



MINUTES of the REGULAR MEETING of the BOARD
THURSDAY, September 15, 2016 at 6:30 p.m.
RRDSSAB Office, Fort Frances, ON
MEETING #08/16

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

REGRETS: None

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

1. Call to Order

Ken Perry, 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 #58/16 MOVED BY H. Mosley and SECONDED BY V. Pizey:

RESOLVED THAT the Rainy River District Social Services Administration Board approve the agenda of September 15, 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 #59/16 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:

- 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 social housing matters. The CAO was instructed to proceed as discussed in-camera.

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

6. Approval of Minutes

The minutes from the Regular Board Meeting held July 21, 2016 were reviewed.

Resolution #60/16 MOVED BY J. Gibson and SECONDED BY A. Leek:

RESOLVED THAT the Minutes of the Regular Board Meeting of the Rainy River District Social Services Administration Board held July 21, 2016 be approved.

Carried.

7. Business Arising from the Minutes

7.1 None

8. New Business

8.1 Social Infrastructure Fund/Social Housing Improvement Program

An Issue Sheet was provided to the Board. The Federal government has announced a Social Infrastructure Fund (SIF) which includes an increase in funding under the current Investment in Affordable Housing (IAH) program. The program allows funding for construction and renovation of affordable housing for seniors; construction and renovation of shelters and transitional housing for survivors of domestic violence; and renovation and retrofit of Social Housing. The Province cost matched the increase to the IAH program over a three (3) year period with funding allocations being provided for 2016/17 and 2017/18.

The Social Housing Improvement Program (SHIP) is a capital program. The objective is to assist in the repair, energy and water retrofits of existing social housing to address capital needs, improve energy efficiency and reduce greenhouse gas emissions.

The RRDSSAB has a short period of time to commit 2016/17 allocated dollars. SIF IAH allocation is too small to build and time does not provide an opportunity to introduce a new program, therefore other options need to be explored. In previous years, the Ontario Renovates was a huge success within our District and our staff and clientele are familiar with the program. We currently maintain a waiting list. The SHIP program can be used for existing Social Housing units. We have drawings ready to renovate three one-bedroom units to two two-bedroom fully accessible units and to renovate two one-bedroom to fully accessible units at Green or Rose Manor to help develop the assisted living program. Discussion was held.

Resolution #61/16 MOVED BY D. Canfield and SECONDED BY J. Johnson:

RESOLVED THAT the Rainy River District Social Services Administration Board allocate SIF IAH 2016/17 and 2017/18 to the Ontario Renovates Program and that the RRDSSAB allocate SHIP 2016/17 allocation to the renovations of accessible units at Green or Rose Manor.

Carried.

8.2 2017 Parking Charges

An Issue Sheet was provided to the Board. Per the *Residential Tenancies Act*, Parking is considered rent, therefore, you have to follow Market Rent Increase Guidelines and residents must receive ninety (90) days' notice. Discussion was held. This increase would be for seniors units as we are responsible for the hydro costs and maintenance and repair of the parking lots. It was noted that family units do not pay parking fees as they are responsible for their own hydro costs and maintenance, i.e. snow removal, etc.

Resolution #62/16 MOVED BY D. Canfield and SECONDED BY J. Johnson:

RESOLVED THAT the Rainy River District Social Services Administration Board increase the Parking Charges in 2017 by 1.5% for DSSAB housing units in Atikokan, Emo, Fort Frances and Rainy River.

Carried.

8.3 2017 Market Rent

An Issue Sheet was provided to Board members as a part of tonight's Board package.

Resolution #63/16 MOVED BY D. Canfield and SECONDED BY J. Johnson:

RESOLVED THAT the Rainy River District Social Services Administration Board increase the Market Rent in 2017 by 1.5% for public housing units in Atikokan, Emo, Fort Frances and Atikokan.

Carried.

8.4 Finance Policies

The Chair of the Finance and Audit Committee reported they met and reviewed the policies, noting some changes were requested. They also discussed the need for the governance policy, *G-21.0: Honorarium* should be reviewed in the near future. It was noted that finance policy *F-5.0: Procurement* is still being revised and a draft will be forthcoming for consideration. The requested committee changes have been made and the Finance and Audit Committee recommends the finance policies, as presented. Discussion was held regarding the structure of the budget process and it was determined that our process will remain status-quo. If the budget were to be vetted through a sub-committee first, the potential for contamination could be present, which we want to avoid. The current process is fair and allows all Board members an equal opportunity to provide input into the budget throughout the entire process.

Resolution #64/16 MOVED BY D. Ewald and SECONDED BY W. Langner:

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

- F-1.0: Introduction to Financial Management
- F-1.1: Responsibilities
- F-2.0: Annual Audit
- F-2.1: Control Mechanisms

- F-3.0: Budgeting Process
- F-3.1: Cost Apportionment Formula
- F-3.2: Unexpended Funds
- F-4.0: Accounting for Tangible Capital Assets
- F-4.1: Acquisition, Security & Disposal of Tangible Capital Assets
- F-4.2: Authority for Write-offs
- F-4.3: Bank Accounts
- F-4.4: Credit/Purchasing Cards
- F-4.5: Disbursement of Funds
- F-4.6: Insurance
- F-4.7: Inventory/Materials Management
- F-4.8: Investments
- F-4.9: Petty Cash
- F-4.10: Receipt of Funds
- F-4.11: Reporting
- F-4.12: Reserve Accounts
- F-4.13: Retention of Records
- F-4.14: Short Term Credit
- F-4.15: Travel & Accommodations
- F-4.16: Working Capital
- F-4.17: Accounts Receivable

Carried.

The CAO advised that the RRDSSAB has an opportunity to invest in the "One Investment Program". At this time we are seeking approval to further inquire into the program and take action, should it be deemed in the best interest of the Board.

Resolution #65/16 MOVED BY W. Langner and SECONDED BY D. Ewald:

WHEREAS the *Municipal Act* provides that the power of a municipality to invest money includes the power to enter into an agreement with any other municipality, school board, college, university, hospital or such other person or classes of them as may be prescribed by regulation for the joint investment of money by those parties or their agents;

AND WHEREAS the Rainy River District Social Services Administration Board (RRDSSAB) proposes to enter into a restated Agency Agreement between CHUMS Financing Corporation, a duly incorporated wholly-owned subsidiary of the Municipal Finance Officers' Association of Ontario, and Local Authority Services, a duly incorporated wholly-owned subsidiary of the Association of Municipalities of Ontario, as Agent, and Eligible Investors, and defined therein, to permit the RRDSSAB to be an investor through the "One Investment Program" for joint investments as set out in the various schedules to the Agency Agreement;

AND WHEREAS the RRDSSAB deems it to be in the interest of the Board to enter into the Agency Agreement and to enroll in one or more of the One Investment Program portfolios;

BE IT RESOLVED THAT that the Rainy River District Social Services Administration Board authorize the Chief Administrative Officer and the Director of Finance & Asset Management to enter into and execute the Agency Agreement and any other necessary documents, including without limitation, enrolment documents and documents in connection with payment services for the Portfolios, and to do anything necessary or desirable, initially and on an ongoing basis, on behalf of the RRDSSAB, to give effect to the purpose of the documents which are necessary or desirable to give effect to the Agency Agreement or to the purpose, in accordance with RRDSSAB Finance Policy, *F-4.8: Investments*.

Carried.

The CAO advised that we have negotiated a new Lease Agreement with the Atikokan General Hospital for the ambulance base in Atikokan.

Resolution #66/16 MOVED BY B. Burns and SECONDED BY A. Leek:

RESOLVED THAT that the Rainy River District Social Services Administration Board renew the current Lease Agreement with Atikokan General Hospital for a Land Ambulance Base located at 114 Dorothy Street in Atikokan, for a period of five (5) years with an option for an additional five (5) years, to include a 1.5% rent increase annually and all other terms and conditions of the Lease Agreement remain status-quo, effective January 1, 2017.

Carried.

8.4 DSSAB Act

Board members were provided with copies of the current *DSSAB Act* and Regulations as a part of this evening's Board package. Board members were asked to bring the documents to their respective council tables to review and provide their comments and suggestion to the CAO no later than October 14, 2016. The CAO suggested they review the *Northern Services Board Act, 1990* for a variety of ideas on the direction DSSAB's should be moving.

The CAO requested that Board members declare their interest, in the event we have an opportunity to provide input for *DSSAB Act* changes at the Northern Ontario Service Deliverers Association (NOSDA) table. It was determined that

James Gibson, Ross Donaldson, Ken Perry and Val Pizey are all interested in participating.

8.5 Board Member On-Line Training

Board members were provided with a training package with directions for accessing the on-line training and an Acknowledgement Form to sign and submit to Human Resources once it is completed with a deadline for completion set at December 15, 2016.

9. Reports

9.1 CAO Report

We completed our Ambulance Service Review on September 14, 2016. The initial feedback was very positive, with a formal draft report being provided within 30 to 90 days. We were provided with an exit interview and the verbal report of the Review Team as very positive. It was noted that re-certification is for a three (3) year period commencing January 1, 2017.

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.

It was noted that we currently have cash on hand above the allowable working capital, per RRDSSAB policy. This is because various Ministries have not completed their reconciliations or reporting on repayable/recoverable funds. We are keeping track of these amounts and a list was presented by the Director of Finance and Asset Management. It was noted that when the repayable/recoverable funds are considered the working capital is at the median, as approved by the Board.

Discussion was held about being more firm with Providers who do not submit the required paperwork in a timely manner.

9.3 Board Chair

The Chair reported that he has attended several meetings regarding DSSAB business.

9.4 Committee Reports

There was a JOHSC meeting this month. The minutes have been included as an Information Item as part of this evening's agenda.

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 20, 2016 at 6:30 p.m. at the Rainy River DSSAB Office, 450 Scott Street, Fort Frances.

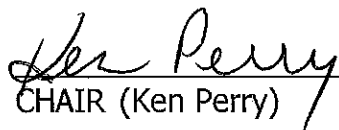
14. Adjournment


Resolution 67/16 MOVED BY B. Burns and SECONDED BY A. Leek:

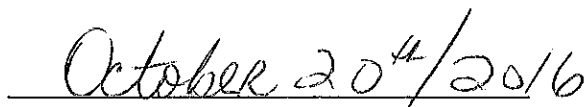
RESOLVED THAT the Rainy River District Social Services Administration Board meeting be adjourned.

Carried.

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


CHAIR (Ken Perry)


SECRETARY-TREASURER (CAO)


DATE APPROVED