



MANITOULIN-SUDBURY DISTRICT  
SOCIAL SERVICES ADMINISTRATION BOARD

CONSEIL D'ADMINISTRATION DES SERVICES  
SOCIAUX DU DISTRICT DE MANITOULIN-SUDBURY

210 Mead Boulevard, Espanola, ON P8E 1R9  
Telephone: (705) 862-7850  
Facsimile: (705) 862-7805  
http://www.mssab.ca

210, boulevard Mead, Espanola ON P8E 1R9  
Téléphone: (705) 862-7850  
Télécopieur: (705) 862-7805  
http://www.mssab.ca

**MINUTES**  
of the  
**BOARD MEETING**  
held at the Espanola DSSAB office  
on  
**April 27, 2000**

**1.0 CALL TO ORDER**

1.1 The Chair, Mr. Frank Gillis, called the meeting to order at 10:15 a.m.  
Mr. Gillis underlined that this was the first meeting that the Board was holding in its new Boardroom located at its Espanola based Head Office located at 210 Mead Boulevard.

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

**Staff:** Gary Champagne, CAO  
Paulette Poulin, Executive Assistant. (Recording Secretary)  
Connie Morphet, Finance & Admin. Services Coordinator  
Iain Stephen, BTP Co-ordinator  
Greg Gilbert, IMS Co-ordinator

**Absent:** Earle Freeborn

**Guests:** Kirby Houle, Heale & Houle  
André Clément, Land Ambulance Services Transition Manager  
Marvin Rubinstein, IBIGroup Consultant  
Joachim Muetze, Ministry of Northern Development and Mines

**2.0 REVIEW AND ADOPTION OF AGENDA**

**Resolution No. 00-017** Moved by: Laurier Low Seconded by: Claude Mayer  
That the agenda be approved, subject to moving items 6.1 and 6.2 to item 7.1.

.....Carried.

**3.0 DISCLOSURE OF INTEREST**

The following identified the possibility of a conflict of interest regarding the Land Ambulance dossier: Claude Mayer, Ray Harding, Laurier Low and Frank Gillis.

#### 4.0 ADOPTION OF PREVIOUS MINUTES

**Resolution No. 00-018** Moved by: Willy Léveillé Seconded by: Dave Ham  
That the minutes of the March 23, 2000 be approved subject to the correction indicating that Dave Ham was present.

..... Carried.

#### 5.0 PRESENTATIONS

##### 5.1 Board Member Computer Communications Services

Following Iain Stephen's presentation of the cost and benefits involved it was decided to form an adhoc committee consisting of Jack Barr, Dave Ham and Claude Mayer who would meet with Mr. Stephen to bring forth a recommendation re: this matter at the May meeting of the Board.

##### 5.2 1999 Audited Financial Statements – Heale & Houle (Doc. 000427-009)

Kirby Houle, C.A. with the accounting firm of Heale & Houle spoke to the audited financial statements for the 1999 operating year. (Doc 000427-009)

**Resolution No. 00-019** Moved by: Dave Ham Seconded by: Claude Mayer  
That the Manitoulin-Sudbury DSSAB accepts the auditor's financial report.

..... Carried.

#### 6.0 CORRESPONDENCE/RESOLUTIONS

6.1 OMSSA 2000 Annual Conference - Board member attendance discussed  
(Doc.000427-003)

6.2 May 15<sup>th</sup> BTP (Sudbury) Orientation - All Board Members encouraged to attend.  
(Doc.000427-004)

#### IN-CAMERA DISCUSSIONS

**Resolution No. 00-020** Moved by: Dave Ham Seconded by: Les Gamble  
That the Board move in-camera to discuss Property and Human Resources matters.

..... Carried.

**Resolution No. 00-021** Moved by: Perry Anglin Seconded by: Dale Van Every  
That the Board move out of camera and report.

..... Carried.

#### Human Resources In-Camera Report

**Resolution No. 00-022** Moved by: Pat Best Seconded by: Dave Ham  
That the Board appoint Ray Chénier and Frank Gillis as the two Board members to be part of the Negotiating Team that includes our CAO and our Gatién-Braithwaite solicitor in the

negotiation of our first Collective Agreement; and that these two members, along with the CAO, share the responsibility of providing regular reports to the Board.

..... Carried.

## **Property Report**

It was recognized that Administration would determine if there would be any changes to the number of Ontario Works staff deployed in the Manitoulin District and that the Board's Property Committee would be reactivated to explore property lease arrangements in the Manitoulin District. The Committee will bring its recommendations to the Board.

## **7.0 REPORTS**

### **7.1 Land Ambulance Services –(Doc.000427-001 & 002)**

**7.1.1 April 10<sup>th</sup> OHA Toronto Mtg. Report** - Perry gave an overview of this OHA sponsored Land Ambulance Services meeting that he attended along with Gary Champagne and André Clément.

#### **Land Ambulance Committee Reports –(Doc.000427-006, 010 & 011)**

Perry reported on the discussions and recommendations emanating from the Land Ambulance Committee meetings held since the March Board meeting.

Perry spoke to the three Resolutions emanating from the Committee meetings:

- that the Board retain the contractual services of André Clément, for a ten month period, as the in-house resource dedicated to assist with all matters pertaining to the transfer of Land Ambulance Services to the DSSAB effective January 1, 2001 ; and
- that the Board retain the contractual services of the IBI Group Inc. to assist with all matters pertaining to the transfer of Land Ambulance Services to the DSSAB effective January 1, 2001 ; and
- that the Board proceed with the Request For Proposals (RFP) option.

The Land Ambulance Committee's Report was accepted.

**Resolution#00-023** Moved by: Perry Anglin Seconded by: Laurier Low  
That the Board approve the Land Ambulance Committee's recommendation that it retain the contractual services of André Clément, for a ten month period, as the in-house resource dedicated to assist with all matters pertaining to the transfer of Land Ambulance Services to the DSSAB effective January 1, 2001. The sum payable to Mr. Clément per the terms of his contract shall not exceed \$40,000 (+GST) in fees and up to an additional \$10,000 for related expenses.

..... Carried.

**Resolution #00-024** Moved by Perry Anglin Seconded by: Dave Ham  
That the Board endorse the Land Ambulance Committee's recommendation that it retain the contractual services of the IBI Group Inc. to assist with all matters pertaining to the transfer of Land ambulance Services to the DSSAB effective

January 1, 2001 at the rates cited in IBI correspondence dated March 27, 2000 maximum of \$40,000.

..... Carried.

### **7.1.3 Land Ambulance RFP In-Camera Discussions**

**Resolution #00-025** Moved by: Perry Anglin      Seconded by: Willy Léveillé  
That the Board move into-camera to discuss the particulars of the Land Ambulance RFP.

..... Carried.

**Conflict of Interest Declarations** - The following Board Members declared a Conflict of Interest and left the room. Ray Harding, Laurier Low and Claude Mayer.

**Resolution #00-026** Moved by: Dale VanEvery      Seconded by: Jack Barr  
That the Board come out of camera and report.

..... Carried.

**Resolution #00-027** Moved by: Perry Anglin      Seconded by: Willy Léveillé  
That the Board proceed with the selection of Land Ambulance operators by way of the issuance of a Request For Proposals (RFP) ; and  
Be it further resolved that the RFP be carried out by way of an unrestricted and open competition; and  
Be it further resolved that the RFP clearly set the requirement that the operators meet the present actual service levels including staffing levels with an avenue to explore separately costed value added services at the discretion of the Manitoulin-Sudbury District Social Services Administration Board.

..... Carried.

**Resolution #00-028** Moved by: Perry Anglin      Seconded by: Willy Léveillé  
That following the selection of the preferred operators under the Request for Proposal process, the financial component of all submissions by bidders will no longer remain confidential and will be accessible by all interested operators and to the general public.

..... Carried.

Members are to inform André Clément of any proposed changes to the RFP by May 5, 2000 after which date it will be prepared for distribution.

**Resolution #00-029** Moved by: Ray Chénier      Seconded by: Pat Best  
That all current and future Board adhoc or Board subcommittee work shall be led by the Board members with the assistance of the staff.

... Carried

## **7.2 Child Care Committee**

The Committee has twice met to work on its adaptation of the Muskoka District policies. It is scheduled to meet again prior to its report to the Board at the May 25<sup>th</sup> meeting.

## **7.3 Human Resources Committee**

The committee met prior to the Board meeting. Raymond Chénier, Committee Chairman, gave his report during the In Camera portion of the meeting.

## **7.4 NOSDA Conference in Thunder Bay**

Frank Gillis, Chair and Gary Champagne, CAO attended the April 11 - 13 mtg. Frank Gillis gave a brief report of the seminar.

**Resolution #00-030** Moved by: Perry Anglin      Seconded by : Ray Chénier  
That the DSSAB acknowledge that it will pay any reasonable annual fee expected of it to be a member of NOSDA.

..... Carried.

## **8.0 CHIEF ADMINISTRATIVE OFFICER'S REPORT**

### **8.1 Ontario Works/CVP Update**

The Ministry has accepted to allow our DSSAB, along with a few others, to proceed to carry out its CVP obligations by way of what it recognizes as an « integrated model ».

### **8.2 Quarterly Financial Report (Doc000424-007)**

**Resolution #00-031** Moved by: Ray Chénier      Seconded by: Claude Mayer  
That the Board accepts the Financial Report for the period ending March 31<sup>st</sup>, 2000.

..... Carried.

### **8.3 Statistical Report (Doc.000424-008)**

OW Caseload figures were distributed.

### **8.4 Employment Services Update**

Gary spoke to the three different dates MCSS had given all CMSMs with respect to the move to the new « Service Levels » employment funding approach. Les Gamble praised some of the Community Placement work being done in his area by Jim Putman.

Gary pointed out that we had yet to hear from MCSS re: our Community Placement Initiatives Proposals funding submissions.

**8.5 Social Housing**

Noting that several members had indicated an interest to begin meeting on this dossier and speaking to the highlights of his discussions with Housing Authority and Ministry of Municipal Affairs and Housing officials, Gary noted that this dossier affords us the opportunity to be proactive and not simply reactive. Gary spoke of the desire to have a Social Housing Committee struck to meet with the above referenced parties in the coming weeks.

**9.0 NEW BUSINESS**

**9.1 Board Resignation - Ray Harding**

Mr. Ray Harding, Board member, noted that health reasons obliged him to announce his resignation from the Board. In doing so, Mr. Harding chose to indicate how impressed he was with how much he and his fellow Board members had been able to accomplish as a DSSAB in a little less than three years and complemented both the Board and the Administration on the fine work being accomplished. He chose to end his remarks by expressing his belief that the DSSAB, as he saw it, would in all likelihood become an Area Service Board.

Speaking on behalf of all Board members, Mr. Gillis thanked Mr. Harding for his contributions and obvious commitment as a Board member interested not only in the health and prosperity of the area he was elected to represent but of the health and prosperity of the entire area served by the DSSAB he had so faithfully served. He noted his presence would be missed and wished him well.

**9.2 Summer Meetings** - This matter is to be examined at the next meeting.

**10.0 NEXT MEETING** - Thursday, May 25, 2000 at 10:00 a.m. Espanola Board office.

**11.0 ADJOURNMENT**

**Resolution #00-032** Moved by: Ray Chénier                      Seconded by: Laurier Low

That we do now adjourn at 3:25 p.m.

..... Carried.

---

Frank Gillis, Chair