



MINUTES of the REGULAR MEETING of the BOARD
THURSDAY, September 17, 2015 at 6:30 p.m.
RRDSSAB Office, Fort Frances, ON
MEETING #11/15

PRESENT: Mike Ford, Township of Alberton (Chair)
Ken Perry, Town of Fort Frances (Vice-Chair)
Ken McKinnon, Township of LaVallee
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
Robert Burns, Rainy River East
Harold Mosley, Town of Atikokan
Debbie Ewald, Town of Rainy River
George Heyens, Township of Morley

REGRETS: None

STAFF: Dan McCormick, Secretary/Treasurer
Aynsley McKinnon, Recorder
Leanne Eluik, Finance
Sandra Weir, Integrated Services

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- 1. Call to Order**
Mike Ford, Chair, called the meeting to order at 6:30 p.m.
 - 2. Disclosure of Pecuniary Interest and the General Nature Thereof**
None
 - 3. Approval of Agenda**

Resolution #64/15 MOVED BY D. Ewald and SECONDED BY D. Canfield:

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

Carried.

4. Presentations/Delegations

The Board members were each given a lap top computer. Each computer bag contains a memo with instructions on how to log onto the computer. Members are to contact the CAO and let him know if they would like an information session and he will set one up with IT. Members can also contact D. Sutton if they are having problems and he will dial into their computer remotely to troubleshoot the problem.

5. In-Camera

Resolution #65/15 MOVED BY V. Pizey and SECONDED BY H. Mosley:

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

- * Litigation or potential litigation, including matters before Administrative Tribunals, affecting the Board; and
- * Labour relations or employee Negotiations.

Carried.

The Chair reconvened the meeting to its regular session.

In-Camera Report

Issues discussed included Children's Services, Land Ambulance and employee relations.

6. Approval of Minutes

The minutes from the Regular Board Meeting held July 16, 2015 were reviewed.

Resolution #66/15 MOVED BY R. Burns and SECONDED BY G. Heyens:

RESOLVED THAT the Minutes of the Regular Board Meeting of the Rainy River District Social Services Administration Board held July 16, 2015 be approved.

Carried.

The minutes from the Special Board Meeting held August 7, 2015 were reviewed.

Resolution #67/15 MOVED BY K. McKinnon and SECONDED BY B. Langner:

RESOLVED THAT the Minutes of the Special Board Meeting of the Rainy River District Social Services Administration Board held August 7, 2015 be approved.

Carried.

7. Business Arising from the Minutes

7.1 Investment in Affordable Housing (IAH) Proposal

The CAO provided an update on the Investment in Affordable Housing proposal to build an eight-plex pocket housing unit. We are looking at Thunder Bay to see if we can acquire their architect's designs at a reduced cost. We need to know the size of the footprint so we'll know what lot size to pursue. We are looking for property that is close to conveniences. It was clarified the estimated amount of \$800,000 to build the eight-plex does not include the cost of the property.

7.2 Asset Management Site Visits

The CAO is in the process of compiling the results/comments of the Asset Management Committee site visits. Once the summary is completed, it will be brought back to the Asset Management Committee. Discussion was held on the site visits and the consensus was the visits were very beneficial and informative and it was agreed they should be done every one to two years and at Board Orientation.

7.3 Finance Policy F-4.16 Working Capital

A copy of the Finance Policy F-4.16 Working Capital was included in the board package for review. Per the policy, we must ensure the operating accounts maintain between 7.5% and 15% of the current years approved budget. The CAO advised this was discussed at the Finance and Audit Committee meeting earlier today. It was agreed the Finance and Audit Committee would continue looking at different options and report back to the Board in conjunction with the 2016 Budget.

8. New Business

8.1 Management Agreement

The Management agreement will expire December 31, 2015. The CAO requested four members to serve on the ad hoc Negotiation Committee for the staff agreement between the management employees and the RRDSSAB.

Resolution #68/15 MOVED BY D. Canfield and SECONDED BY D. Ewald:

RESOLVED THAT the Rainy River District Social Services Administration Board appoint the following members to serve on the ad hoc Negotiation Committee for the staff agreement between the Management employees and the RRDSSAB

1. Mike Ford Chair
2. Ross Donaldson
3. Val Pizey
4. Ken Perry

Carried.

8.2 Integrated Human Services Committee Meeting

The Committee did not have a meeting this month as there has been no new information released in the Childcare sector. The next Integrated Human Services Committee meeting has been tentatively set for October 15th, 2015 at 3:00 p.m.

8.3 Smoke Free Policy

An issue sheet was provided in the Board package. The RRDSSAB would like to implement a Smoke Free policy for all RRDSSAB owned social housing properties commencing January 1, 2016. It is believed this policy will help reduce the effects of second hand smoke and supports the rights of tenants to reasonable enjoyment of their home. It would also lower maintenance costs and reduce the risk of fires etc. Current tenants who choose to smoke will be grandfathered with the previous guidelines around smoking within the properties and will be permitted to smoke in their units. This policy would affect new tenants signing new leases.

Resolution #69/15 MOVED BY D. Ewald and SECONDED BY D. Canfield:

RESOLVED THAT the Rainy River District Social Services Administration Board approve the implementation of a Smoke Free Policy effective January 1, 2016 for all RRDSSAB owned social housing properties.

Carried.

8.4 2016 Rent Increases

An Issue Sheet was included in the Board package. Each year the Ontario government announces the Province's rent increase guideline for the next year. The 2016 rent increase guideline is 2%. It was clarified this 2% is only for market rent, doesn't affect the rent-geared-to-income tenants.

Resolution #70/15 MOVED BY H. Mosley and SECONDED BY V. Pizey:

RESOLVED THAT the Rainy River District Social Services Administration Board increase the Market Rent in 2016 by 2% for public housing units in Atikokan, Emo, Fort Frances and Rainy River.

Carried.

8.5 Air Conditioner/Parking Charges

An issue sheet was included in the Board package. In order to offset the extra utility charges of running air conditioners, it is recommended that the Board adopt a phased in charge to tenants, for air conditioner usage in buildings that we pay the utility charges, starting at \$30.00 with an annual increase of \$5.00.

Resolution #71/15 MOVED BY H. Mosley and SECONDED BY A. Leek:

RESOLVED THAT the Rainy River District Social Services Administration Board charge for air conditioner usage of \$30.00 per year, for those buildings that we pay the utility charges; and

FUTHER BE IT RESOLVED THAT the charge be increased by \$5.00 per year, each year thereafter until charges match actual cost.

Carried.

Resolution #72/15 MOVED BY G. Heyens and SECONDED BY H. Mosley:

RESOLVED THAT the Rainy River District Social Services Administration Board increase the parking charges in 2019 by 2% for DSSAB housing units in Atikokan, Emo, Fort Frances and Rainy River.

Carried.

8.6 Staff Appreciation

A discussion was lead by D. Canfield regarding holding some form of staff appreciation function for the staff. Suggestions included a BBQ for staff and their families. This could aid in building staff morale and job satisfaction as well as staff retention. He would like to see this included in the 2016 budget and look at holding a function next year, possibly in the summer. He also asked for ideas and assistance in putting this together from the rest of the Board. It was suggested a staff liaison committee comprised of staff and Board members be set up to assist with the planning.

The CAO advised we don't currently have a formal policy on what to do in the event of births, hospitalizations, deaths in the family etc. In the past there has been very little consistency and currently there is no policy in place for him to follow. He would like to draft a policy and incorporate something on staff appreciation. The Board directed the CAO to draft a policy and bring it the Policy and Governance Committee for review.

8.7 Budget 2016

The CAO requested direction from the Board on what process they would like to see and follow for the 2016 budget preparation. He advised we have a Capital Plan but the Board needs to decide how much they are going to put into that plan. Discussion was held and it was decided we would develop the capital and operating budgets and bring them to the Finance and Audit Committee first, then the Committee of the Whole then to the Board.

9. Reports

9.1 CAO

The CAO outlined the SAMS issue. We are still having major issues and have alerted the ministry again. Java is not supported at the end of this year which will cause significant problems with this program. The Ministry called an emergency meeting yesterday and some of these issues were noted.

A Stantec Bridge Information Sheet on the Rainy River Bridge replacement was distributed to the board. The CAO advised he sits on the committee stakeholder and advisory groups. He was told from both sides there would be no fee for crossing the bridge and they will maintain the crossing for the duration of the construction. They are trying to stay close to the original footprint so they don't have to change the ports of entry.

The CAO asked the Board if there was anything in particular we'd like to see showcased in the bridge i.e. wheat fields, trees, animals etc. and were asked to forward any suggestions they may have.

The CAO met with the OMSSA board and several issues were discussed: SAMS, End of life agreements, Child Care funding formula, UN initiative and community hubs, poverty reduction strategies, what, if anything should be put out during elections, human services, Syrian refugees, 2018 upload and what will happen when we get that upload, alternative service delivery models in particular to ODSP and Employment Ontario, and youth homelessness.

9.2 Finance

The August Financial Statements were included in the Board package.

9.3 Board Chair

The Board Chair distributed his Chair Report for September 2015 at the meeting. Members are encouraged to direct any questions or comments to the Chair.

9.4 Committee Reports

Finance and Audit Committee: There was a Finance and Audit Committee meeting today. Topics discussed included reserves and working capital. They believe there's room to make some adjustments. They went over the reserve funds for 2015 and the August financials along with the second quarter investment report. They are also hoping to make the budget process a little easier this year.

Health & Safety: No Report

Integrated Human Services Committee: No Report

Emergency Medical Services Committee: No Report

Policy and Governance Committee: No Report

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 October 15, 2015 at 6:30 p.m. at the Rainy River District Social Services Administration Board Office, 450 Scott Street, Fort Frances.

14. Adjournment

Resolution #73/15 MOVED BY B. Langner and SECONDED BY R. Burns:

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

Carried.

The meeting was adjourned at 8:29 p.m.



CHAIR



SECRETARY-TREASURER (CAO)

Oct 15 - 2015

DATE APPROVED