



MINUTES
of the REGULAR MEETING of the BOARD
THURSDAY, April 15th, 2010

RRDSSAB Office, Fort Frances, ON 6:30 p.m.
MEETING #07/10

PRESENT: Rick Neilson, Township of Chapple
Dennis Brown, Town of Atikokan
Michael Lewis, Rainy River East
Debbie Ewald, Town of Rainy River
Gary Gamsby, Township of Morley
Linda Armstrong, Township of Dawson
Ross Donaldson, Township of LaVallee
Valerie Pizey, Township of Lake of the Woods
Sharon Tibbs, Town of Fort Frances
Mike Ford, Township of Alberton
John Callan, Rainy River Central

REGRETS: Gary Judson, Township of Emo
Wade Desserre, Rainy River West

STAFF: Donna Dittaro, CAO
Dawn Galusha, Acting Manager of Finance
Sandra Weir, Housing Manager
Judy Koski, Recorder

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

Gary Gamsby advised that he will be reporting on a meeting he had with Ed Tetu of ETA Contracting regarding the Riverview Manor Request for Proposal. The Chair advised that this will be reported by the Chair of the Housing Committee as well.

Resolution #43/10 MOVED BY D. Ewald and SECONDED BY D. Brown:

RESOLVED THAT the *Rainy River District Social Services Administration Board* approve the agenda of April 15, 2010.

Carried.

4. Presentations/Delegations

Dawn Galusha, Acting Manager of Finance, gave a brief presentation regarding the upcoming implementation of the Harmonized Sales Tax and its impact on the DSSAB.

5. In Camera

None

6. Approval of Minutes

Resolution #44/10 MOVED BY R. Neilson and SECONDED BY M. Ford:

RESOLVED THAT the minutes of the Regular Board Meeting of the Rainy River District Social Services Administration Board held March 18, 2010, be approved.

Carried.

Ross Donaldson stated that the minutes of March 31, 2010, should be amended to show that two bids for the Riverview Manor Project were disqualified due to incomplete proposals.

Resolution #45/10 MOVED BY R. Donaldson and SECONDED BY L. Armstrong:

RESOLVED THAT the minutes of the Special Board Meeting of the Rainy River District Social Services Administration Board held March 31, 2010, be approved.

Carried.

7. Business Arising from the Minutes

7.1 Progressive Discipline Policy

The CAO was directed to make the following changes:

- Under the heading "Policy" remove the word "and" at the end of "c) suspension;"
- Under the heading "Procedure" Section 2. shall read "The steps followed, as part of the progressive discipline process, are:".

Resolution #46/10 MOVED BY D. Brown and SECONDED BY R. Neilson:

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

HR-23.0 Progressive Discipline.

Carried.

7.2 Re-Calculation of Cost Apportionment Formula

The CAO advised that numbers from the Municipal Property Assessment Corporation (MPAC) related to the unincorporated areas have not been received and, therefore, the double majority process cannot be completed at this time. Information has been provided to the Board this evening, without the elector numbers for Areas 11, 12 and 13. The CAO has received resolutions from the ten municipalities and letters of consent from the three unincorporated representatives with respect to the selection of options. Mike Lewis stated that he intends to vote the same as the majority of the municipalities. The CAO reported that Wade Desserre has also indicated that he intends to vote with the majority of the municipalities. John Callan stated that he was not in favour of re-opening the cost apportionment formula and had made his intention clear in the beginning that he wishes to continue on with the existing Option #2. Val Pizey thanked the Chair for his consideration of the municipalities. Gary Gamsby noted that if there is not a successful double majority vote, the formula will remain with Option #2. The CAO will notify the Board members, once complete numbers have been received from MPAC.

7.3 Correction to Resolution #21/10 dated March 10, 2010

The Chair advised that some line item totals were incorrectly stated on the budget resolution passed on March 10, 2010. The total budget which was voted upon still remains the same. A sheet with the adjusted numbers was distributed by the Acting Manager of Finance and reviewed by the Board. The Acting Manager of

Finance advised that the Municipal Clerks had received the correct Budget Summary for 2010.

8. New Business

8.1 Revisions to Criminal Reference Check Policy

The CAO advised that the corrections to this policy were brought to our attention by the Police, as not all DSSAB employees require enhanced criminal checks. Definitions have now been included in this policy to determine whether an enhanced criminal reference check is required. It was confirmed that potential employees are required to pay for their own criminal reference check.

Resolution #47/10 MOVED BY J. Callan and SECONDED BY G. Gamsby:

RESOLVED THAT the *Rainy River District Social Services Administration Board* approve the revisions to the following policy:

HR – 14.0 Criminal Reference Check.

Carried.

9. Reports:

9.1 CAO and Program Reports

The Board received and reviewed the CAO and Program Reports. The CAO advised that the Northwest Independent Living Services (NILS) had submitted a Proposal to the Northwest Local Health Integrated Network (LHIN) for 24/7 Personal Support Staff at Riverview Manor. Unfortunately, the LHIN has denied their funding request. The CAO and other Aging at Home Committee members are attempting to meet with the CEO of the LHIN to discuss this matter. Val Pizey suggested that a letter be written to each of the municipalities in order to gather support for the NILS' request for funding from the LHIN.

There are currently fifteen units in Riverview, however once renovations are complete, fourteen units will remain – thirteen units available for tenants and one which may be used for service provision to tenants. Debbie Ewald noted that tenants housed in renovated units will be able to retain their independence longer. She also noted that the NILS was looking for housing for “high-care” adults; not restricted to seniors which may have complicated the funding request to the LHIN. The CAO stated that “supportive housing” was originally funded by the Ministry of Health and Long-Term Care for individuals eighteen years of age or over who met the health criteria. Senior supportive housing is a new project for the LHIN and is targeted to seniors who require assistance, in order to stay in their own home.

Ross Donaldson explained that the DSSAB provides the building but the actual services are under the umbrella of other community organizations such as NILS.

The Chair advised that Columbus Place was discussed in-camera at the Social Housing Committee meeting which was held immediately before this evening's Board meeting. Our staff is attempting to work with the Columbus Place Board and their legal advisor to resolve issues related to property management and the Board Chair. The Ministry of Municipal Affairs and Housing and the Social Housing Services Corporation are providing advice to the staff and Committee.

9.2 Finance

The Accounts Payable listing for the month of March, 2010, in the amount of \$729,489.78 was received and reviewed by the Board. Financial Statements for the months of January through March, 2010, were received and reviewed by the Board. The Chair reminded the Board that they could call the Acting Manager of Finance with any questions about the statements.

9.3 Board Chair

The Chair advised that he had received a call from a Board member regarding an article in the Fort Frances Times which stated that the CAO for the DSSAB had received a 20% increase in salary for 2010 and felt that this should be clarified, as it was not a correct statement. The Chair attended the CAO's office and met with a reporter from the Fort Frances Times in order to explain the error. The reporter also interviewed individuals at the Town of Fort Frances, School Board and Riverside regarding salary increases to their employees on the "sunshine list".

9.4 Committee Reports

Ontario Works Committee – No meeting has been held

Social Housing Committee – Debbie Ewald, Chair of the Social Housing Committee, reported that the Committee had met prior to this evening's Board meeting. The Committee approved the renewal of the Northern Home Repair Program agreement with the Metis of Northern Ontario for 2010/2011. The Housing Manager advised that this program is available for homeowners who are making energy efficiency changes to their homes or satisfying health and safety infractions. Up to \$50,000 is available to a homeowner.

The Chair of the Housing Committee advised that some of the board members had been contacted by Ed Tetu of ETA Contracting whose bid was disqualified from the Riverview Manor project. Gary Gamsby brought forward a sealed letter provided to him by Mr. Tetu to be distributed to the Board which stated his displeasure at being disqualified. The Board Chair noted that two of the bidders were disqualified, including Mr. Tetu, for incomplete proposals. Mr. Tetu did not acknowledge Addendum 2 in his documentation, as required within the proposal documents and the Board's procurement policies. Gary Gamsby reported that he

met with Mr. Tetu, as he resides in his municipality. Mr. Tetu indicated that he had not included his GST number as there was no place on the document to do so, although he could have included it anywhere on the document. He also stated that he had called the DSSAB office to report that he had received the faxed Addendum #2, however he did not complete the proposal documents acknowledging inclusion of Addendum #2, making the proposal incomplete. Mr. Tetu claimed that he had changed his figures to allow for the flooring, however the staff are not able to confirm this. Mr. Tetu noted that the Request for Proposal states that the lowest or any bidder is not necessarily accepted and the DSSAB reserves the right to reject any or all bidders and to waive irregularities. He also indicated that the Request for Proposal was confusing as to whether bids could be submitted by fax.

Gary Gamsby requested that staff look at the proposal documents to make them more clear and asked that Mr. Tetu be provided with a copy of our policy related to disqualifications. The Housing Manager advised that the Selection Committee followed the Board's procurement policies thereby ensuring each bidder was treated fairly. The Chair noted that Mr. Tetu's letter has been given to the Social Housing Committee for a response which will be distributed to the Board. The Chair of the Social Housing Committee stated that four proposals were brought forward, two were disqualified and rules cannot be changed. The process was carried out the way it should have been done. Ross Donaldson noted that he had also spoken with Mr. Tetu and suggested that perhaps more clarity is needed on the form. Gary advised Mr. Tetu that the DSSAB is required by law to have procurement policies and we must and do follow those policies. The Chair asked that Mr. Tetu be advised that his letter has been delivered to the Committee and Board members.

Land Ambulance Committee – No meeting has been held. Gary Gamsby, Chair of the Land Ambulance Committee advised that the CUPE agreement is presently being reviewed for any grammatical errors but has been accepted by both parties. The Health Services Manager has been in touch with Norm Gale in Thunder Bay regarding non-emergent transfers.

Child Care Committee – No meeting has been held. The Board Chair advised that he had attended a meeting on Friday regarding the Early Learning Program and the Ministry of Education was represented via teleconference. Stage One of the program will be in Atikokan, however, there are no numbers for before and after school programs. The Ministry of Education has allocated funding for one classroom at Robert Moore School next year, however, there are two classrooms of the same age group which would be looking for funding. There is presently no impact on Day Care in Atikokan in Year One. He stated that Mildred Beck had done an excellent job in representing the DSSAB at the meeting he had attended. Dennis Brown suggested that Howard Hampton, MPP, should be advised of this situation.

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 Meeting of the Board will be held May 20, 2010, at 6:30 p.m. at the *Rainy River District Social Services Administration Board Office*, 450 Scott Street, Fort Frances.

14. Adjournment

Resolution #48/10 MOVED BY G. Gamsby and SECONDED BY J. Callan:

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

Carried.

CHAIR

SECRETARY-TREASURER

DATE APPROVED