



MINUTES
of the REGULAR BOARD MEETING
THURSDAY, April 10th, 2008

RRDSSAB Office, Fort Frances, ON 6:30 p.m.
MEETING #03/08

PRESENT: PETER VAN HEYST, Township of Chapple
JIM BELLUZ, Township of LaVallee
LINDA ARMSTRONG, Township of Dawson
DEBBIE EWALD, Town of Rainy River
GARY GAMSBY, Township of Morley
WADE DESSERRE, R. R. West Electoral Area
MICHAEL LEWIS, R. R. East Electoral Area
DENNIS BROWN, Township of Atikokan
BARBARA COURNOYER, Township of Alberton
JOHN CALLAN, R. R. Central Electoral Area
GARY JUDSON, Township of Emo

REGRETS: VALERIE PIZEY, Township of Lake of the Woods
SHARON TIBBS, Town of Fort Frances

STAFF: DONNA DITTARO, Secretary-Treasurer
MILDRED BECK, Acting Manager of Finance
JUDY KOSKI, Recorder
JOANNE SPENCE, Personnel & Policy Officer

1. Call to Order

Mike Lewis, Chair, called the meeting to order.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

3. Approval of Agenda

The Chair advised that the following items of *New Business* have been added to the agenda:

- 8.3 Land Ambulance Sick Leave Reserve Fund
- 8.4 Land Ambulance Transition Funding
- 8.5 Utilization of Surplus (Land Ambulance)
- 8.6 2007 Banked Vacation Time (Land Ambulance)

Resolution #28/08 MOVED BY D. Ewald and SECONDED BY D. Brown:

RESOLVED THAT the agenda of April 10, 2008, be approved.

CARRIED

4. Presentations/Delegations

Joanne Spence, Personnel & Policy Officer summarized her roles and responsibilities which she carries out for the DSSAB. A brief question and answer period followed. The Chair thanked Joanne for her presentation.

5. In Camera

Resolution #29/08 MOVED BY P. Van Heyst and SECONDED BY D. Ewald:

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

- a proposed or pending acquisition of land for Board purposes or disposal of land no longer needed for Board purposes.

CARRIED

The Chair reconvened the meeting to its regular session.

Resolution #30/08 MOVED BY D. Ewald and SECONDED BY P. Van Heyst:

RESOLVED THAT the *Rainy River District Social Services Administration Board* accept the Agreement of Purchase and Sale on 109-111 Alder Avenue, Atikokan, Ontario, dated April 3, 2008.

CARRIED

6. Approval of Minutes

Resolution #31/08 MOVED BY D. Ewald and SECONDED BY P. Van Heyst:

RESOLVED THAT the Minutes of the *Regular Board Meeting* held March 5, 2008, be approved.

CARRIED

7. Business Arising from the Minutes

7.1 Cost Apportionment Formula

The Chair reviewed the resolution passed at the last regular Board meeting which stated that “the municipal members poll their Council’s willingness to alter the current apportionment formula”. He also read the memo to the Board dated 06 March, 2008, from the CAO. Results of the poll were to be brought back to this evening’s meeting. Copies of resolutions from some District Councils have been received. He noted that Fort Frances has only one vote regarding apportionment as do the other municipalities. The Chair advised that he would not vote this evening unless there is a tie and in that case he would be voting against the resolution.

Resolution #32/08 MOVED BY W. Desserre and SECONDED BY J. Belluz:

RESOLVED THAT the *Rainy River District Social Services Administration Board* shall re-visit the cost apportionment formula.

Recorded Vote:

Yea: Chapple
Dawson
Lake of the Woods
Rainy River

Nay: Alberton
Atikokan
Emo
Fort Frances
LaVallee
Morley
Rainy River Central
Rainy River West

DEFEATED

Resolution #33/08 MOVED BY D. Ewald and SECONDED BY D. Brown:

RESOLVED THAT the *Rainy River District Social Services Administration Board* accept the 2008 Cost Apportionment Schedule, based on weighted assessment using weighted average tax ratio by class for the DSSAB, including Payments-in-Lieu (PILs), as attached.

CARRIED

7.2 International Falls Mutual Aid Agreement

The Chair advised that the Health Services Manager had provided a memo to the CAO as a result of a request by the member from Fort Frances at the last Board meeting. This is received as information this evening.

8. New Business

8.1 Atikokan Municipal Non-Profit Housing: Change in Age Criteria

An Information Sheet prepared by the Non-Profit Housing Manager was reviewed. The Social Housing Committee Chair confirmed that a recommendation has been made by the Social Housing Committee as set out in the Issue Sheet.

Resolution #34/08 MOVED BY W. Desserre and SECONDED BY J. Belluz:

RESOLVED THAT the *Rainy River District Social Services Administration Board* approves the lowering of the age eligibility at Atikokan Municipal Non-Profit Housing Corporation from 65 to 60 years of age.

CARRIED.

8.2 Human Resource Policy *HR-32.0, Workers's Compensation*

The Chair advised that a memo and draft policy is included in the Board package this evening.

Resolution #35/08 MOVED BY J. Belluz and SECONDED BY P. Van Heyst:

RESOLVED THAT the *Rainy River District Social Services Administration Board* approves the changes to *Human Resource Policy, HR-32.0, Worker's Compensation*, as presented.

CARRIED

8.3 Land Ambulance Sick Leave Reserve Fund

An Issue Sheet prepared by the Acting Manager of Finance was reviewed. She explained that this only affects eleven long-term employees. It is a recommendation of the auditor that this fund be set up.

Resolution #36/08 MOVED BY J. Belluz and SECONDED BY D. Brown:

RESOLVED THAT the *Rainy River District Social Services Administration Board* approve the transfer of \$68,830.00 to the Land Ambulance Sick Leave Reserve for 2007, to set up funds for the CUPE Sick Leave Bank.

CARRIED

8.4 Land Ambulance Transition Funding

An Issue Sheet prepared by the Acting Manager of Finance was reviewed. It was noted that this amount was budgeted in 2007 and is being transferred for outstanding work not completed.

Resolution #37/08 MOVED BY J. Belluz and SECONDED BY G. Gamsby:

RESOLVED THAT the *Rainy River District Social Services Administration Board* approve the transfer of \$126,482.00 to the Land Ambulance Transition Reserve for 2007, for the purpose of completion of outstanding work in 2008, as identified.

CARRIED

8.5 Utilization of Surplus (Land Ambulance)

The Acting Manager of Finance advised that there is an estimated surplus for 2007 in the Land Ambulance Program in the sum of \$353,122 which includes additional unbudgeted First Nations Funding and monies received for the AVLs (Automated Vehicle Locators). It is recommended that this surplus be used to offset the amount due to Reserve for Working Capital, previously borrowed for Land Ambulance Base purchase and renovations.

Resolution #38/08 MOVED BY J. Callan and SECONDED BY G. Gamsby:

RESOLVED THAT the *Rainy River District Social Services Administration Board* approve the utilization of any realized 2007 net surplus dollars from the Land Ambulance Program to offset the amount due to Reserve for Working Capital, previously borrowed for Land Ambulance Base purchase and renovations.

CARRIED

8.6 2007 Banked Vacation Time (Land Ambulance)

The Acting Manager of Finance advised that this matter is a housekeeping issue as a result of the recent audit.

Resolution #39/08 MOVED BY G. Gamsby and SECONDED BY J. Callan:

RESOLVED THAT the *Rainy River District Social Services Administration Board* approve the recovery from the 2007 banked vacation time Reserve Fund for the Land Ambulance Program in the amount of \$12,744.28.

CARRIED

9. Reports

9.1 CAO and Program Reports

The Chair advised that the CAO is presently on vacation and will be back on Monday. She would have been able to attend the regular meeting had it not been moved forward a week. The Program Managers' reports were reviewed by the Board members.

9.2 Finance

The Accounts Payable Listings for the months of January, February and March of 2008, were received and reviewed by the Board. Financial Statements for the months of January and February, 2008, were received and reviewed by the Board.

The Acting Manager of Finance advised that the 2007 audit has been partially completed. It is going well and the auditors will be returning on April 14th or 21st in order to complete the audit. She reviewed some of the estimated surpluses. She also advised that all of the non-profit providers' 2007 documentation is with the auditors. At present, there are no areas of concern.

9.3 Board Chair

No report.

9.4 Committee Reports

Ontario Works - No report.

Social Housing - Debbie Ewald, Chair of the Social Housing Committee, reported that the Committee had met before this evening's Board meeting. Grant monies from the Ministry of Municipal Affairs and Housing in the sum of \$248,329 have been authorized to spend on capital repairs and/or energy-efficiency improvements. The approved funds will be transferred to our DSSAB by June 30, 2008. At that time, the Ministry will advise details on reporting requirements. Jim Belluz asked for assurances that capital work be done this year. The Social Housing Committee Chair advised that the Building Condition Audits for DSSAB Housing will be carried out this year which will assist in capital planning. Other capital work is presently being carried out. Barb Cournoyer reminded the Board members that we did not receive any capital reserves for improvements at the time of transition.

Land Ambulance - No report.

Child Care - No report.

10. Other Business

None.

11. Information Items Attached

The Board members received information items 11.1 to 11.4.

12. Information Items Available Upon Request

None

13. Next Meeting

The next regular Board meeting will be held May 15th, 2008, at 6:30 p.m. at the *Rainy River District Social Services Administration Board Office*, 450 Scott Street.

14. Adjournment

Resolution #40/08 MOVED BY J. Callan and SECONDED BY G. Gamsby:

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

CARRIED

CHAIR

SECRETARY-TREASURER

DATE APPROVED