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MINUTES of the REGULAR MEETING of the BOARD  
THURSDAY, November 19, 2015 at 6:30 p.m.  
RRDSSAB Office, Fort Frances, ON  
MEETING #13/15

**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 (via Teleconference)  
Anthony Leek, Township of Emo (via Teleconference)  
Valerie Pizey, Township of Lake of the Woods (via Teleconference)  
Robert Burns, Rainy River East  
James Gibson, Township of Chapple  
Harold Mosley, Town of Atikokan  
Debbie Ewald, Town of Rainy River (via Teleconference)  
Ken McKinnon, Township of LaVallee

**REGRETS:** George Heyens, Township of Morley  
Don Canfield, Rainy River Central

**STAFF:** Dan McCormick, Secretary/Treasurer (via Teleconference)  
Aynsley McKinnon, Recorder  
Leanne Eluik, Finance

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**1. Call to Order**

Mike Ford, Chair, called the meeting to order at 6:35 p.m.

**2. Disclosure of Pecuniary Interest and the General Nature Thereof**

None

**3. Approval of Agenda**

Resolution #84/15 MOVED BY R. Donaldson and SECONDED BY K. McKinnon:

**RESOLVED THAT** the Rainy River District Social Services Administration Board approve the agenda of November 19, 2015.

**Carried.**

**4. Presentations/Delegations**

None

**5. In-Camera**

The meeting moved in-camera for the purposes of personal matters about an identifiable individual, including Board Members and labour relations and employee negotiations.

Resolution #85/15 MOVED BY R. Donaldson and SECONDED BY K. McKinnon:

**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 Members.
- 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 October 15, 2015 were reviewed.

Resolution #86/15 MOVED BY R. Burns and SECONDED BY J. Gibson:

**RESOLVED THAT** the Minutes of the Regular Board Meeting of the Rainy River District Social Services Administration Board held October 15, 2015 be approved.

**Carried.**

**7. Business Arising from the Minutes**

**7.1 Board Evaluation**

The CAO was unable to find any legislation that requires the Board to perform evaluations however there was a lot of best practice that refers to regular strategic plan reviews. The CAO suggested developing a policy for board

strategic plan review rather than board evaluation, and bring it to the Policy and Governance Committee for review. The Chair advised he has received four evaluations so far.

## 7.2 Harassment Policy

The Workplace Discrimination and Harassment policy was included in the board package. A section was added to address the consequences for policy violations for Board Members and members of the public.

The CAO noted he made a small change to the Employee Conduct and Performance policy by adding the word 'harassment' under the major misconduct heading.

K. Perry asked where the Board was with the new confidentiality form that had been submitted. The CAO advised the form will be brought back to the Policy and Governance Committee for further discussion.

Resolution #87/15 MOVED BY J. Gibson and SECONDED BY R. Burns:

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

- Workplace Discrimination & Harassment

**Carried.**

## 8. New Business

### 8.1 EMS Response Time Plan

The EMS Response Time Plan was included in the board package. The CAO explained we are not making any changes to the plan from last year. Although we've achieved high ratings the number of calls in each group is low so one or two calls could change our percentage very quickly.

Resolution #88/15 MOVED BY H. Mosley and SECONDED BY R. Burns:

**RESOLVED THAT** the *Rainy River District Social Services Administration Board* adopt the 2016 Response Time Performance Plan as presented in accordance with the *Ambulance Act R.S.O 1990, CHAPTER A.19*, and *Ontario Regulation 257/00*, as amended; and

**AND FURTHER BE IT RESOLVED THAT** the *2016 Recommended Response Time Targets* be approved as the Emergency Medical Response Time Frame targets for 2016.

**Carried.**

## 8.2 December Board Meeting

After discussions, the board decided to keep the December board meeting scheduled for December 17<sup>th</sup>, 2015. The Chair asked all members to provide notice as soon as possible if they won't be available to attend that meeting.

The CAO advised he would like to schedule an EMS Committee meeting from 3:00 to 5:00 the day of the board meeting as well.

## 8.3 Supplemental Levy

An issue sheet was included in the board package. During the 2015 budget process estimates were made regarding additional costs that may occur as a result of an ER closure in the Rainy River District. As part of the discussions, the Board agreed that it would be in their best interest to maintain approximately 6 months of municipal costs in reserves.

As the funds were not required during 2015, the Board could hold onto the funds and place them into a reserve for future costs associated with any potential ER closures in the District, or the Board could elect to refund the amount and re-bill part of the 2016 levy. It was recommended the Board return the full amount of the 2015 Supplemental Levy to the Municipalities, and review the ER closure supplemental levy as part of the 2016 budget discussions. It was further recommended the billings to the municipalities remain status quo, including the supplemental levy, until the 2016 Levy has been approved.

V. Pizey indicated she was in favor of returning the supplemental levy collected in 2015 to the municipalities however she was opposed to the 2016 billings remaining status quo, including the supplemental levy, until the budget is passed.

A recorded vote was requested by V. Pizey.

Resolution #89/15 MOVED BY J. Gibson and SECONDED BY H. Mosley:

**RESOLVED THAT** the *Rainy River District Social Services Administration Board* return the land ambulance supplemental levy, collected for 2015, to the municipalities, in the amount of \$200,752, (\$118,236 excluding TWOMO); and

**FURTHERMORE** that the Board review the supplemental levy as part of the 2016 Budget discussions; and

**FURTHER BE IT RESOLVED THAT** the billings to the municipalities remain status quo, including the supplemental levy, until the 2016 Levy has been approved at which time the applicable retroactive adjustments will be made to January 1, 2016.

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

**Carried.**

#### **8.4 2016 Budget**

A tentative meeting schedule for December was given to the Board. The CAO reviewed the proposed meeting dates to ensure members would be available to attend. He will suggest an alternative meeting date for the Finance and Audit Committee meeting.

### **9. Reports**

#### **9.1 CAO Report**

The CAO informed the Executive Director of OMSSA has left the corporation and they now have an interim acting Executive Director probably until August of 2016. He also met with Janet Menard, the new Deputy Minister of Community and Social Services, who brought some interesting discussion points including looking to OMSSA to form a couple committees to look at social assistance reform, and general policies and procedures that drive the costs of administration as well as cost containment.

#### **9.2 Finance**

Monthly financials were included in the board package.

#### **9.3 Board Chair**

The Board Chair distributed his Chair Report for November, 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:** 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. The CAO pointed out the loss of bus services information item and the KPMG report from Hamilton on the OMPF funding, item 11.19 and 11.20.

#### **12. Information Items Available Upon Request**

None

#### **13. Next Meeting**

The next regular Board meeting will be held December 17, 2015 at 6:30 p.m. at the Rainy River District Social Services Administration Board Office, 450 Scott Street, Fort Frances.

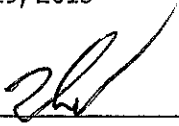
#### **14. Adjournment**

Resolution #90/15 MOVED BY K. McKinnon and SECONDED BY R. Donaldson:

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

**Carried.**

The meeting was adjourned at 7:35 p.m.



CHAIR



SECRETARY-TREASURER (CAO)

Dec. 17<sup>th</sup>/2015

DATE APPROVED