



MINUTES
of the REGULAR MEETING of the BOARD
THURSDAY, November 16, 2006

RRDSSAB Office, Fort Frances, ON 6:30 p.m.
MEETING #12/06

- PRESENT:** JOHN CALLAN, Rainy River Central
WADE DESSERRE, Rainy River West
TANNIS DRYSDALE, Town of Fort Frances
EMILY WATSON, Township of LaVallee
LINDA ARMSTRONG, Township of Dawson
VALERIE PIZEY, Township of Lake of the Woods
GARY GAMSBY, Township of Morley
GERRY MARCHUK, Town of Rainy River
MICHAEL LEWIS, Rainy River East
PETER VAN HEYST, Township of Chapple
- REGRETS:** BARBARA COURNOYER, Township of Aliberton
DENNIS BROWN, Township of Atikokan
GARY JUDSON, Township of Emo
- STAFF:** DONNA DITTARO, Secretary-Treasurer
LEANNE ELUIK, Manager of Finance
JUDY KOSKI, Recorder

1. Call to Order

Val Pizey, Chair, called the meeting to order.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

3. Approval of Agenda

The Chair added a Personnel Issue to the in-camera session and one information item, as follows:

11.3 *Letter dated November 16, 2006, from Wayne Woods, re: Fort Frances Base*

Tannis Drysdale asked that a letter from the Chief Building Official for the Town of Fort Frances be added as an information item.

Peter Van Heyst requested that a real estate matter be added to the in-camera session.

Resolution #116/06 MOVED BY P. Van Heyst and SECONDED BY G. Marchuk:

RESOLVED THAT the agenda of November 16, 2006, be approved.

CARRIED

4. Presentations/Delegations

None.

5. In-Camera

Resolution #117/06 MOVED BY E. Watson and SECONDED BY G. Gamsby:

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

CARRIED

Val Pizey, Chair, reconvened the meeting to its regular session.

6. Approval of Minutes

Resolution #118/06 MOVED BY G. Marchuk and SECONDED BY P. Van Heyst:

RESOLVED THAT the Minutes of the *Regular Board Meeting* held October 19, 2006, be approved.

CARRIED

7. Business Arising from the Minutes

7.1 Secondment of Trevor Johnson

The CAO advised that a memo was included in the Board package this evening to clarify Mr. Johnson's secondment.

7.2 Staff Retirement Policy HR-24.3

The CAO advised that a copy of the *Staff Retirement Policy* has been included in the Board package, in answer to a question raised at the last regular Board meeting.

Leanne reported that she is still awaiting a response from the Municipal Property Assessment Corporation on properties outside the school board boundaries.

8. New Business

8.1 Cancel December Meeting

Discussion was held regarding the cancellation of the December Board meeting. Mike Lewis noted that a Special Board meeting could be called during December, should further information be available on final building costs.

Resolution #119/06 MOVED BY T. Drysdale and SECONDED BY G. Marchuk:

RESOLVED THAT the regularly scheduled Board meeting to be held on December 21, 2006, be cancelled.

CARRIED

8.2 Finance Policies F-7.3 and F-7.4

Resolution #120/06 MOVED BY G. Gamsby and SECONDED BY E. Watson:

RESOLVED THAT the *Rainy River District Social Services Administration Board* approve the revisions to Finance Policies F-7.3 and F-7.4 in order to comply with existing Finance Policies.

CARRIED

8.3 Appointment to Land Ambulance Negotiation Team

The Land Ambulance Committee has requested that a Board Member be appointed to the Land Ambulance Negotiation Team.

Resolution #121/06 MOVED BY G. Gamsby and SECONDED BY P. Van Heyst:

RESOLVED THAT the *Rainy River District Social Services Administration Board* appoint Michael Lewis to the Rainy River DSSAB Land Ambulance Negotiation Committee to negotiate a new contract with CUPE for the period beginning 01 January, 2007.

CARRIED

9. Reports

9.1 CAO and Program Reports

The Board members received and reviewed the monthly reports of the CAO and Program Managers. The CAO reported that she and the Health Services Manager had attended a meeting with Lori Maki and Grace Silander from Riverside, where several matters were resolved, including the use of the existing Fort Frances base until March 31, 2007. A revised Emo lease for a two-year term has been forwarded to Riverside for signature. Riverside has agreed to continue to provide laundry services, biomedical services and advanced life support drugs. A full inventory review of the bases will be completed prior to transfer. Matters relating to the release of employment qualifications, staff access to the hospital, shift schedules, and funding for training were also reviewed.

Heidi McCarthy, an Income Maintenance Caseworker for Ontario Works, has resigned effective December 8, 2006, as she is relocating to Winnipeg. Heidi is a very valuable employee and will be greatly missed. We will fill all job vacancies as quickly as possible.

The CAO thanked the Board Members for their service. A letter will be forwarded to Riverside to thank them for their participation and cooperation at that meeting, with a copy to the Land Ambulance Committee.

9.2 Finance

The Board members received and reviewed the Accounts Payable Report for the month of October, 2006, in the amount of \$149,470.63 and the Financial Statements for the month of October, 2006. The Chair reported that BDO Dunwoody will begin the interim audit on November 27, 2006.

9.3 Board Chair

No report

9.4 Committee Reports

Ontario Works - No Meeting to report.

Social Housing - No Meeting to report. Next Meeting: November 21st.

Land Ambulance - Gary Gamsby, Chair, referred the Board to the Health Services Manager Report and congratulated Dan and the staff on the recent Ministry Certification for a one-year period.

Child Care - No Meeting to report. John Callan, Chair, referred the Board to the Children's Service's Manager Report.

The CAO reported that Monika Huminuk has been hired as Program Manager for Victim's Services. The Program is seeking rental accommodations elsewhere, in order to serve as a stand-alone site. Monika is very keen and an excellent choice for the Program.

Building Committee - Mike Lewis, Chair, reported that two meetings have been held, i.e. November 2nd and 16th. A letter dated November 15th, 2006 from the Chief Building Official for the Town of Fort Frances was received. The Building Committee met with the Architect, Project Manager and Construction Manager today and discussed several cost saving measures, including the purchase of a lift versus a full elevator and a revised mechanical plan. The consultants and staff are working hard to save costs for the Board.

Project Manager, Dave Zatulsky will be meeting with Captain Frank Sheppard, Fort Frances Fire Department, to discuss the Board's need for a fire alarm system.

The Building Committee has been presented with information regarding quotes, costs and financing information. There is a concern with costs related to the electrical contract which is more than double the construction manager's estimate.

A Summary of Costs, based upon the construction manager's estimates, was prepared and presented by the Finance Department. The total estimated cost is approximately \$1.67 million, based on the construction manager's current estimates; this includes the purchase price and a 10% contingency. It was clarified that the renovation costs are estimated at \$1,243,254 which includes both administration costs and construction costs. The Board is waiting for new mechanical drawings and lift quotes which will affect our overall renovation costs. The Chair noted, as the costs are coming in higher than expected, we have to cut back or determine funding options. There could be legal implications for the Board, should the awarded tenders be affected by changes to the plans. The Board has three to four offices which could be made available to rent. The CAO will confirm with the Managers and Ministry, as to our requirements for privacy and confidentiality matters related to personnel and clients. Funding options will be explored.

The construction management process was discussed. Construction management is very different from general contractor projects. It is difficult to finalize a budget, as the construction manager prices goods and services individually, in order to seek the best value for the Board's dollar. Building concerns must be brought to the CAO's attention. Board members cannot act on their own. Tannis Drysdale asked that all construction be stopped, until final costs are known. Val stated that the plans are still not complete and it is not possible to determine final costs. A Building Committee meeting will be held next week and all Board members are welcome to attend.

Resolution #122/06 MOVED BY E. Watson and SECONDED BY M. Lewis:

RESOLVED THAT all construction at 450 Scott Street, Fort Frances, be halted until such time as the Board approves further construction.

CARRIED

The CAO explained that the drawings for the Fort Frances Ambulance Base had just been received, however the CBO had allowed demolition to proceed without a permit, in order to assist with the design process.

10. Other Business

None

11. Information Items Attached

The Board members received information items 11.1 to 11.3.

12. Information Items Available Upon Request

None.

13. Next Meeting

Next regular Board meeting will be held January 18, 2007, at 6:30 p.m. at the *Rainy River District Social Services Administration Board Office*, 206 Scott Street.

14. Adjournment

Val Pizey congratulated the Board members for all of their efforts over the past year and thanked the Staff and Committees for their hard work.

Resolution #123/06 MOVED BY G. Gamsby and SECONDED BY E. Watson:

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

CARRIED

CHAIR

SECRETARY-TREASURER

DATE APPROVED