
MINUTES of the REGULAR MEETING of the BOARD
THURSDAY, November 19, 2020 at 10:00 a.m.
RRDSSAB Office, Fort Frances, ON
MEETING #12/20 via Teleconference

PRESENT: Dennis Brown, Town of Atikokan
Debbie Ewald, Town of Rainy River (Chair)
Andrew Hallikas, Town of Fort Frances (Vice-Chair)
Don Canfield, Rainy River Central
Bill Langner, Township of Dawson
Colleen Fadden, Township of Lake of the Woods
George Heyens, Township of Morley
Ken McKinnon, Township of LaVallee
Lori-Ann Shortreed, Town of Emo
Mike Ford, Township of Alberton
Robert Burns, Rainy River East

OTHER: None

REGRETS: James Gibson, Township of Chapple

STAFF: Dan McCormick, CAO - Secretary/Treasurer
Leanne Eluik, Director of Finance & Asset Management
Jocelyn Nielson, Administrative Assistant – Recorder

1. Call to Order

The Chair called the meeting to order at 10:00 a.m.

2. Declaration of Conflict of Interest

There was no declaration of Conflict of Interest.

The Chair reminded Board Members that a conflict could be declared at any time during the meeting.

3. Approval of Agenda

Resolution #89/20 MOVED BY G. Heyens and SECONDED BY R. Burns:

RESOLVED THAT the Rainy River District Social Services Administration Board approve the agenda of November 19, 2020, as presented.

Carried.

4. Presentations/Delegations

None.

5. In-Camera

The meeting moved in-camera.

Resolution #90/20 MOVED BY A. Hallikas and SECONDED BY M. Ford:

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

- Personal matters about an identifiable individual, including RRDSSAB or local board employees.
- A proposed or pending acquisition of land for RRDSSAB or a local board purpose or disposal of land no longer needed for RRDSSAB or a local board purpose.
- Litigation or potential litigation, including matters before Administrative Tribunals, affecting the RRDSSAB or a local board.
- A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the RRDSSAB or a local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.
- Information explicitly supplied in confidence to the RRDSSAB or a local board, by Canada, a province or territory, or a Crown agency of any of them.

Carried.

The Chair reconvened the meeting to its regular session.

6. Approval of Minutes

6.1 October 15, 2020 Regular Board Meeting

The minutes from the Regular Board Meeting held on October 15, 2020 were reviewed and approved.

Resolution #91/20 MOVED BY D. Canfield and SECONDED BY C. Fadden:

RESOLVED THAT the Minutes of the Regular Board Meeting of the Rainy River District Social Services Administration Board held October 15, 2020 be approved.

Carried.

7. Committee Reports

None.

8. Business Arising from the Minutes

8.1 FFNUWC

The CAO advised the Board of a meeting held November 6th with FFNUWC secretary, R. Calder and lawyer, C. Calder. Tenant files, rent arrears, reserve funds and year-end audit were discussed. Both parties agreed that there are abnormalities that require addressing. FFNUWC has agreed to develop an action plan for submission to the RRDSSAB by January 15th, 2021 to address the concerns.

9. New Business

9.1 Market Rent Increase

An Issue Sheet was provided to the Board on this topic.

The CAO advised the Board that our market rent has not been changed since devolution of Social Housing in 2001 and is now affecting our Service Level Standards. The Ministry of Municipal Affairs and Housing has asked the RRDSSAB to provide a plan to demonstrate how to increase RGI tenancy.

The CAO recommended to increase market rent effective January 1, 2021 on vacant apartments across all RRDSSAB operated properties.

Resolution #92/20 MOVED BY M. Ford and SECONDED BY D. Canfield:

RESOLVED THAT the Rainy River District Social Services Administration Board (RRDSSAB) adopt the revised market rents, as indicated as follows effective January 1, 2021:

- | | |
|-----------------|-------------------|
| ○ One bedroom | \$ 880 per month |
| ○ Two Bedroom | \$1,135 per month |
| ○ Three Bedroom | \$1,411 per month |
| ○ Four Bedroom | \$1,600 per month |
| ○ Five Bedroom | \$1,700 per month |

AND FURTHERMORE, that the revised market rents will be applied to all directly operated RRDSSAB housing units when vacant. Existing tenancies will remain unaffected.

Carried.

9.2 ROMA 2021

The Rural Ontario Municipal Association (ROMA) Conference will be held virtually, January 25-26, 2021.

The Chair, D. Ewald and Vice Chair, A. Hallikas will be attending along with the CAO.

Resolution #93/20 MOVED BY A. Hallikas and SECONDED BY C. Fadden:

RESOLVED THAT the Rainy River District Social Services Administration Board (RRDSSAB) have the following board members attend the Rural Ontario Municipal Association (ROMA) Conference virtually on January 25-26, 2021 and that per diems are to be paid per Finance Policy F-4.15: *Travel and Accommodations*:

1. Debbie Ewald
2. Andrew Hallikas

Carried.

9.3 Finance Policies

F-1.0 Introduction to Financial Management

F-1.1 Responsibilities

F-2.0 Annual Audit

F-2.1 Control Mechanisms

F-3.1 Cost Apportionment Formula

F-3.2 Unexpected Funds

F-4.0 Accounting Tangible Capital Assets

F-4.1 Acquisition Security Disposal of TCA

F-4.2 Authority for Write-offs

F-4.3 Bank Accounts

F-4.4 Credit Card Purchasing Cards

F-4.4a Credit Purchasing Card Employee Agreement

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-4.16 Working Capital

F-4.17 Account Receivable

Policies, *F-1.0 Introduction to Financial Management, F-1.1 Responsibilities, F-2.0 Annual Audit, F-2.1 Control Mechanisms, F-3.1 Cost Apportionment Formula, F-3.2 Unexpected Funds, F-4.0 Accounting Tangible Capital Assets, F-4.1 Acquisition Security Disposal of TCA, F-4.2 Authority for Write-offs, F-4.3 Bank Accounts, F-4.4 Credit Card Purchasing Cards, F-4.4a Credit Purchasing Card Employee Agreement, 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-4.16 Working Capital, F-4.17 Account Receivable* were part of this meeting's package.

It was noted that only minor revisions have been made, such as typos and date changes.

Policies *F-3.0 Budgeting Process, F-4.15 Travel Accommodation, and F-5.0 Procurement* will be provided and discussed at the December meeting.

No questions or concerns were noted.

Resolution #94/20 MOVED BY D. Brown and SECONDED BY B. Langner:

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

1. *F-1.0 Introduction to Financial Management*
2. *F-1.1 Responsibilities*
3. *F-2.0 Annual Audit*
4. *F-2.1 Control Mechanisms*
5. *F-3.1 Cost Apportionment Formula*
6. *F-3.2 Unexpected Funds*
7. *F-4.0 Accounting Tangible Capital Assets*
8. *F-4.1 Acquisition Security Disposal of TCA*
9. *F-4.2 Authority for Write-offs*
10. *F-4.3 Bank Accounts*
11. *F-4.4 Credit Card Purchasing Cards*
12. *F-4.4a Credit Purchasing Card Employee Agreement*
13. *F-4.5 Disbursement of Funds*
14. *F-4.6 Insurance*
15. *F-4.7 Inventory Materials Management*
16. *F-4.8 Investments*
17. *F-4.9 Petty Cash*
18. *F-4.10 Receipt of Funds*
19. *F-4.11 Reporting*
20. *F-4.12 Reserve Accounts*
21. *F-4.13 Retention of Records*
22. *F-4.14 Short Term Credit*

23. F-4.16 Working Capital
24. F-4.17 Account Receivable

Carried.

9.4 Request for Emergency Vehicle

An Issue Sheet was provided to the Board on this topic.

The CAO shared a letter from William Kaminawash, Executive Director for Wee Che He Wayo-Gamik Family Treatment Centre with a request for the donation of a Surplus Ambulance.

The Wee Che He Wayo-Gamik Family Treatment Centre located in Muskrat Dam, Ontario provides services across forty-nine (49) Nishnawbe Aski First Nation Communities. The former ambulance would be used to assist in the provision of holistic family approach to those affected by alcohol or drug abuse particularly impacted by COVID-19.

Resolution #95/20 MOVED BY B. Langner and SECONDED BY C. Fadden:

RESOLVED THAT the Rainy River District Social Services Administration Board (RRDSSAB) donate to the Wee Che Wayo-Gamik Family Treatment Center, in Muskrat Dam, ON, the 2009 Dual Stretcher Ford Ambulance 09-01, VIN:1FDWE35P49DA45561 as is to assist in the provision of holistic family approach to those affected by alcohol or drug abuse particularly impacted by COVID-19 and;

FURTHERMORE, that two surplus Ferno stretchers, be donated at no cost to the program without warranty.

Carried.

9.5 December Meeting

The CAO asked the Board for consideration to change the date of the December Board Meeting from December 17, 2020 at 10:00 a.m. to December 10, 2020 at 10:00 a.m. and that it be held virtually.

Resolution #96/20 MOVED BY B. Langner and SECONDED BY C. Fadden:

RESOLVED THAT the Rainy River District Social Services Administration Board (RRDSSAB) approve the date change of the Regular Board Meeting scheduled for December 17, 2020 at 10:00 a.m. to December 10, 2020 at 10:00 a.m.

Carried.

9.6 Rainy River District OHT

The CAO shared a press release from the Province with the Board announcing that the Rainy River District Ontario Health Team was one of thirteen new Ontario Health Teams (OHT) in the Province.

An Issue Sheet was provided to the Board outlining that to secure additional funding, the new OHT must develop a Collaboration Agreement, Funding Transition Agreement, Physicians Advisory Council and a Patient/Family Council. Each partner has been asked to consider allocating up to \$10,000 each, to support the hiring of a consultant to prepare and advise the stakeholder group on these issues.

With surplus funds from the 2019 budget and 2020 currently being in a surplus position, administration recommends supporting this funding request.

Resolution #97/20 MOVED BY D. Canfield and SECONDED BY C. Fadden:

RESOLVED THAT the Rainy River District Social Services Administration Board (RRDSSAB) provide up to \$10,000 to support the ongoing development of the Rainy River District Ontario Health Team;

FURTHERMORE, that the CAO be directed to distribute the funds as necessary.

Carried.

10. Reports

10.1 CAO Report

The CAO reported that the Apostolic Way Church roof work is progressing and almost fully installed. The roof is being done by Pete Veldhuisen, Select Construction Inc. CMHA Fort Frances is expecting funding letter for safe beds and has submitted a request of 250K from the LHIN for a new stairwell and elevator at the church.

The infant program at Tall Oaks is expected to start shortly, however staffing shortages due to increased COVID-19 screening and cleaning remains an issue.

The Fort Frances ambulance garage is progressing well and is expected to be finished by year-end.

The Town of Fort Frances has agreed to donate kitchen items from the previous Fort Frances Children's Complex to go towards the kitchen renewal at the Apostolic Way Church (Warming Centre).

The CAO shared a memo with the Board that was sent to staff outlining COVID-19 travel restrictions and responsibilities. The board members were asked to follow

the same guidelines if possible.

The Ministry is offering rapid COVID-19 testing through a pilot program for Paramedic Services running until April 2021. Rapid testing provides a result within 15 minutes and will ensure rapid return of paramedics to duty. The CAO will submit a proposal to see if we can participate in the pilot program.

10.2 HR Report

Human Resources Report was part of the meeting package.

10.3 Finance

10.3.1 The Monthly Financial Statements was part of the meeting package.

10.4 Board Chair Report

The Board Chair reported on letters received from Minister of Labour, Training and Skills Development, Monte McNaughton and Minister of Municipal Affairs and Housing, Steve Clark from the AMO delegations.

11. Other Business

None.

12. Information Items Attached

The board received an information package as part of this meeting's agenda.

13. Information Items Available Upon Request

14. Next Meeting

The next Regular Board meeting of the Rainy River District Social Services Administration Board will be held December 10, 2020 at 10:00 a.m. and will be held virtually.

15. Adjournment

Resolution #98/20 MOVED BY M. Ford and SECONDED BY A. Hallikas:


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

Carried.

The meeting was adjourned at 11:20 a.m.

Deborah J. Ewald

CHAIR



SECRETARY-TREASURER (CAO)

December 10, 2020

DATE APPROVED