



MANITOULIN-SUDBURY DISTRICT  
SOCIAL SERVICES ADMINISTRATION BOARD

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

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**MINUTES**  
of the  
**BOARD MEETING**  
held at the  
Espanola & District Recreation Complex  
Avery Drive, Espanola ON  
on  
**JANUARY 27, 2000**

**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), Ray Harding, Lucille Joyce,  
Willy Léveillée, Laurier Low, Claude Mayer.

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

**Absent:** Earle Freeborn, Les Gamble, Dale Van Every

**Guests:** **Present for MOH – Land Ambulance Presentation only**  
Dan Hammond – Ministry of Health/Emergency Health Services  
Paul Willett – MMAH  
Peter Bradley – Sudbury Housing Authority  
**Present for MMAH Presentation only**  
Dennis Desmeules, Lynn Buckham, Shelley Upton – MMAH  
Paul Willett – MMAH  
Peter Bradley – Sudbury Housing Authority Frank Malvaso – MCSS  
**Present for Presentations and Board Meeting**  
Joachim Muetze-MNDM  
Fern Dominelli – MCSS  
Allan Pellow – CAO, Town of Chapleau  
**Present for Board Meeting Only**  
Frank Malvaso, MCSS

At the Chair's request, members agreed to defer the formal opening of the Board meeting proceedings until after the presentations from both the Ministry of Health and the Ministry of Municipal Affairs and Housing

**A. - LAND AMBULANCE SERVICES – LOCAL SERVICES  
REALIGNMENT PRESENTATION - Ministry of Health & Long Term  
Care, Emergency Health Services (Doc.# 000127-024) (Doc.# 000127-022)**

Dan Hammond, Northern Regional Manager, Emergency Health Services, led members through a slide presentation on the principles and operational issues at the heart of the delivery of land ambulance services and inherent to the local ambulance services realignment to municipalities. A copy of his presentation slides was distributed to Board members and is here identified as Document 000127-024. In his presentation he stressed that:

- The deadline for the transfer of Land Ambulance to Municipalities/DSSABs (**Designated Delivery Agents**) has been extended to January 1, 2001.
- the Ministry intends to designate 10 Northern delivery agents (**Designated Delivery Agents**) no later than **March 1, 2000**.
- Municipalities/DSSABs seeking to be identified as Designated Delivery Agents have to indicate such to the Ministry a.s.a.p.
- Designated Delivery Agents must provide the province with their detailed service delivery **plan by September 3, 2000**.
- The most recent information on Land Ambulance Steering Committee developments is available at [www.amo-ehs.com](http://www.amo-ehs.com).

Dan Hammond answered member questions and concluded his presentation by advising the Board that the sooner it comes to a decision the better prepared it will be for the transition.

(Doc.# 000127-022) G. Champagne reminded members of the Land Ambulance Services Transfer background information document, (Doc.# 000127-022), that he prepared for them on this dossier. It is recommended reading as well.

**6.0 SOCIAL HOUSING DEVOLUTION PRESENTATION – Ministry of Municipal  
Affairs and Housing (Doc.#000127-025& -003)**

Lynn Buckham and Dennis Desmeules led members through a slide presentation of the principles and operational issues inherent to Social Housing management Responsibilities that are being transferred to the DSSAB. A copy of the presentation slides was distributed to Board members and is here identified as Document 000127-025. In their presentation it was stressed that:

- They are prepared to provide technical training and assistance to the DSSAB
- They would like to see the transfer beginning as early as this summer
- All files must be handed over by December 2001.
- The Manitoulin-Espanola Housing Authority's service boundaries will be changed to those of the Manitoulin-Sudbury DSSAB (xref. Doc. 000127-003)

Board members raised a number of questions re: the Housing Authority, Transition funding, staffing (size required after the devolution, dollars), technical training; concerns re: the units to be transferred.

It was pointed out that the DSSAB would be wise to plan to engage the services of an outside consultant, with Housing experience and knowledge, to assist with the details that need to go into a planned transition. Lynn Buckham indicated that the Ministry had a number of competent staff members who could possibly be available on a secondment basis. She also recommended that the Board plan for the hiring of such services in this year's budget estimates, at least for the 4<sup>th</sup> quarter of this year.

It was pointed out that a number of the answers to a number of the questions raised would depend on the content of the provincial legislation expected in the spring. Lynn Buckham agreed to return to our April meeting.

Ms. Buckham noted the Board's concerns re: the possibility of official DSSAB representation on the Housing Authority.

## **2.0 REVIEW AND ADOPTION OF AGENDA**

### **Motion #1**

MOVED BY: Willy Léveillé

SECONDED BY: Claude Mayer

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

- item 12.9 Business Transformation Plan
- item 10.1 HR Meeting Plan
  - 10.2 Monies for Policy Development
  - 10.3 Salaries
  - 10.4 Public Health

CARRIED

## **3.0 DISCLOSURE OF INTEREST**

None declared.

## **4.0 ADOPTION OF PREVIOUS MINUTES**

### **Motion #2**

MOVED BY: Raymond Chénier

SECONDED BY: Willy Léveillé

That the minutes of the December 9, 1999 Board meeting be approved as presented.

CARRIED

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

### **5.1 Board Bylaw #1 (Doc. 000127-013)**

#### **Motion #3**

MOVED BY: Claude Mayer

SECONDED BY: Raymond Chénier

That the Board give third and final 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

**Rules of Order** - It was also the consensus of the Board that Arthur Beaudesne'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 on hand at each Board meeting.

### **5.2 Draft Resolution re: Performance Based, Community Placement (Workfare) Targets Resolution (Doc.#000127-013)**

Deferred for discussion under item 8.0 when Mr. Malvaso is present.

### **5.3 PLT Reform Update**

Joachim Muetze, MNDM informed the Board on the status of PLT reform.

## **6.0 LAND AMBULANCE – Ministry of Health & Long Term Care Emergency Health Services Branch**

Subsequent to a further discussion of the earlier presentation and the urgency to decide on the matter of the DSSAB's request to be a Designated Delivery Agent, it was ...

#### **Motion #4**

MOVED BY: Raymond Chénier

SECONDED BY: Willy Léveillé

That the Board appoint a Land Ambulance Committee to review the matter and report to the Board at its next meeting.

CARRIED

The Land Ambulance Committee consists of Ray Harding, Willy Léveillé, Perry Anglin, Laurier Low, Frank Gillis and Gary Champagne.

A meeting is scheduled for February 10, 2000 at 10:00 a.m. at the Espanola Regional Recreation Complex

## **7.0 SOCIAL HOUSING –(Document # 000127-008)**

**7.1 Board Housing Committee** - Subsequent to the Ministry presentation the Board discussed the need of establishing a Housing Committee. Deciding to leave the matter to another date, members nonetheless decided to have it noted that Claude Mayer, Jack Barr and Lucille Joyce have expressed their readiness to be part of said committee once duly constituted.

## **7.2 Manitoulin and Espanola Housing Authority – (Doc. 000127-003)**

### **Motion #5**

MOVED BY: Perry Anglin  
SECONDED BY: Willy Léveillé

That the Manitoulin-Sudbury DSSAB requests that the Minister of Municipal Affairs and Housing increase the size of the board of the Manitoulin and Espanola Housing Authority in order to ensure that all regions it will serve are adequately represented and also increase its size to allow for representation on it by persons to be nominated by the Manitoulin-Sudbury DSSAB as our representative.

CARRIED

### **“The Social Housing Portfolio: A Guide (Doc. # 000127-008)**

G. Champagne reminded members that their meeting documentation included this lengthy Ontario, September 1999 document prepared by the Non-Profit and Market Housing Programs Branch of the MMAH and that it includes a great deal of valuable information on the housing business and on our DSSAB’s related housing portfolio.

## **8.0 Employment Initiatives – Ministry of Community and Social Services**

**8.1 Performance-Based Target Funding** - Noting circumstances had prevented him from being present to discuss the matter at the last Board meeting, Frank Malvaso:

- expanded upon the Ministry’s Ontario Works Employment Services funding undertakings and specifically to its move to a what is viewed as a Performance based funding formula.
- He explained the program and why MCSS was moving to this approach.
- He acknowledged the pressure this is placing on the municipalities and our DSSAB in particular given its newness.
- He spoke to the Ministry’s next years (2001) move to a “cost per case” approach to the funding of the Administrative infrastructure of all CMSMs/DSSABs effective the Year 2001.
- He indicated that the client-casework ratio argument and factors going into justifications of the high or low numbers from one CMSM to another across Ontario will have no real bearing on the Province in light of its indicated move to a Cost-per-Case funding formula. The sums Ontario will allot for our Service Administration costs will be set at a fixed sum per case formula. It

appears that this will be the only determining factor for Ontario in its determination of the sums it attributes to CMSMs for their Administrative purposes.

**8.2 Resolution Re: Performance Based, Community Placement (Workfare) Targets Resolution (Doc.#000127-013)**

WHEREAS IT IS the DSSAB's understanding that the province of Ontario is moving towards a Performance Based Ontario Works funding formula which would see a CMSM's share of annualised Ontario Works provincial funding vary depending upon its ability to meet provincially established Community Placement (Workfare) Targets for a fixed percentage of its eligible Ontario Works clients. Through the application of said funding formula:

- CMSMs that meet their provincially set Community Placement Targets will receive Ontario's share of the DSSAB budget, which goes with the realization of these targets; and that
- CMSMs that do not meet their provincially set Community Placement targets will not receive Ontario's share of the budget which is contingent upon meeting those targets; and that
- CMSMs that exceed their targets will be entitled to keep the financial windfalls, which come with the fact that performance targets were exceeded;

AND WHEREAS the DSSAB's discussion of the province's decision to move in this direction led to the identification of a number of issues and concerns, not the least of which are:

- Concern that the performance targets for each of the next three years have been arbitrarily set;
- Concern that these workfare targets ( 22.5 % in Year 2000 ; 30% in Year 2001) may be unrealistic in regards to our DSSAB 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, the presence of unorganised areas, etc.
- Concern as to how MCSS suggests organising services in unorganised areas.
- Concern that Ontario is designing a one-size fit all approach to Ontario, which is primarily urban and southern Ontario appropriate.

**Motion #6**

MOVED BY: Pat Best

SECONDED BY: Perry Anglin

That the Manitoulin-Sudbury DSSAB indicate to the Province that while it supports the principle of its move to a Performance-based approach to Ontario Works funding, it is recommending to the Province, to NOSSDA/OMSSA and others, that a special task force be established to address the mitigating circumstances and realities which are particular to the province's DSSABs and which must be taken into account in the implementation of the Ministry of

Community and Social Services' approach to Performance-based Ontario Works funding in Northern Ontario.

**CARRIED**

- Mr. Malvaso. Indicated that he appreciates the Northern realities, the economy of scale issues of smaller Boards, and is echoing same to Queen's Park.

**Motion #7**

MOVED BY: Perry Anglin

SECONDED BY: Raymond Chénier

That the Manitoulin-Sudbury DSSAB is extremely concerned that the Ministry of Community and Social Services is considering changing the rules under which the DSSAB's were established with 50-50 cost sharing of administrative costs of Ontario Works and objects to any formula using provincial norms that may be relevant to southern Ontario but are inappropriate due to greater distances, lower density and higher costs in Northern Ontario.

CARRIED

## **9.0 COMMITTEE REPORTS**

### **9.1 Budget Committee Report (Doc.#000127-026)**

The Committee established to work on the DSSAB's Year 2000 Budget met on January 24, 2000. Perry Anglin provided the highlights of the Committee's findings and recommendations.

**Motion #8**

MOVED BY: Perry Anglin

SECONDED BY: Willy Léveillé

That the DSSAB budget for the year 2000 be \$19,368,869, of which the municipal share is planned to be \$5,253,617;

And that the Budget include \$105,000 for consulting costs regarding responsibilities such as social housing, land ambulance and child care, subject to prior approval by the Board of such consulting expenditures;

And that the Board accepts for working purposes the projections for performance targets as the best available with present limited information;

And that a portion of the surplus for 1999 be used as recommended for the capital cost of the head office addition and that the balance be carried forward as a reserve;

And that the caseload data employed in any apportionment formula applied for 2000 be the 1999 average caseload;

And that the Board review the apportionment formula for 2000 by considering and discussing the effect of the default (1999) formula on the municipal share of the 2000 budget, as well as the effect of the other option considered by organized municipalities and representatives of Chapleau factoring in the number of electors in place of the population.

CARRIED

- **Apportionment** – Samples of two apportionment formulas were presented for review and discuss at the next Board Meeting. It was agreed that a third apportionment formula that presented by Earle Freeborn, would also be examined.
- It was agreed that Salary issues be turned over to the HR Committee for recommendation.

## **9.2 Child Care Update**

The Committee met yesterday evening. Laura Stoughton, who is responsible for the Muskoka District's Child Care services and Gary explained the Muskoka policies as pertains their approach to the management of this dossier. Appreciating that the DSSAB is managing the services since January 1<sup>st</sup> and the Executive Director's concern that there is a presently a policy void within which he has to operate, the Committee supported the Executive Director's recommendation that we proceed to draft our own Policy using the Muskoka Policies as our template. It also supported the merit of identifying Consulting dollars for this Policy development work in our budget.

## **10.0 IN-CAMERA ITEMS**

None

## **11.0 CORRESPONDENCE**

### **11.1 OMSSA- Membership Form – DOC000127-001**

#### **Motion #9**

MOVED BY: Raymond Chénier

SECONDED BY: Willy Léveillé

That the Manitoulin-Sudbury DSSAB renew its membership with OMSSA for 2000 and pays its \$1,070 dues.

CARRIED

## 12.0 EXECUTIVE DIRECTOR'S REPORT

### 12.1 HR Manual

#### **Motion #11**

MOVED BY: Perry Anglin

SECONDED BY: Claude Mayer

That the Human Resources committee of the Board be reappointed to review the proposed Human Resources Manual and staff compensation and make recommendations to the Board as soon as practical.

CARRIED

### 12.2 Apportionment - Already addressed.

### 12.3 1999 NCB Initiatives Funding Plan – (Doc. # 000127-015 & 016)

#### **Motion #12**

MOVED BY: Willy Léveillé

SECONDED BY: Lucille Joyce

WHEREAS, the Manitoulin-Sudbury District Social Services Administration Board is required to develop initiatives to reinvest dollar savings recovered through the National Child Benefit (NCB) program; and whereas the three initiatives developed in partnership with the community agency known as **Our Children, Our Future/ Nos enfants, notre avenir** meet the provincial government NCB funding criteria.

THEREFORE BE IT RESOLVED THAT \$70,000 of municipal National Child Benefit savings be allocated for the implementation of the following initiatives developed by our senior management in concert with **Our Children, Our Future/ Nos enfants, notre avenir**.

CARRIED

G. Champagne referred members to Board Documents 000127-015 & 016 since they provide some detail on the initiatives approved.

### 12.4 Homelessness Funding Initiatives Plan – (Doc. 000127-018)

A Board Resolution giving the Executive Director the authority to proceed with the establishment of these initiatives was dealt with at the last Board meeting.

Document 000127-018 was provided to Board members as part of their meeting documentation since it speaks to the details of the initiatives entered into across the District.

## 12.5 OMERS – (Document # 000127-020)

### Motion #10

MOVED BY: Perry Anglin

SECONDED BY: Laurier Low

That, the Board authorizes participation in the Ontario Municipal Employees Retirement System (OMERS) in respect of the employees of the Manitoulin-Sudbury District Social Services Administration Board,

Whereas pursuant to subsection 15(1) of the OMERS Act, R.S.O. 1990, chapter 0.29 and Regulation 890 as amended, a local board may by resolution participate in OMERS on behalf of its employees and pay to the OMERS Fund the total of the employer and member contributions, and has all the powers necessary and incidental thereto.

Therefore, the Board of the Manitoulin-Sudbury District Social Services Administration Board enacts as follows:

#### (OBLIGATORY CLAUSES 1 – 5)

##### (Election)

1. The Employer hereby elects to participate in OMERS in respect of its employees as of the first day of January 2000 and authorizes the Executive Director to submit forthwith a certified copy of this resolution to the President of the Ontario Municipal Employees Retirement Board.

##### (Present Employees)

2. Subject to subsection 8(6) of the Regulation issued under the OMERS Act, an employee who is entitled to become a member becomes a member on the first day of the month following the month in which the application is received by the President, provided that the President may, at the request of the Employer, fix an earlier date on which the employee becomes a member but not before the date on which the employee became entitled to be a member or the first day of January in the year in which the application is received by the President, whichever is the later date.

##### (Future Full-time Employees)

3. Every person who becomes an employee of the Employer on or after the effective date, if such person is employed on a continuous full-time basis, shall, as a condition of employment, become a member of OMERS, or if such person is already a member, resume contributions to OMERS on the date so employed.

##### (Contributions)

4. The Executive Director of the Employer is hereby authorized to deduct from the earnings of each employee who is a member of OMERS, the contributions

required to be made by the member, and to remit such contributions together with the amounts required under the OMERS Act to be paid by the Employer to the OMERS Fund.

(Agent)

5. The Executive Director is hereby authorized to execute all necessary documents and to do all such things as are necessary to carry out the intent of this resolution, in accordance with section 6 of the OMERS Regulation.

(OPTIONAL CLAUSES – NUMBER AS REQUIRED)

(Part-time employees – specify if applicable to all classes)

6. Every person who becomes an employee of the Employer on or after the effective date, if such person is employed on an other-than-continuous full-time basis, shall, as a condition of employment, become a member of OMERS.

CARRIED

#### **12.6 HRDC Update**

Partnership regarding Espanola co-location still appears promising.

#### **12.7 Preliminary Statistical Overview - provided**

#### **12.8 BTP – Business Transformation Plan Update - provided**

### **13.0. NEW BUSINESS**

#### **13.1 HR Meeting**

Most Board members responses received. The HR Committee will meet to conclude this matter on February 10, 2000 at 1:00 p.m.

#### **13.2 Policy Development - (xref. Budget Committee Resolution.)**

#### **13.3 Salaries - (xref. Budget Committee Resolution.)**

#### **13.4 Public Health**

##### **Motion #13**

MOVED BY: Perry Anglin

SECONDED BY: Claude Mayer

That the Manitoulin-Sudbury DSSAB does not concur with a recommendation by Mr. Hugh Thomas that public health staff serving our area should be transferred to the staff of the new city of Greater Sudbury and that the DSSAB purchase services from that municipality; rather, the Manitoulin-Sudbury DSSAB strongly

prefers that the Sudbury and District Health Board remains an independent body representative of the region it serves; and that copies of this resolution be forwarded to the Ministers of Health and Community and Social Services.

CARRIED

### **13.5 Board Member Alternates**

The E.D. is to obtain a legal opinion as to whether Board members may have alternates at the Board table.

### **14.0 NEXT BOARD MEETING**

The Board confirmed that Board meetings will be on the 4<sup>th</sup> Thursday of those months when meetings are held. The dates of the next two meetings to be held at 10:00 a.m. at the Espanola Regional Recreation Complex are:

**February 24, 2000**

**March 23, 2000**

Willy Léveillé will be retaking Board photos at the February 24<sup>th</sup> meeting.

### **15.0 ADJOURNMENT**

#### **Motion #14**

MOVED BY: Jack Barr

SECONDED BY: Raymond Chénier

That we do now adjourn at 5:00 p.m.

CARRIED