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**MINUTES of the REGULAR MEETING of the BOARD  
THURSDAY, May 21, 2026, at 10:00 a.m.  
MEETING #04/26**

- PRESENT (in person):** Wade Desserre, Rainy River West  
Telford Advent, Township of Morley  
Don Canfield, Rainy River Central  
Debbie Ewald, Town of Rainy River (Chair)  
Brendan Hyatt, Township of La Vallee  
Lisa Teeple, Township of Emo  
Colleen Fadden, Township of Lake of the Woods  
Robert Ferguson, Town of Atikokan  
Bill Langner, Township of Dawson  
Robert Burns, Rainy River East
- REGRETS:** Mike Ford, Township of Alberton  
Andrew Hallikas, Town of Fort Frances (Vice Chair)
- ABSENT:** James Gibson, Township of Chapple
- ADMINISTRATION:** Charene Gillies, CAO  
Leanne Gurski, Director of Finance & Infrastructure  
Faisal Anwar, Director of Community Services  
Heather Latter, Communications Advisor  
Sandra Weir, Manager Housing & Homelessness Prevention  
Brenda Witherspoon-Bedard, Community Engagement  
Coordinator (Homelessness Prevention)

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- 1. Call to Order**  
The Chair called the meeting to order at 10:04 a.m.
  - 2. Land Acknowledgement**
  - 3. Attendance & Declaration of Conflict of Interest**

Resolution #22/26 MOVED BY D. Canfield and SECONDED BY B. Burns:  
Regrets

**RESOLVED THAT** the District of Rainy River Services Board (DRRSB) accepts the regrets of Mike Ford (Alberton) and Andrew Hallikas (Fort Frances) for the May 21, 2026 Board meeting.

**Carried.**

- 4. Approval of Agenda**

Resolution #23/26 MOVED BY C. Fadden and SECONDED BY B. Langner:

**RESOLVED THAT** the District of Rainy River Services Board (DRRSB) approve the agenda of May 21, 2026 as presented.

**Carried.**

**5. Approval of Minutes**

Resolution #24/26 MOVED BY W. Desserre and SECONDED BY D. Canfield:

**RESOLVED THAT** the minutes of the Regular Board Meeting of the District of Rainy River Services Board held Thursday, April 16, 2026 be approved as presented.

**Carried.**

**6. In Camera**

The board moved in camera at 10:09 a.m.

Resolution #25/26 MOVED BY R. Ferguson and SECONDED BY L. Teeple:

**RESOLVED THAT** the District of Rainy River Services Board (DRRSB) now meet in-camera to address matters pertaining to:

X Information explicitly supplied in confidence to the DRRSB

**Carried.**

**7. Administration Reports**

**7.1. Housing & Homelessness**

After coming out of in camera at 11:03 a.m., Sandra Weir, Manager Housing & Homelessness Prevention and Brenda Witherspoon-Bedard, Community Engagement Coordinator (Homelessness) presented a draft of the 2026–2036 Housing and Homelessness Plan for Board review and to meet provincial requirements, noting that the plan reflects current housing and homelessness pressures and will be submitted to the Ministry of Municipal Affairs and Housing for the required 90-day review before returning to the Board for final approval in September. Board members were invited to share feedback by the end of June.

There was a question about how the homelessness encampments were counted for the report. It was noted that they were collected through the by-name list and encampment walk throughs. It was suggested that this information be shared with communities.

**8. Business Arising**

**8.1. Proposed Updated DRRSB By-Law No 1**

CAO Charene Gillies noted the proposed by-law was provided to Board members at the

March meeting and as per the expectation in the current by-law to provide any proposed changes a minimum of 45 days in advance, it is now being brought back for approval.

Resolution #26/26 MOVED BY D. Canfield and SECONDED BY T. Advent:

**RESOLVED THAT** the that the DRRSB receive the report titled “By-Law No. 1 Modernization: Approval of 2026 By-Law No. 1”;

And that the Board approve the proposed By-Law No. 1 (2026) in the form presented;

And that By-Law No. 1 (2026) replace the 2018 By-Law No. 1 effective upon approval and execution by the Chair and Corporate Secretary-Treasurer;

And that the Chief Administrative Officer, as Corporate Secretary-Treasurer, be authorized to make any minor administrative, formatting, numbering, or typographical corrections necessary to finalize the by-law, provided such changes do not alter the intent of the by-law;

And that administration proceeds with implementation activities including updates to related governance policies, develop and release guidance, forms, and orientation materials as required to support implementation of By-Law No. 1 (2026).

**Carried.**

**8.2. Supporting Governance Policies**

CAO Gillies noted the Policy & Governance Committee met on April 29<sup>th</sup> to review the governance policies included in the package. Information provided includes revisions to the existing policies and new policies, which outline a modernized governance policy framework aligned with the updated By-Law No. 1 and applicable DSSAB legislative requirements. She noted the updated the governance and finance policies are intended to strengthen accountability, transparency, financial stewardship, Board-CAO role clarity, public notice, meeting operations, conduct expectations, apportionment rules, and travel expense oversight, with implementation to be supported through updated registers, forms, and guidance.

Resolution #27/26 MOVED BY C. Fadden and SECONDED BY B. Langer:

**RESOLVED THAT** the DRRSB receive the report titled Governance Policy Modernization: Overview of Changes and Alignment with Updated By-Law and Legislative Requirements;

And that the Board approve the updated governance and finance policies, as presented, including:

- G-0.0 Policy Framework;
- G-1.0 Annual Accountability Review;
- G-2.0 Board-CAO Relationship;
- G-3.0 Board Member Conduct;

G-3.1 Board Communication;  
G-3.2 Board Remuneration;  
G-4.0 Board Meeting Operations;  
G-4.1 Public Notice;  
F-0.0 Financial Stewardship;  
F-3.1 Apportionment; and  
F-4.15 Travel Expense Policy;

And that the Chief Administrative Officer, as Corporate Secretary-Treasurer, be authorized to make any minor administrative, formatting, numbering, or typographical corrections necessary to finalize the by-law, provided such changes do not alter the intent of the policies;

And further that the Board direct Administration to update the official policy register, replace the previous versions of the affected policies, and develop or maintain any supporting implementation guidance, forms, procedures, or tools required to support consistent application of the approved policies.

**Carried.**

### 8.3. TWOMO Election plan

CAO Gillies briefly went through the plan, which was included in the package. She explained a DRRSB-led election process is being recommended, supported by DataFix and VoterView for voter list management and Vote by Mail services, noting this is the method most municipalities are using. She referenced the proposed election timeline and budget within the approximately \$40,000 allocation from MCCSS.

Resolution #28/26 MOVED BY D. Canfield and SECONDED BY B. Burns:

**RESOLVED THAT** the DRRSB approve the 2026 TWOMO Election Plan, as presented;

And that the Board appoint Heather Latter, Communications Advisor, as Returning Officer for the 2026 TWOMO election process;

And that the Board authorize Administration to use DataFix for voter list management services and Vote by Mail support services, within the approved MCCSS funding allocation for the 2026 TWOMO election;

And that the Board authorize the use of Vote by Mail for the 2026 TWOMO election;

And that Administration be authorized to make administrative updates to the 2026 TWOMO Election Plan, forms, notices, timelines, and procedures as required to align with the 2026 MCCSS TWOMO Election Resource Guide once released, provided there is no material change to the election delivery model, voting method, or approved budget authority;

And that, if residents of a TWOMO electoral area do not select a member through the

2026 election process, Administration bring forward a recommended appointment process for Board approval in accordance with DRRSB By-Law No. 1 and O. Reg 298/78 under the DSSAB Act.

**Carried.**

## 9. New Business

### 9.1. Audited Financial Statements

D. Canfield declared conflict of interest and left the room for this and the following item.

R. Ferguson as Chair of the Finance & Audit Committee, mentioned the meeting held May 12 and turned it over to Leanne Gurski, Director of Finance & Infrastructure. She noted an unqualified clean audit was received and provided some details, such as the significant amount that will be repaid to the government.

Resolution #29/26 MOVED BY B. Hyatt and SECONDED BY W. Desserre:

**RESOLVED THAT** the DRRSB approve the 2025 Audited Financial Statements as presented.

**Carried.**

### 9.2. Appointment of Auditors

It was recommended by the Finance & Audit Committee that MNP LLP be appointed as the auditors for 2026.

Resolution #30/26 MOVED BY R. Ferguson and SECONDED C. Fadden:

**RESOLVED THAT** the DRRSB confirm the appointment of MNP LLP as auditors for the fiscal year ended December 31, 2026.

**Carried.**

### 9.3. Annual General Report

As per the existing by-law and the now updated by-law, the board has a requirement to prepare and release an annual report each year.

Resolution #31/26 MOVED BY D. Canfield and SECONDED T. Advent:

**RESOLVED THAT** the DRRSB approve the 2025 Annual General Report as presented.

**Carried.**

**10. Information Items**

- 10.1. FONOM
- 10.2. Paramedic Services Week

**11. Next Meeting**

The next Regular Board Meeting of the District of Rainy River Services Board will be held virtually on June 18, 2026 starting at 9:00 a.m.

**12. Adjournment**

At 12:04 p.m.

Resolution #32/26 MOVED BY L. Teeple and SECONDED D. Canfield

**RESOLVED THAT** the District of Rainy River Services Board (DRRSB) meeting be adjourned.

**Carried.**

**Meeting adjourned.**



CHAIR



SECRETARY-TREASURER (CAO)

June 18, 2026

DATE APPROVED