



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
DSSAB BOARD MEETING
held in its Espanola Office Boardroom
April 25, 2002

Present: Jack Barr, Pat Best, Gary Brown, Raymond Chénier, Ken Ferguson,
Earle Freeborn, Les Gamble, Frank Gillis, Vincent Lacroix, Lucie Lemieux,
Willy Léveillé, Marcel Rancourt, Janet Whissell

Absent: Dale Van Every

Staff: Gary Champagne, CAO
Karen Gerrard, E.A. (Recording Secretary)
Connie Morphet, Finance and Administration Manager
Fern Dominelli, Ontario Works Program Manager
Peter Bradley, Housing Services Manager
Dan Hammond, EMS Manager
Karen Dominick, Community Services Manager

1.0 CALL TO ORDER

The Chair, Ray Chénier, called the meeting to order at 9:30 a.m.

2.0 CLOSED SESSION

Resolution No. 02-064

Moved by: Jack Barr **Seconded by:** Earle Freeborn

THAT the Board convene a closed meeting to discuss Property issues.

Carried

Resolution No. 02-065

Moved by: Frank Gillis **Seconded by:** Earle Freeborn

THAT the Board adjourn this closed meeting.

Carried

Resolution No. 02-066

Moved by: Les Gamble **Seconded by:** Janet Whissell

THAT this regular meeting be open for business.

Carried

3.0 ADOPTION OF AGENDA**Resolution No. 02-067****Moved by:** Les Gamble**Seconded by:** Janet Whissell

That the agenda be adopted subject to the following amendments:

Additions – 8.1.8 Supervised Access Centres

9.1. Cockburn Island Apportionment Correspondence

9.2. Waterloo Resolution

11.0 New Business – add: Board Committee Minutes Distribution

- add: EMS Committee First Meeting

Carried**4.0 DECLARATIONS OF CONFLICT OF INTEREST**

None disclosed

OUT-OF-CAMERA REPORT**PROPERTY – SULTAN HOUSING UNITS****Resolution No. 02-068****Moved by:** Willy Léveillé**Seconded by:** Vincent Lacroix

THAT the CAO be directed to retain the services of Desmarais Keenan to assist the DSSAB in determining if an exemption to the current regulations can be obtained;

And if so, to obtain same from the Ministry of the Environment in respect to the water works supplying the 10 DSSAB owned rent geared to income family housing units in Sultan;

And to further assist the DSSAB in obtaining clarification on what aspects of the Certificate of Approval will be required if the exemption is obtained.

Carried**5.0 MINUTES****5.1 Approval of Minutes****Resolution No. 02-069****Moved by:** Janet Whissell**Seconded by:** Pat Best

THAT the minutes of the March 28, 2002 meeting be approved as presented.

Carried

Pat Best asked to have it noted that she was particularly pleased with the detailed reporting of that section of the minutes pertaining to the Year 2002 Budget. She indicated that the detail provided member municipalities with an excellent account of the deliberations and rationale that went into the decision.

6.0 DELEGATIONS**6.1 Year 2001 Financial Statements – Heale & Houle**

Kirby Houle began by noting the change in the Report's format and the reasons for the change.

Pointing out that the DSSAB had a healthy surplus for the year ended, Mr. Houle spoke to the reasons for the surplus, not the least of which were:

- An OW allowances under expenditure that is primarily due to OW caseload numbers that proved to be even lower than the already lowered Year 2000 projection figures conservatively used in the Year 2001 budget's preparation;
- non-recurring Year 2001 and prior year program surpluses on a number of program fronts that the Province is allowing the DSSAB to retain;

- a Land Ambulance / EMS surplus that was primarily attributable to the fact that the Year 2001 service costs were difficult to budget for this new program given the denied access to MOHLTC prior year figures, the lack of prior year comparables and the start up nature of the year. The MOHLTC's recent decision to move to grant funding, not reconcile year 2001 allocation and allow the DSSAB to retain MOHLTC portion of surplus, earmark municipal under expenditure for EMS Working Fund Reserve purposes was well received. Mr. Houle noted that "Vehicle replacement" and "Severance entitlement Reserves" were also established, MOH expected Reserves.

Mr. Houle pointed out that the DSSAB's Administration costs were similar to the prior year's and that certain economies of scale were now evident as new programs were coming on stream and the cost of operating was spread over a larger number of programs.

He noted that by deciding to keep its Working Funds Reserve at the 15% mark referenced, it was left to the Board's discretion to determine how it chose to deal with municipal surpluses.

Mr. Houle commented that the audit had gone well with the key area of concern resting in the housing program that experienced a number of severe accounting problems in 2001 as a result of several factors that required an undue amount of additional work to determine the actual status of the finances; - i.e. -

The information and records transferred from the province, the OHC and the previous LHC were inadequate; a software change in midyear caused audit difficulties; significant staffing changes and office relocation. While the DHC operated relatively independently in 2001, and with only minimal DSSAB Administrative Office overview - this did not work. DSSAB finance staff has had to become actively involved in day-to-day operations. Year 2002 changes that see the housing services managed as but another DSSAB department should prevent the recurrence of these concerns.

In Year Financial Reports - The auditors suggest that the In Year Financial Reports presented to the Report (now done on a monthly basis) be changed to include a Variance Report that addresses significant variances between the actual expenditures and forecasted expenditures as well as the Overall "all programs" Report page members have become accustomed to.

Questioned as to the merits of monthly vs. quarterly financial reports to the Board, Mr. Houle indicated that "more rather than less" reports also meant more work for the Administration, and that such was a matter for the Board to determine on the strength of its requirements and comfort levels.

He summarized his remarks by stating that overall; the Board is in a strong financial position, on a solid financial footing. He noted that the bulk of the DSSAB's operations are now stable with historical baselines available.

He indicated that Senior staff at all levels had been very cooperative and helpful in providing his firm the information needed to complete the audit and took the opportunity to thank them in front of the Board.

Resolution No. 02-070

Moved by: Vincent Lacroix

Seconded by: Frank Gillis

BE IT RESOLVED that the Board receive the Audited Financial Statement for the year ended December 31, 2001 as prepared by Heale and Houle Chartered Accountants, and act upon their recommendations.

Carried

Gary Brown and Pat Best noted that the information in the Auditor's report was positive and welcome DSSAB news that should be shared with member municipalities as soon as possible.

The CAO noted the Reports would be sent to all member municipalities within the next week.

He indicated that, accompanying the Audited Statements, would be the Year 2001 Statistical Report shared with NEMI Council members at their latest meeting.

Applauding the work of the entire Management Team, Frank Gillis paid particular tribute to Connie Morphet and her staff for the many hours of overtime devoted to work needed on the Housing front to prepare for the audit, to Peter Bradley for successfully dealing with the Housing portfolio challenges he inherited and to Gary Champagne for his leadership throughout.

Resolution No. 02-071

Moved by: Earle Freeborn

Seconded by: Willy Léveillé

WHEREAS the audited financial statements for the operating year ended December 31, 2001 with a working surplus of \$637,345.00;

BE IT HEREBY RESOLVED THAT the Manitoulin-Sudbury DSSAB redistribute said amount to the DSSAB's member municipalities as per the apportionment formula in place in the year 2001.

Carried

7.0 ACTION ITEMS

7.1. Human Resources / Policy Committee

Resolutions brought forward for First and Second Reading

7.1.1 Disposal of Vehicles Policy

Resolution No. 02-072

Moved by: Frank Gillis

Seconded by: Jack Barr

WHEREAS the Policy Committee has recommended the Disposal of Vehicles policy as attached;

BE IT RESOLVED THAT the Disposal of Vehicles Policy be given initial consideration through a first and second reading and brought forward for final consideration at the next regular meeting.

Carried

7.1.2 Computer Purchasing Plan Policy

Resolution No. 02-073

Moved by: Frank Gillis

Seconded by: Jack Barr

WHEREAS the Policy Committee has recommended the Computer Purchase Plan policy as attached;

BE IT RESOLVED THAT the Computer Purchase Plan Policy be given initial consideration through a first and second reading and brought forward for final consideration at the next regular meeting.

Carried

7.1.3 Overtime Provisions for Non-Bargaining Unit, Non-Supervisory Employees

Resolution No. 02-074

Moved by: Frank Gillis

Seconded by: Janet Whissell

BE IT RESOLVED THAT the Manitoulin-Sudbury DSSAB accepts its H.R./Policy Committee recommendation that the Board gives its first and second reading to the DSSAB's policy to compensate bargaining Unit excluded employees who are not in Supervisory Management positions for all overtime worked in standing with the same overtime provisions applicable to employees who are members of the Bargaining Unit, retroactive to January 01, 2002.

Resolutions brought forward for Third and Final Reading**7.1.4 Tendering Policy****Resolution No. 02-075****Moved by:** Frank Gillis**Seconded by:** Ken Ferguson

THAT having been given initial consideration through a first and second reading;

BE IT RESOLVED THAT the attached Tendering Practices Policy be given a third and final reading and enacted as of this date.

Carried**7.1.5 Rent Pay Direct Policy****Resolution No. 02-076****Moved by:** Frank Gillis**Seconded by:** Jack Barr

THAT having been given initial consideration through a first and second reading;

BE IT RESOLVED THAT the attached Rent Pay Direct Policy be given a third and final reading and enacted as of this date.

Carried**7.1.6. Rent Pay Direct to Housing Services Policy****Resolution No. 02-077****Moved by:** Frank Gillis**Seconded by:** Lucie Lemieux

THAT having been given initial consideration through a first and second reading;

BE IT RESOLVED THAT the attached Rent Pay Direct to Housing Services Policy be given a third and final reading and enacted as of this date.

Carried**7.1.7 Political Contact Protocol Policy****Resolution No. 02-078****Moved by:** Frank Gillis**Seconded by:** Les Gamble

THAT having been given initial consideration through a first and second reading;

BE IT RESOLVED THAT the attached Political Contact Protocol Policy be given a third and final reading and enacted as of this date.

Carried**7.1.8 Non-Union Employee Vacation Entitlements Policy****Resolution No. 02-079****Moved by:** Frank Gillis**Seconded by:** Pat Best

THAT having been given initial consideration through a first and second reading;

BE IT RESOLVED THAT the attached Vacation Entitlements for Non-Union Employees Policy be given a third and final reading and enacted as of this date.

Carried**7.1.9 Working Reserve Policy**

Resolution No. 02-080**Moved by:** Ken Ferguson**Seconded by:** Frank Gillis

THAT the Board defer the Working Reserve Policy to the next meeting in order for Board Members to consider the options available and to consider the Administration's report on same.

Carried**7.2 Strategic Partnering Workshop Report**

The Chair opened discussions with the recommendation that:

- the Report be circulated to member municipalities
- that they be requested to comment on its findings and on the recommended strategic partnering priorities they would like to see the DSSAB pursue.
- That the resulting collated municipal member contributions be considered at a Strategic Planning Board Retreat to occur in the fall.

Resolution No. 02-081**Moved by:** Ken Ferguson**Seconded by:** Frank Gillis

THAT the Strategic Partnering Workshop Report be released to participating municipalities to solicit their feedback within 45 days;

AND THAT the Board act upon the municipal feedback to develop a strategic plan for year 2003.

Carried**8.0 REPORTS****8.1 CAO's Report****8.1.1 March Financial Statement -****Resolution No. 02- 082****Moved by:** Les Gamble**Seconded by:** Willy Léveillé

THAT the Board accept the Financial Report for the period ending March 31, 2002 as attached.

Carried**8.1.2 EMS Program Update**

The CAO asked Dan Hammond, EMS Manager to speak to the status of the Sudbury Base Hospital EFRT Defibrillation training program mentioned in his circulated report. Dan spoke to the May 9th trial training run scheduled with Cockburn Island representatives. He clarified there is no cost for the training and no compensation for participants' attendance.

8.1.3 Employment Report – Levels of Service Report

The CAO asked Fern Dominelli, OW Program Manager to address the circulated report. Reminding members this was the last year of C.P. bonuses and that we were again heading to a record bonus year, Fern emphasized the shift to Levels of Service funding and asked municipal members to promote, seek out and identify harder to secure longer term municipal and community placement projects that we could secure to engage clients in.

Reminded members that the DSSAB:

- had set aside \$20,000 to assist municipalities, non-profit organizations and service clubs with some of the seed money (up to \$500/project) needed to support projects that also provided volunteer placement opportunities for our OW clients; and
- that both the above organisations and private businesses alike were eligible to receive DSSAB Wage subsidies for all OW clients hired into positions that

showed the possibility of longer term ongoing employment.
... Fern called on their assistance in promoting the awareness of these initiatives in their communities.

8.1.4 Statistical Reports

Building on last month's circulated Hard Data Report the Year 2001 Statistical Report shared with NEMI Council members at their latest meeting the CAO noted the Report would be circulated to all member municipalities.

Ken Ferguson sought to have it noted that the Statistical Report had been well received and much appreciated by NEMI council members and that he was pleased to see that the DSSAB was acting on his municipal council's recommendation that it indeed be circulated to all member municipalities.

8.1.5 Early Years Developments/Update

Resolution No. 02-083

Moved by: Janet Whissell **Seconded by:** Pat Best

THAT we thank the Minister for his astuteness in recognizing Karen Dominick as the ideal person to champion the interests of the Manitoulin portion of the Algoma – Manitoulin riding with respect to the Early Years program.

Carried

8.1.6 MCSS Cost of Administration

Updating members on this matter the CAO reported that Northern DSSAB CAOs are concerned re: pending MCSS changes to the OW "Cost of Administration" funding formula now in place with CMSM/DSSABs. Prevailing indications are that MCSS will be moving away from a 50/50 "Cost of Administration" cost-sharing formula to a "Cost per Case" allotment scenario. The move to cost-per-case funding would be a major shift and is a concern to all 47 CMSMs across the province.

The speculated cost-per-case figures that are being discussed are particularly disconcerting to smaller CMSMs with "low" OW caseloads that are dispersed in a number of smaller, more rural and remote settings rather than concentrated in larger more urban settings. While this describes a number of the CMSMs in Southern Ontario, it definitely describes at least eight of Northern Ontario's ten DSSABs.

The impact of an MCSS move to an "OW Cost per Case" Cost of Administration decision would be compounded for Northern DSSABs since the funding of their "Central Administration infrastructure" is more heavily dependent upon the OW portion of their operations than is the case of the DSSABs' Southern Ontario counterparts who are either UTMs or County governments whose administrative infrastructure costs can be more readily distributed across a larger array of programs and services. The service mandate accorded to DSSABs under the DSSAB Act, is narrower than that accorded to their CMSM counterparts who are governed by the Municipal Act and are more resilient in their ability to redistribute the cost of their Central Administrative infrastructure.

The CAO indicated that he has accepted to be the Chair of a Northern DSSAB CAO Task Group assigned to look at this matter.

Resolution No. 02-084**Moved by:** Frank Gillis**Seconded by:** Pat Best

THAT we communicate the serious concerns we have with respect to the Ministry of Community and Social Services' Cost of Administration changes;
AND that a copy of our letter of concern be forwarded to FONOM prior to May 08th, 2002.

Carried**8.1.7 Group Benefits Agent of Record****Resolution No. 02-085****Moved by:** Gary Brown**Seconded by:** Vince Lacroix

BE IT RESOLVED THAT the Manitoulin-Sudbury District Social Services Administration Board identify the SURE BENEFITS firm as the Agent of Record with whom our administration is to explore alternate costs associated with the DSSAB's Group Health Benefits.

Carried**8.1.8 Supervised Access Centre Program – Manitoulin District**

The Chair spoke to the background leading to the DSSAB's preparation of a proposal in response to a call for proposal s from the Ministry of the Attorney-General.

It was understood the proposal would be submitted to the A.G.'s Office by the due date and that the merits of the DSSAB proceeding as sponsor, if chosen, would be discussed further.

9.0 CORRESPONDENCE**9.1 Cockburn Island Apportionment Correspondence**

Clerk Austin Clipperton's letter was discussed. Appreciating the PIL concern highlighted the DSSAB confirmed that its Year 2002 Apportionment formula remained as is.

It was decided that the PIL concern and those other Apportionment formula concerns on the DSSAB table would be referred to the DSSAB's Finance Committee.

9.2 Waterloo Resolution**Resolution No. 02-086****Moved by:** Frank Gillis**Seconded by:** Ken Ferguson

THAT this DSSAB supports the resolution from the Regional Municipality of Waterloo, as attached, and forward a copy of same to FONOM.

Carried**10.0 UPCOMING CONFERENCES****10.1 OMSSA Learning Symposium****11.0 NEW BUSINESS****11.1 EMS Study Group First Meeting**

THAT the EMS Study Group's first meeting be held on May 23rd, at 8:00 a.m.

11.2 Board Committee Minutes Distribution

It was confirmed that the release of Board Committee minutes and the attendance at Board

Committee meetings are subject to the same provisions as those found in Section 55 of the Municipal Act.

12.0 Next Meeting

The next regular meeting to be held in the same location on May 23, 2002 at 10:00 a.m.

13.0 Adjournment

Resolution No. 02-087

Moved by: Earle Freeborn

Seconded by: Marcel Rancourt

THAT we do now adjourn at 12:20 p.m. until the next regular meeting to be held on May 23, 2002, commencing at 10:00 am..

Carried

Chair

Chief Administrative Officer
(Secretary Treasurer of the Corporation)