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MINUTES of the REGULAR MEETING of the BOARD  
THURSDAY, November 17, 2016 at 6:30 p.m.  
RRDSSAB Office, Fort Frances, ON  
MEETING #10/16

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

**REGRETS:** None

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

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**1. Call to Order**

Ken Perry, Chair, called the meeting to order at 6:34 p.m.

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

None

**3. Approval of Agenda**

Resolution #75/16 MOVED BY D. Ewald and SECONDED BY D. Canfield:

**RESOLVED THAT** the Rainy River District Social Services Administration Board approve the agenda of November 17, 2016.

**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 employees and litigation or potential litigation, including matters before Administrative Tribunals, affecting the Board.

Resolution #76/16 MOVED BY K. McKinnon and SECONDED BY D. Canfield:

**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.
- Litigation or potential litigation, including matters before Administrative Tribunals, affecting the Board.

**Carried.**

The Chair reconvened the meeting to its regular session.

**In-Camera Report**

Issues discussed included human resources and possible litigation matters. The CAO was directed to proceed as discussed in-camera.

**6. Approval of Minutes**

The minutes from the Regular Board Meeting held October 20, 2016 were reviewed and some minor changes were made.

Resolution #77/16 MOVED BY J. Johnson and SECONDED BY K. McKinnon:

**RESOLVED THAT** the Minutes of the Regular Board Meeting of the Rainy River District Social Services Administration Board held October 20, 2016 be approved, as amended.

**Carried.**

**7. Business Arising from the Minutes**

**7.1 Pocket Housing**

The CAO explained we are still waiting for the surveyor to give us the final plans so they can be provided to the architect. The location selected will be the Lady

Frances site. As soon as the tender documents are received from the architect we will put it out for tender and we will issue a press release. The anticipated build completion date will be July 30, 2017.

## **7.2 Fort Frances Native Urban Wahkaihanun Corporation**

The funds owing to the Fort Frances Native Urban Wahkaihanun Corporation (FFNUWC) from Wahkaihanun Futures Corporation have been returned. The \$120,000 has been deposited and they have provided us with a copy of their Board Resolution returning the money to their reserve account. We will be meeting with them to further discuss best practices relating to the property management function, and we will continue to monitor their accounts. Associated costs will be presented at a future Board meeting.

## **8. New Business**

### **8.1 MoHLTC Service Review**

The CAO presented an overview of the Draft Land Ambulance Service Review Document. He informed we have met the requirements of the Land Ambulance Service Certification Standards and will be issued a three year certificate to operate. Now that we've received the draft report we have 30 days to respond and then an inspector will return within 90 days for a follow up visit. The Board Chair read the letter received from the Ministry. The Board congratulated and commended the Deputy Chiefs, CAO and all staff for the exceptional work done.

Resolution #78/16 MOVED BY D. Canfield and SECONDED BY K. McKinnon:

**RESOLVED THAT** the Rainy River District Social Services Administration Board receive the report on the 2016 Land Ambulance Service Review. **Carried.**

Resolution #79/16 MOVED BY R. Donaldson and SECONDED BY V. Pizey:

**RESOLVED THAT** the Paramedics, Support Staff, Deputy Chiefs, CAO and Human Resources be commended for the exceptional work done on achieving a successful Ambulance Service Review for 2016. **Carried.**

### **8.2 Green Manor Tender**

Awards over \$75,000 must be brought to the Board for approval, per RRDSSAB Finance policy *F-5.0: Procurement*.

Resolution #80/16 MOVED BY B. Langner and SECONDED BY A. Leek:

**RESOLVED THAT** the Rainy River District Social Services Administration Board award the tender for Green Manor renovations to Ed Kaun and Sons Ltd. in the total amount of \$250,153.81 including HST, in the amount of \$28,776.61.

**Carried.**

The CAO requested approval from the Board to enter into direct negotiation with Ed Kaun and Sons Ltd. to utilize the remaining funds from the Green Manor project to complete renovations at Rose Manor and/or to install an elevator in Rose Manor with the total allocated funds.

Resolution #81/16 MOVED BY J. Johnson and SECONDED BY D. Canfield:

**RESOLVED THAT** the Rainy River District Social Services Administration Board directs the CAO to use direct negotiation to utilize the unexpended funds from the 100% Provincially funded Social Housing Improvement Program (SHIP) Green Manor project to complete renovations at Rose Manor and/or install an elevator in Rose Manor within the total allocated funds.

**Carried.**

### 8.3 CHPI Funding

The CAO presented a table showing the CHPI funding allocations for DSSAB's in Northern Ontario. It was noted our funding has increased by 178% overall which demonstrates we have lost out in funding in the first few years of the program. It was clarified that the Kenora DSSAB receives additional funding because it their responsibility to operate shelters within their District. The CAO advised we are very limited in what we could do with this funding and will bring proposals to the Board.

### 8.4 Finance Policy

It was noted that that the Finance policy F-5.0: Procurement was reviewed and discussed at the Finance and Audit Committee meeting and is being recommended to the Board, as presented. The CAO advised that no changes were made to the dollar values in the policy; however some changes were made to reflect procedures already in place, to address the concern around electronic submissions and how quickly we receive the bid documents.

Resolution #82/16 MOVED BY B. Burns and SECONDED BY B. Langner:

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

- F-5.0: Procurement

**Carried.**

## 8.5 Health & Safety Policies

The Health and Safety Management policy along with Human Resources Workplace Discrimination and Harassment and Prevention of Violence in the Workplace policies were included in the Board package. These policies need to be reviewed annually, per legislation, and have been brought to the Board simultaneously in order to align the review dates.

Resolution #83/16 MOVED BY B. Burns and SECONDED BY A. Leek:

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

- HS-1.0: Health & Safety Management
- HR-3.8: Workplace Discrimination & Harassment; and
- HR-3.9: Prevention of Violence in the Workplace.

**Carried.**

## 8.6 2017 Response Time Plan

The EMS Response Time Plan was included in the Board package. The CAO explained these are required under the Ambulance Act and are posted on the Ministry website. We are making the same recommendation as last year. Due to low sample sizes in some categories, a small number of calls can greatly affect our statistics. The CAO explained he looks at an average over 5 years when determining our targets.

Resolution #84/16 MOVED BY J. Gibson and SECONDED BY G. Heyens:

**RESOLVED THAT** the Rainy River District Social Services Administration Board adopt the 2017 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 *2017 Recommended Response Time Targets* be approved as the Emergency Medical Response Time Frame targets for 2017.

**Carried.**

## 8.7 Parliamentary Procedures Workshop

The Rainy River District School Board is bringing in a certified parliamentarian to conduct a parliamentary procedures workshop in December. We are looking to set up a morning and an afternoon session, if there is enough interest, on Friday

December 16<sup>th</sup> and possibly an evening session on December 14<sup>th</sup>. A sign-up sheet was distributed to the Board Members. The RRDSSAB management team will also be attending one of the sessions. The CAO will confirm with the members which session they have been scheduled.

### **8.8 Regulatory Provisions for Review of Service Manager Decisions**

A resolution from the District of Sault Ste. Marie was included in the Board package. A proposal has been made allowing decisions made by Service Managers to be appealed, however, it is unclear at this time who the appeal will be made to. AMO has reviewed this and there is already an internal appeals process, so there are questions as to why it is being opened up externally. The resolution in the package supports the ones already put forward disagreeing with putting this into regulation.

Resolution #85/16 MOVED BY A. Leek and SECONDED BY V. Pizey:

**WHEREAS** the District of Sault Ste. Marie has endorsed the position of the Association of the Municipalities of Ontario regarding the change to the Housing Services Act which will allow housing providers to appeal service manager decisions;

**AND WHEREAS** the Municipality of York and the District of Cochrane Social Services Administration Board has also endorsed this position;

**THEREFORE BE IT RESOLVED THAT** the Rainy River District Social Services Administration Board supports the position of the Region of York and the Association of Municipalities of Ontario that the regulatory change allowing for the appeal of service manager decisions should be struck down and not implemented as intended;

**AND FURTHER,** that this resolution be shared with York Region, AMO, OMSSA, NOSDA, NOMA, and FONOM.

**Carried.**

### **8.9 ROMA**

The Rural Ontario Municipal Association (ROMA) conference is being held January 29-31, 2017 in Toronto and we are looking for one board member to attend. The Board reviewed the agenda and found many topics to be relevant to our district and Board. R. Donaldson will be attending the conference with all travel and per diems paid per Finance policy F-4.15: Travel and Accommodations.

Resolution #86/16 MOVED BY A. Leek and SECONDED BY J. Gibson:

**RESOLVED THAT** the Rainy River District Social Services Administration Board approve Ross Donaldson to attend the 2017 ROMA on January 29-31, 2017 in Toronto and travel and per diems be paid per Finance policy F-4.15: Travel and Accommodations.

**Carried.**

**9. Reports**

**9.1 CAO Report**

A copy of the CAO's Report was included in tonight's Board package. The CAO reiterated the contents of the Report and added that Bill 7, Promoting Affordable Housing Act 2016 includes significant changes for municipalities, with six Acts being changed. The Integrated Caseworker position in Atikokan has been offered and we are awaiting a response.

**9.2 Finance**

The monthly Financial Statements were included in tonight's Board Package. Please direct any questions to Leanne Eluik, Director of Finance and Asset Management.

**9.3 Board Chair**

No Report

**9.4 Committee Reports**

Finance and Audit Committee recently met and Board members were updated on the working capital balance. The Province is now requesting we submit the Ontario Works claim forms. The Committee discussed the outstanding funds and that we will need to wait for further Ministry decisions.

**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 December 15, 2016 at 6:30 p.m. at the Rainy River DSSAB Office, 450 Scott Street, Fort Frances.

**14. Adjournment**

Resolution #87/16 MOVED BY V. Pizey and SECONDED BY A. Leek:

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

**Carried.**

The meeting was adjourned at 9:03 p.m.

  
CHAIR (Ken Perry)

  
SECRETARY-TREASURER (CAO)

  
DATE APPROVED