



MINUTES
of the
BOARD MEETING

held at the Pinewood Motor Inn – Conference Room
on **April 19th, 2001**

1.0 CALL TO ORDER

1.1 The Chair, Frank Gillis, called the meeting to order at 10:05 a.m.

Present: Jack Barr, Pat Best, Gary Brown, Raymond Chénier, Ken Ferguson, Earle Freeborn, Les Gamble, Frank Gillis, René Lahaie, Lucie Lemieux, Willy Léveillé, Tim McDonald, Dale Van Every, Janet Whissell.

Staff: Gary Champagne, CAO, Paulette Poulin, E.A. (Recording Secretary)
Dan Hammond, Connie Morphet, Fern Dominelli

Guests: Robert Sutherland, Chris Stewart, Nicole Poitras,
Ruby Croft, Mayor, Town of Gore Bay
Hank Pel, Councillor, Town of Gore Bay

2.0 ADOPTION OF AGENDA

Resolution No. 01-158 Moved by: Ray Chénier Seconded by: Willy Léveillé
That the agenda be approved subject to the following amendments:

- Addition - New Business – Sudbury-East Child Care Services
- Deletion - Item 6.1 - MCSS Presentation - Postponed

Carried

3.0 DISCLOSURE OF INTEREST

None declared.

5.0 4.0 ADOPTION OF PREVIOUS MINUTES

Resolution No. 01-159 Moved by: Ken Ferguson Seconded by: Lucie Lemieux
That the minutes of the February 22, 2001 meeting be approved as presented.

Carried

5.0 IN CAMERA Discussions

Resolution No. 01-160 Moved by: Earle Freeborn Seconded by: Les Gamble
That the Board move in-camera.

Carried

Resolution No. 01-161 Moved by: Earle Freeborn Seconded by: Dale Van Every
That the Board move out of camera and report.

Carried

Out of Camera Report

5.1 PROPERTY

5.1.1 Gore Bay Land Ambulance Station (Doc.#010419-002A to /002I)

The following Resolution followed an In-Camera discussion of the dossier with Ruby Croft, Mayor, and Hank Pel, Councillor, Town of Gore Bay.

Resolution No. 01-162 Moved by: Ken Ferguson Seconded by: Janet Whissell
That a Negotiating Committee consisting of the Chair, the Vice-Chair, Pat Best, the CAO and the EMS Manager negotiate with the Town of Gore Bay regarding the Land Ambulance garage agreement. **Carried**

5.1.2 MAH Joint Local Transfer Planning (JLTP) (Doc.# 010419-016)

The following Resolutions followed an In-Camera presentation and Q&A session led by Consultants Chris Stewart and Nicole Poitras, accompanied by Robert Sutherland and Connie Morphet re: the highlights of the JLTP Report previously circulated to Board members for their perusal. It was noted that all CMSMs/DSSABs must submit their approved JLTPs to the MMAH for its subsequent consideration no later than May 14th.

5.1.2 (a) MMAH Reasonable Efforts Obligations

Resolution No. 01-163 Moved by: Earle Freeborn Seconded by: Ken Ferguson
That the Manitoulin-Sudbury DSSAB approve that a Letter of Intent be forwarded to the Ministry of Municipal Affairs and Housing signaling the DSSAB's commitment to work collaboratively with the Ministry in meeting the latter's Reasonable Efforts obligations vis-à-vis displaced Ministry personnel. **Carried**

5.1.2 (b) DSSAB Social Housing Department Budget

Resolution No. 01-164 Moved by: Earle Freeborn Seconded by: Jack Barr
That the Manitoulin-Sudbury DSSAB grant its Approval In Principle to the preliminary DSSAB Social Housing services administration budget indicated in the JLTP approved by the Board. **Carried**

5.1.2 (c) DSSAB's Social Housing Main Office Location

Resolution No. 01-165 Moved by: Earle Freeborn Seconded by: Janet Whissell
That the Manitoulin-Sudbury DSSAB approve that the main offices of the DSSAB's Social Housing Department personnel be located in the Espanola area. **Carried**

5.1.2 (d) Approval of the DSSAB's Social Housing JLTP

Resolution No. 01-166 Moved by: Earle Freeborn Seconded by: Willy Léveillé

That the Manitoulin-Sudbury DSSAB approve the Joint Local Transfer Plan for Social Housing in the Manitoulin and Sudbury Districts and that a copy of the Plan be formally submitted to the MMAH for its consideration. **Carried**

5.2 HUMAN RESOURCES (Doc.#010419-014A – 014C)

Ray Chénier, spoke to the following resolutions resulting from the H.R. Committee's deliberations earlier this same day.

5.2.1 CAO Performance Evaluation Tool

Resolution No. 01-167 Moved by: Ray Chénier Seconded by: Dale Van Every

That the Manitoulin-Sudbury DSSAB approve the services of Dr. Wayne Matheson to develop the necessary documents for the performance evaluation of the CAO to the maximum amount of \$2050.00 **Carried**

5.2.2 CAO Performance Evaluation Committee

Resolution No. 01-168 Moved by: Ray Chénier Seconded by: Tim McDonald

That the Evaluation Committee consists of Frank Gillis, Ray Chénier, Pat Best, Earle Freeborn and Willy Léveillé. **Carried**

5.2.3 Board Travel & Honoraria

Board Travel By-Law

Resolution No. 01-169 Moved by: Ray Chénier Seconded by: Pat Best

That the Board give third and final reading of the Board Travel By-Law (here-attached and identified as Schedule A). **Carried**

Board Honoraria By-Law

Resolution No. 01-170 Moved by: Ray Chénier Seconded by: Tim McDonald

That the Board give third and final reading of the Board Honoraria By-Law (here-attached and identified as Schedule B). **Carried**

Board Member Travel Rates

Resolution No. 01-171 Moved by: Ray Chénier Seconded by: Lucie Lemieux

That the following amounts (here-attached and identified as Schedule C) be reimbursed to Board members while traveling on Board business effective April 19th, 2001. **Carried**

Board Member Honoraria Rates

Resolution No. 01-172 Moved by: Ray Chénier Seconded by: René Lahaie

That the following honoraria (here-attached and identified as Schedule D) be reimbursed to Board members when attending to Board business effective April 19th, 2001. **Carried**

6.0 PRESENTATIONS

6.1 MCSS Northern Reorganization – F. Malvaso & D. Zaccato

The MCSS presentation will be rescheduled to a later date.

6.2 Year 2000 Audited Financial Statements (Doc.#0101419-015)

Kirby Houle, C.A. of the accounting firm of Heale & Houle, who act as the DSSAB's auditors, spoke to the DSSAB's audited financial statements for the 2000 operating year.

Year 2000 Audited Financial Statement Approval

Resolution No. 01-173 Moved by: Ken Ferguson Seconded by: Tim McDonald

That the Manitoulin-Sudbury DSSAB approve the audited Financial Statements for the Year ended December 31, 2000. **Carried**

Signatures on DSSAB cheques in excess of \$10,000

Resolution No. 01-174 Moved by: Earle Freeborn Seconded by: René Lahaie

That the DSSAB Board, in standing with its auditors' recommendation, hereby establish the policy that DSSAB cheques in excess of \$10,000 shall have two signatures, at least one of which is that of a Board member who has signing authority. **Carried**

Signing Authority

Resolution No. 01-175 Moved by: Earle Freeborn Seconded by: Willy Léveillé

WHEREAS it has been determined that the expediency of cheques is required for general operations of the Manitoulin-Sudbury District Social Services Administration Board; and

WHEREAS the Manitoulin-Sudbury District Social Services Administration Board at present has two signing authorities from the Board - Frank Gillis and Janet Whissell and three from the Management staff; Gary Champagne, CAO, Connie Morphet, Financial Manager and Fern Dominelli, Ontario Works Program Manager,

THEREFORE BE IT RESOLVED that the Board also assign signing authority to a fourth Management staff person, Dan Hammond, EMS Manager. **Carried**

7.0 BUSINESS ARISING FROM THE MINUTES

7.1 Manitoulin Island DSSAB Office Location

Resolution No. 01-176 Moved by: Dale Van Every Seconded by: Tim McDonald

WHEREAS the Manitoulin-Sudbury DSSAB had passed an earlier Resolution (Resolution 00-113) to the effect that the DSSAB's Manitoulin satellite office be located in Manitowaning; and

WHEREAS the Manitoulin Municipal Association has informed the DSSAB that after a reconsideration of the matter it was recommending that the DSSAB instead locate its Manitoulin satellite office in the town of Little Current; and

WHEREAS the DSSAB concurs that the Town of Little Current is more appropriately situated to effectively meet the operational and service needs of those most affected;

THEREFORE BE IT RESOLVED that the Manitoulin-Sudbury DSSAB hereby rescinds

Resolution 00-113 and identifies the Town of Little Current as the municipality where its Manitoulin satellite office will be located. **Carried**

8.0 CORRESPONDENCE (Doc.#010419-003 to 012)

8.1 Correspondence re: Apportionment & CRF Concerns

Correspondence re: these matters was referenced and discussed.

Particular attention was drawn to correspondence from Cockburn and the Islands as was a letter that René Lahaie had received from the Town of Killarney. René Lahaie will be forwarding a copy of the Killarney letter to the DSSAB for distribution to all members.

Also referenced was the DSSAB's letter to the Ministers of the provincial ministries we do business with. re: the apportionment concerns of our member municipalities. The Chair noted the letter was shared with member municipalities, sister DSSABs, OMA and FONUM. The matter is an obvious issue throughout the North and indeed the province. He indicated that a representative from the Ministry of Finance will be speaking to the matter at the next FONOM meeting.

Subsequent to its discussions, the Board did not choose to re-examine its Apportionment formula.

9.0 REPORTS/RESOLUTIONS

9.1 Municipal Borrowing for DSSAB Social Housing Purposes (Doc.010419-008 & 013)

Resolution No. 01-177 Moved by: Earle Freeborn Seconded by: Janet Whissell

WHEREAS the Ministry of Municipal Affairs and Housing (MMAH) is seeking to establish a Regulation in the Social Housing Reform Act that identifies the municipality in each DSSAB catchment area that is prepared to borrow on behalf of the DSSAB for those possible future social housing portfolio needs that the DSSAB could identify; and

WHEREAS the MMAH has asked to be informed of the name of the municipality that is prepared to be so identified by the DSSAB no later than the end of April; and

WHEREAS the Corporation of the Town of Espanola has formally indicated, by way of a Council Resolution, that it is prepared to be so identified;

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSSAB identifies the Town of Espanola to the MMAH, as the municipality in its catchment area that the DSSAB seeks to see so designated in the proposed Social Housing Reform Act regulation to this end. **Carried**

9.1.2. Manitoulin-Sudbury District Housing Corporation Travel Request

Resolution No. 01-178 Moved by: Earle Freeborn Seconded by: Tim McDonald

That the Manitoulin-Sudbury DSSAB approve the Manitoulin-Sudbury DHC request that the travel and meal rates payable to DHC Board members be the same as those payable to the DSSAB Board members. **Carried**

10.0 CAO'S REPORT (Doc.#010419-001A, B & C)

10.1 Financial Report (Doc. #010419-001A)

10.2 OW & Community Placement Reports (Doc. #010419-001B)

Attention was drawn to the fact that the DSSAB has succeeded, after only one full year of operational responsibility for the administration of Ontario Works in the Manitoulin and Sudbury Districts, to exceed provincially established Community Placement targets to the extent that it is predicted that the DSSAB's Community Placement bonus from Ontario will be approximately \$420,000.

The Board applauded this accomplishment, underlining that it appreciated that this was only done as a result of the hard work could not have been the hard work and efforts of its personnel.

Mr. Dominelli drew attention to the chart in the Community Placement Report that highlighting the extent to which each of the DSSAB's member municipalities individually participated in and contributed in the DSSAB's Community Placement success.

The Board supported its Administration's indicated intent to establish a Board member task force to examine the Administration's recommendations as to the best ways and means of putting those Community Placement bonus dollars to work.

10.3 EMS Report (Doc. #010419-001C)

10.3.1 Access to EMS Service Delivery Information Needed To Carry Out Our Designated Delivery Agent Responsibilities

Resolution No. 01-179 Moved by: Ray Chénier Seconded by: Jack Barr

WHEREAS the Manitoulin-Sudbury DSSAB was designated by the Province as the Designated Delivery Agent for Land Ambulance services effective January 1, 2001; and

WHEREAS this designation clearly puts the responsibility for the delivery and the quality of land ambulance services provided in the Districts of Manitoulin and Sudbury on the DSSAB; and

WHEREAS meeting its service delivery obligations and responsibilities requires that the DSSAB have full and unrestricted access to any and all information that pertains to the land ambulance services provided in the Manitoulin and Sudbury districts, be these services provided by the CACCs' dispatching across our catchment area or services provided by service providers that are under contract to the DSSAB to ensure the direct provision of said land ambulance services; and

WHEREAS the MOHLTC is providing delivery agents who are also service providers, with a different level of access to call information than it does to delivery agents that have chosen to contract out the direct delivery of services to independent third party service providers;

THEREFORE, BE IT HEREIN RESOLVED THAT the Board forward a letter to the Minister of Health and Long Term Care demanding that the Ministry provide the Manitoulin-Sudbury DSSAB with the same full and unrestricted access to any and all land ambulance services delivery information relative to services in the Manitoulin and Sudbury districts that it now makes available to the DSSAB's contracted direct service providers and that the DSSAB would have access to had it decided to also be the direct service provider in its area. **Carried**

10.4 Child Care Report

Reference was made to the financial difficulties of one of the area's child care providers whose year end reconciliation statements indicate money owing to the Ministry of Community & Social Services for the 1999 operating year and to the DSSAB for the year 2000.

The CAO indicated that a meeting of the Board's Child Care Committee will be called to discuss this and a number of other child care related matters.

11.0 UPCOMING CONFERENCES/EVENTS

11.1. OMSSA Conference in London – June 10-12, 2001

Interested members should inform the Executive Assistant by May 8th, 2001. Tim McDonald indicated his interest in attending.

12.0 NEW BUSINESS

12.1 Sudbury-East Child Care Services - Resolution No. 01-180

Moved by: Willy Léveillé Seconded by: Lucie Lemieux

WHEREAS the Manitoulin-Sudbury DSSAB is committed to the equitable distribution and availability of licensed child care services and resource centres in each of the four geographic areas that generally make up the DSSAB's catchment area; and
WHEREAS the Sudbury-East area has been identified as the one area within the Manitoulin-Sudbury DSSAB's catchment area that is without licensed child care services, and

WHEREAS the Manitoulin-Sudbury DSSAB's three year Child Care Plan speaks to the DSSAB's commitment to the development of licensed child care services in the Sudbury-East area of its jurisdiction;

BE IT HEREIN RESOLVED THAT the Manitoulin-Sudbury DSSAB does hereby approve the expenditure of up to \$12,000 to retain the consulting services of Mr. Richard Rivard to develop a child care services business plan that:

- i. identifies the extent of the need for licensed child care services in the Sudbury-East area;
- ii. speaks to the best ways and means of ensuring the Sudbury-East presence and availability of viable and sustainable licensed child care services and child development support services to the residents and communities that make up the Sudbury-East area.

Carried

13.0 NEXT MEETING

The next scheduled Board meeting will be held on Thursday, May 24, 2001 at 10:00 a.m. in the DSSAB's Espanola Office Boardroom.

*A special meeting or teleconference call will take place shortly re: the Land Ambulance dossier.

14.0 ADJOURNMENT

Resolution No. 01-181 Moved by: Ray Chénier Seconded by: Gary Brown
That we do now adjourn at 3:35 p.m.

Carried

Frank Gillis, Chair

*Here appended as part of these minutes are the earlier referenced Schedules A, B, C & D.



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

Board Member Travel By-Law - SCHEDULE A

Whereas the Manitoulin-Sudbury DSSAB wishes to provide a fair and equitable allowance for out of pocket expenses when Board Members travel on Board business.

Therefore the Manitoulin-Sudbury DSSAB enacts the following:

- 1) DSSAB provided Board Member Expense voucher forms shall be the standard form to be used and remitted to the appropriate person within seven (7) days after the elected Board member events (e.g. – conferences and seminars).
- 2) All travel expense vouchers submitted for reimbursement shall be verified and approved by the Chair. The Chair's submitted expense claims shall be verified and approved by another designated Board member.
- 3) Advance requests, submitted at least ten (10) working days before an event, provided the amount is approximately equal to the expenses to be incurred, will be honoured.
- 4) The Board will defray the costs associated with Board members' attendance at Board approved conferences, seminars and other functions.
- 5) Expenses, such as, air, bus, train, rental and taxi fares shall be supported by actual receipts.
- 6) Kilometrage shall be reimbursed at the rate established by the Board.
- 7) Meal allowances shall be established for breakfast, lunch and dinner. Receipts will only be required in those exceptional circumstances, when the costs surpass the established meal allowances.
- 8) Reasonable incidental expenses, such as, gratuities, telephone calls, or unforeseen disbursements shall be reimbursed. Amounts above ten (10) dollars shall be reimbursed upon submission of receipts.
- 9) Expenses to be incurred and reimbursed when entertaining DSSAB business guests related to any event shall be approved by the Board.
- 10) A maximum of two Board members shall habitually be expected to attend conferences and seminars where elected Board member attendance is normally expected. The paid attendance of more than two Board members shall require the prior approval of the Board. The Board's prior approval will also be required in those instances where the CAO seeks to have more than two DSSAB employees (including himself/herself) also in attendance.



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

Honoraria By-Law – SCHEDULE B

Whereas it is the Board's intent to provide members with equitable compensation for time spent on Board business, and whereas this business takes many forms,

Be it resolved that the Board may from time to time establish honoraria for the following:

- 1) The Chair of the Board, the Vice-Chair, and the Chairs of Committees shall receive varied monthly stipends related to their respective responsibilities, in addition to the honorarium rate of regular members for meetings attended.
- 2) Committee Chairs shall receive their stipends on a monthly basis when their responsibilities are continuing from month to month and their committees are active on Board business. Remunerations shall cease when the Committees are dissolved by the Board or when they are inactive because their tasks are completed.
- 3) An honorarium shall be established for Board meeting days, which will include any other meeting held on the same day.
- 4) Committee or other Board sanctioned meetings held on any particular day shall be remunerated at a specific rate determined by the number of hours spent in meeting rather than by the number of meetings attended.
- 5) An effort shall be made by all Chairs to co-ordinate their Committee meeting times, to permit members to attend separate committee meetings within a given day.
- 6) Only meetings called by the Chair of the Board, by Committee Chairs or as permitted by other Board By-Laws shall be remunerated.
- 7) Attendance at conventions or training sessions, or other events sanctioned by the Board shall be remunerated at the meeting rate.
- 8) Members having to travel on the day before or after meetings sanctioned by the Board shall be remunerated at half the minimum rate of Committee meetings.
- 9) Only members named to Committees by the Board, unless specifically requested to attend by the Chair, shall be remunerated for Committee meeting attendance.
- 10) Conference calls of three or more persons shall be remunerated at a specific rate.



MANTOULIN-SUDBURY DISTRICT
SOCIAL SERVICES ADMINISTRATION BOARD

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

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Board Member Travel Rates - SCHEDULE C

Air, rail, bus fare, rental	actual receipts
Kilometrage	<u>\$0.38</u> @ kilometre
Accommodation	actual receipts
Meals	Breakfast <u>\$10.00</u>
	Lunch <u>\$12.00</u>
	Dinner <u>\$25.00</u>
Parking	actual receipts
Taxi fares	actual receipts
Incidentals	details to be listed
Conference registration	actual receipts

Board Member Honoraria Rates- SCHEDULE D

Chair of the Board	\$200	per month
Vice Chair of the Board	\$100	per month
Committee Chair	\$100	per month
MEETINGS ATTENDED		
Board including committee meetings on Board meeting day	\$125.00	
Committee meetings outside Board meeting day		
Up to five (5) hours	\$ 75.00	
More than five (5) hours	\$125.00	
Travel time (on a non meeting day)	\$ 37.50	

Conference Calls

\$ 25.00