

**BOARD MEETING**

Espanola & District Recreation Complex  
Avery Drive, Espanola ON

**DECEMBER 9, 1999**

**MINUTES**

**1.0 CALL TO ORDER**

1.1 The Chair, Mr. Frank Gillis, called the meeting to order at 10:10 a.m.

**Present:** Perry Anglin, Jack Barr, Pat Best, Raymond Chénier,  
Frank Gillis (Chair), Dave Ham, Ray Harding, Lucille Joyce,  
Willy Léveillé, Laurier Low, Claude Mayer, Dale Van Every.

**Staff:** Gary Champagne, Executive Director;  
Paulette Poulin, Executive Assistant. (Recording Secretary)

**Absent:** Earle Freeborn, Les Gamble

**2.0 REVIEW AND ADOPTION OF AGENDA**

**Motion #1**

MOVED BY: Ray Harding

SECONDED BY: Raymond Chénier

That the agenda be approved, subject to the following amendments:

- 6.1 Change Board Policy to Board Bylaw #1
- 6.2 Add Finance Report
- 7.0 Move MCSS out of Camera
- 9.7 Add Child Care Update
- 10.1 Add Performance Evaluation

CARRIED

**3.0 DISCLOSURE OF INTEREST**

None declared.

## **4.0 ADOPTION OF PREVIOUS MINUTES**

### **Motion #2**

MOVED BY: Ray Chénier  
SECONDED BY: Dale Van Every

That the minutes of the Board meeting held on November 11, 1999 be approved as presented.

CARRIED

## **5.0 BUSINESS ARISING FROM THE MINUTES**

**DSSAB Auditors** - The Executive Director was asked to have our solicitors confirm the accuracy of the understanding that the determination of the DSSAB's Auditors is a matter that is governed by the Municipal Act; and specifically that the DSSAB's Auditors must be the same as the Auditors of the largest municipality within the DSSAB's catchment area given the accuracy of the premise that the DSSAB is a `Local Board` as defined by the Municipal Act.

## **6.0 REPORTS**

### **6.1 Board Bylaw #1**

A copy of the Board Bylaw #1 as drafted by the Bylaw Committee assigned to said task was circulated to all Board members. The Bylaw Committee included Frank Gillis, Perry Anglin, Jack Barr, Raymond Chénier and Gary Champagne.

### **Motion #3**

MOVED BY: Raymond Chénier  
SECONDED BY: Lucille Joyce

That the Board give first and second reading to Board Bylaw #1 and rescind all resolutions of the Board at variance with that bylaw, including all resolutions establishing committees of the Board.

CARRIED

The Chair recommended that Board members carefully review the Bylaw and come prepared to suggest possible changes or corrections, if any, at the next Board Meeting since it is then that the Bylaw will be presented for third and final reading.

**Rules of Order** - It was also the consensus of the Board that Arthur Beauchesne's «Procedure at Meetings in Canada» serve as the Rules of Order applicable to the DSSAB and that a copy of said Rules of Order be obtained and distributed to each Board member.

## 6.2 Finance Reports

### 6.2.1 Year 2000 Budget

The Committee established to draft the DSSAB's Year 2000 Budget met on December 8<sup>th</sup>. Committee members consisted of Frank Gillis, Ray Harding, Pat Best, Perry Anglin, Connie Morphet, and Gary Champagne. A copy of the materials examined and discussed by said Committee was distributed to all Board members for their perusal. The highlights of the Committee's findings and recommendations were discussed.

Also discussed were the following MCSS initiatives and how they might impact on our budget preparations:

- Year 2000, in year MCSS move to a **Performance Based Funding** approach to Ontario Works clients which builds on ...
- Provincially set **Community Placement Targets** for all CMSMs (of which the DSSAB is one of 47 in Ontario); and
- Year 2001 future movement to a **Cost per Case** funding strategy.

N.B. – MCSS - While a mix-up in the scheduling of his presence at this particular Board meeting prevented our MCSS liaison, Mr. Malvaso, from being with us to speak to these MCSS initiatives and how they might impact on the budget preparations, Mr. Malvaso will be invited to attend both the Budget Committee's January 24<sup>th</sup> meeting and the Board's January 27<sup>th</sup> meeting.

The Finance Committee will meet on the 24<sup>th</sup> of January at the Espanola Recreation Complex. In the hopes of finalizing a budget, which could be adopted at the Board's January 27<sup>th</sup> meeting, the Chair encouraged Board members:

- to go over the details of the materials presented ;
- to raise questions, concerns or comments with the E.D., or a Committee member for examination at the 24<sup>th</sup> finance meeting ; or again
- to feel free to raise the matter at the 27<sup>th</sup> Board meeting.

It is hoped to strike a budget in January thus allowing us to inform our constituent Municipalities of these figures as soon as possible for their own fiscal planning needs.

### 6.2.2 1999 – YTD Expenditures

Connie Morphet, Finance and Admin. Manager, distributed a draft set of financial documents which spoke to our projected 1999 expenditures. It was explained that this year end forecast is not typical of a regular year of operations and that our variance from initial projections must be read in the light of our in year staffing start-up, our shifting caseload numbers, as well as, our start-up budget allocation and expenditure decisions, etc.

## 7.0 IN-CAMERA ITEMS

None

## **8.0 CORRESPONDENCE**

Distributed MCSS Letter re: Mead Property. (Doc.991209-002)(xref. Item 9.3)

## **9.0 EXECUTIVE DIRECTOR'S REPORT**

### **9.1 Employment Initiatives**

Gary expanded upon earlier mentioned MCSS moves to (a) Performance Based, Community Placement (Workfare) Target (15% target in Year 1) funding and (b) Cost per Case funding.

### **9.2 Performance Based, Community Placement (Workfare) Targets**

CMSMs who meet their provincially set Community Placement Targets will receive the provincial share of the DSSAB budget, which goes with the realization of these targets.

CMSMs who do not meet their target will not receive the province's share of the budget which is contingent upon meeting those targets.

CMSMs that exceed their targets will be entitled to keep the financial windfalls, which come with the fact that performance targets were exceeded.

Board discussions re: these matters led to following issues and comments:

- Concern the 15% workfare target may be unrealistic in regards to our caseload given our large geography, our lack of public transportation, our seasonal employment opportunities, the small size of many of our communities, community placement support costs, etc.
- Concern re: how MCSS plans to organize services in unorganized areas.
- Concern it is time to work with NOSDA and others to ensure MCSS builds in made for North formulas.
- Concerns that Ontario is designing a one-size fit all approach to Ontario, which is primarily urban and southern Ontario appropriate.

A draft resolution on the matter will be drafted for perusal at the next meeting.

### **9.3 Cost per Case funding**

MCSS is looking at establishing a funding formula, which would see its 50-50 « administrative services cost-sharing » limited to a certain provincially set, cost per case allotment. Present indications are that Administrative infrastructure costs beyond this point would be the DSSAB's to absorb.

Concerns re: this matter were consistent with above raised concerns regarding a performance based provincially set target approach to funding which favours larger, urban based, geographically compact CMSMs with high caseloads. Such a formula tends to ignore the reality that all CMSMs, regardless of their size, have certain inherent administrative infrastructure costs which automatically come with their existence as moral entities.

#### **9.4 National Child Benefit (NCB) Program**

As a result of Federal-Provincial agreement re: changes to the NCB program our DSSAB, like all other CMSMs in Ontario, has generated certain savings/sums, which must - per the terms of this same federal-provincial agreement - be redirected to high risk, low income families of young infants.

As it pertains to our particular DSSAB, this translates into \$70,000, which must be committed to community initiatives, which meet the province's pre-established funding guidelines and criteria.

Information re: this initiative will be forwarded to all Board members.

##### **Motion #5**

MOVED BY: Ray Harding  
SECONDED BY: Claude Mayer

That, the Executive Director obtain more information about the National Child Benefit funding guidelines to determine if we are permitted to place the sums in the reserve; and if so do so.

CARRIED

#### **9.5 Homelessness Initiative**

Gary explained the parameters of this provincial initiative, noting that the DSSAB had \$100,000 (\$40,000 of 1998 dollars and \$60,000 of 1999 dollars) that it had to commit to appropriate, MCSS recognized initiatives in the 1999 budget year. Examples of possibly appropriate initiatives were provided.

##### **Motion #4**

MOVED BY: Perry Anglin  
SECONDED BY: Raymond Chénier

That, the Board authorizes the Executive Director to allocate the Homelessness Initiative funds in a manner which is consistent with government guidelines and which meets the DSSAB's obligation to commit said funds prior to January 1, 2000.

CARRIED

It was the Board's consensus the same should apply to our NCB funding if the Guidelines did not permit placing these funds in reserve.

#### **9.6 Community Placement (Workfare) Targets/Strategies/Expectations**

Given:

- the importance of meeting our Community Placement (Workfare) targets;

- the impact which meeting said targets has on the apportioned cost of our Ontario Works program which must be borne by each of our constituent municipalities;
- the positive impact which exceeding our Workfare targets can have on the apportioned Ontario Works cost apportioned to each of our constituent municipalities;
- the potential benefit which appropriate municipal, not-for-profit agency and social club sponsored Community Placement initiatives can have in making a difference in the success of their public and community initiatives;
- the important role which municipalities can play in developing valid Community Placement initiatives in partnership with the DSSAB and others in their communities;
- the important opportunity which the availability of these Community Placement initiatives presents municipalities with as pertains the possibility of seeing certain long desired projects get off the ground where they may otherwise remain on the shelves;
- the positive work, training, and networking experience which community placement initiatives provide to eligible Ontario Works clients from our communities; ...

... it is strongly recommended that our Executive Director directly approach and encourage each of our constituent municipalities to actively participate in the development and identification of worthwhile Community Placement project opportunities.

## **9.7 GST**

The Board was informed of the fact that Revenue Canada appears to be inconsistent as pertains its recognition of DSSABs as municipalities for GST reimbursement purposes. (i.e. - while some DSSABs are reimbursed 57% of all GST disbursements our DSSAB is at this point only apparently eligible for the 50% reimbursement applicable to not-for-profit organizations.) The Board will be kept abreast of our endeavors on this front.

## **9.8 Social Housing**

The Federal/Provincial Agreement between Ottawa and Queen's Park has been signed. With this development the transfer to the DSSAB of our Social Housing Management responsibilities is something, which should be able to take place within the next six to twelve months.

Given this important breakthrough, officials of the Ministry of Municipal Affairs and Housing will be invited to our next Board meeting to address the possibilities entailed.

## **9.9 Mead Property Update (Doc.91209-002)**

Gary spoke to the MCSS letter received in response to letter forwarded to MCSS as a result of last Board meeting deliberations.

Cognizant of this letter and informed that the last day for Minor Variance approval appeals being December 16, 1999 and informed of the fact that the successful Contractor has agreed to extend his 60 day tender offer deadline to meet this potential minor variance appeal date, it was confirmed to the Executive Director that he could proceed to release

the Tender award letter to the successful Contractor once the December 16<sup>th</sup> deadline for appeals had been passed.

### **9.10 OMSSA November 21-23,1999 Meeting Report**

Frank Gillis' Board Chair, and Gary Champagne, Executive Director, attended this provincial meeting. It was on this day that they were informed of OW Performance Based, Community Placement Target funding.

The operative word throughout the meeting, from all Ministries present, was **Performance Based funding.**

It was at this meeting that we were also informed of the creation of a provincial Ontario Works Secretariat and the establishment of an Ontario Works Initiatives Fund of some ten million dollars available for the one shot funding of Community Placement proposals.

### **9.11 Strategic Planning Capacity**

Gary compared our Strategic Planning / Management ranks to those of the Algoma DSSAB to emphasize how thin and limited our in-house Strategic Planning resources are. Noting that our strategic planning challenges were aggravated by the heavy demands of a full agency start up and the high learning curve, which our newness demanded of all ranks, Gary indicated that he was planting the seed as to the need to at times consider the short-term retention of project specific consultants depending on the issue or initiative at hand.

At this time, the Board has a small contract with Child Care Resources regarding the start up assistance needed to meet our January 1<sup>st</sup> Child Care Administration responsibilities.

It is Gary's intent, when and where feasible, to develop in-house lead persons for certain initiatives and projects.

Gary also spoke to the idea of setting up a community think tank of sorts comprised of external community resource persons who would be prepared to collectively meet on a sporadic basis with the E.D. to share their expertise and knowledge as to the strategic directions they would see the DSSAB pursuing. The support cost of such a group would be minimal and consist of travel and meal costs only.

### **9.12 City of Greater Sudbury**

The Report on the new City has been tabled. The DSSAB will see itself lose some of the unorganized areas now served to the south and to the north of the present Regional Municipality. In all the total population of these areas - to be lost in the Year 2001 - is approximately 1200.

**Motion #6**

MOVED BY: Raymond Chénier

SECONDED BY: Dale Van Every

That it is the policy of the Board to recommend to future meetings of representatives of unincorporated areas of the district of the Manitoulin-Sudbury District Social Services Administration Board that in selecting members of the Board from the unincorporated area that there be one representative of the unincorporated area north of the City of Sudbury, one from the unincorporated area east of the City of Sudbury, and one from the unincorporated area west of the City of Sudbury.

CARRIED

**9.13 Child Care Update**

A Child Care service providers meeting was held in Espanola on December 7<sup>th</sup>, 1999. Our Child Care Administrative Management responsibilities begin in earnest on January 1<sup>st</sup>.

The providers' key concerns have to do with the provincially established changes to the eligibility criteria determination which must be met to receive a subsidy. Experience elsewhere tends to indicate that a number of now eligible families may no longer qualify for a subsidy. What this might mean for the viability of certain operations is to be seen.

A copy of the new Eligibility Determination Form as well as a copy of the Muskoka DSSAB's Child Care Subsidy Program Policies Manual will be forwarded to all Board members. The Muskoka material is being referenced since it is the Muskoka approach and policy which the E.D. recommends we apply to our particular DSSAB circumstances.

The Child Care Committee will meet on January 26, 2000 at 7:30 p.m. at the Espanola Regional Recreation Complex. Laura Stoughton, Child Care Services Supervisor with the Muskoka DSSAB will be speaking to her DSSAB's approach to the world of Child Care.

**9.14 Human Resources Policies & Procedures**

Gary indicated that the draft H.R. manual was near completion and that copies would be forwarded to all Board members for review and comment.



## **10.0 NEW BUSINESS**

### **10.1 Performance Evaluation**

Performance evaluation packages were distributed to all Board Members. They are to be completed and returned to Raymond Chénier to allow him to compile the info prior to the next Board meeting.

An HR Committee meeting re: this matter will be held on January 26, 2000 at 3:00 p.m. in the Espanola Recreation Complex. To meet with Gary at 5:00 p.m.

## **11.0 NEXT BOARD MEETING**

A daytime meeting scheduled to be held at the Espanola & District Recreation Complex at **10:00 a.m. on Thursday, January 27, 2000**. Since it is a very full agenda, members are asked to plan to attend until 3:00 p.m.

## **12.0 ADJOURNMENT**

### **Motion #7**

MOVED BY: Dale Van Every

SECONDED BY: Willy Léveillé

That we do now adjourn at 1:10 p.m.

CARRIED

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Frank Gillis – Chair