Office, 450 Scott Street, Fort Frances.

14. Adjournment

Resolution #52/15 MOVED BY R. Donaldson and SECONDED BY K. McKinnon:

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

Carried.

The meeting was adjourned at 7:54 p.m.



CHAIR



SECRETARY-TREASURER (CAO)

July 16 2015
DATE APPROVED