



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 in the DSSAB Espanola Office Boardroom  
**January 24, 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, Dale Van Every, Janet Whissell

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

**1.0 CALL TO ORDER**

The Chair, Frank Gillis, called the meeting to order at 9:30 a.m.

**2.0 ADOPTION OF AGENDA**

**Resolution No. 02-001** Moved by: Vince Lacroix      Seconded by: Lucie Lemieux  
That the agenda be approved as presented.

**Carried**

**3.0 DECLARATIONS OF CONFLICT OF INTEREST**

None declared.

**4.0 YEAR 2002 BOARD ELECTION**

In standing with DSSAB Act elections requirements at the first Board meeting of January of each year, Mr. Gillis vacated his Chair and called upon Gary Champagne, CAO, to preside over the elections.

#### 4.1 Elections

Gary noted that the District Social Services Administration Boards Act requires that there be elections of the Board's Chair at the first meeting in January of each new year.

##### 4.1.1 Chair Nominations:

The call for nominations was opened. Earle Freeborn nominated Mr. Chénier. He was the only candidate nominated. Willy Léveillé moved that nominations be closed. Mr. Chénier indicated his willingness to serve as Chair.

**Resolution No. 02-002** Moved by: Earle Freeborn Seconded by: Jack Barr

WHEREAS Regulation 278/98 of the District Social Services Administration Boards Act requires that at its first meeting after January 01 in each year, a board shall appoint one of its members as chair of the board; BE IT RESOLVED that Raymond Chénier is hereby appointed as Chair for the year 2002 for the Manitoulin-Sudbury District Social Services Administration Board.

**Carried**

##### 4.1.2 Vice Chair Nominations:

The call for nominations was opened. Jack Barr nominated Janet Whissell. Earle Freeborn nominated Frank Gillis. There being no further nominations the CAO asked each candidate if they wished to let their name stand for election. Janet Whissell declined. Frank Gillis accepted.

**Resolution No. 02-003** Moved by: Earle Freeborn Seconded by: Ken Ferguson

BE IT RESOLVED that Frank Gillis is hereby appointed as Vice Chair of the Manitoulin-Sudbury District Social Services Administration Board for the year 2002.

**Carried**

**Mr. Chénier assumed the Chair.**

#### 4.3 DSSAB Committee Membership

**Resolution No. 02-004** Moved by: Gary Brown Seconded by: Pat Best

WHEREAS it has been deemed desirable and expedient to establish Committees of the Board for the year 2002;

BE IT RESOLVED that the committees be established as per the attached list.

**Carried**

#### 4.4 Children's Aid Society Membership

**Resolution No. 02-005** Moved By: Willy Léveillé Seconded By: Ken Ferguson

WHEREAS there is one municipally elected individual from the DSSAB's catchment area who sits as a member of the Children's Aid Society: (Frank Gillis);

BE IT RESOLVED THAT the Manitoulin-Sudbury DSSAB continue the practice of paying Frank Gillis the Board's established Honorarium as pertains his role as a member of the CAS Board.

**Carried**

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## **4.2 Manitoulin-Sudbury District Housing Corporation Board Members**

**Resolution No. 02-006**    Moved By: Frank Gillis      Seconded By: Willy Léveillé

BE IT RESOLVED THAT the Board members for the Manitoulin-Sudbury District Housing Corporation be composed of the Board Members of the Manitoulin-Sudbury District Social Services Administration Board.

**Carried**

## **5.0 INFORMATION ITEMS**

5.1 Peter Bradley was introduced to the Board. Peter addressed a few words in his capacity as the DSSAB's Housing Services Manager

## **6.0 IN CAMERA ITEMS**

10:00 a.m. The Chair excused all staff, including the CAO and Recording Secretary.

**Resolution No. 02-007**    Moved By: Jack Barr      Seconded By: Gary Brown

THAT the Board move in-camera to discuss Human Resources and Property matters.

**Carried**

**Resolution No. 02-008**    Moved By: Frank Gillis      Seconded By: Lucie Lemieux

That the Board move out of camera and report.

**Carried**

Reconvened open meeting at 10:50 a.m.

## **7.0 DECISION ITEMS**

### **7.1 Approval of Previous Minutes**

**Resolution No. 02-009**    Moved By: Frank Gillis      Seconded By: Jack Barr

That the minutes of the December 19, 2001 meeting be approved as presented.

**Carried**

## 7.2 In Camera Decisions Brought Forward

**Resolution No. 02-010** Moved By: Willy Léveillé Seconded By: Frank Gillis

That the Board indicate to the Minister that it has grave concerns regarding the Ministry of Community and Social Services correspondence on the DSSAB's 50% increase in ODSP and SDMT costs and whether or not this increase is subject to CRF. A copy of this resolution is to be shared with OMA, OMSSA and Northern Ontario DSSAB.

**Carried**

## 7.3 Signing Authority

**Resolution No. 02-011** Moved By: Earle Freeborn Seconded By: Pat Best

BE IT RESOLVED THAT Resolution 01-174 be rescinded in its entirety, due to a number of required amendments.

**Carried**

**Resolution No. 02-012** Moved By: Lucie Lemieux Seconded By: Gary Brown

WHEREAS Resolution 01-174 dealing with Signing Authority for cheques exceeding the amount of \$10,000.00 has been rescinded;

AND WHEREAS a procedure must be developed for signing authority for cheques exceeding the amount of \$10,000.00;

AND WHEREAS the monthly re-occurring expenditures with respect to service providers have been approved by the Board by way of signed agreement;

AND WHEREAS the monthly re-occurring expenditures with respect to payroll have been pre-approved by the Board;

AND WHEREAS the assumption of the Social Housing program has brought additional monthly re-occurring expenditures such as utility and property tax expenses;

BE IT RESOLVED THAT cheques exceeding the amount of \$10,000.00 for monthly re-occurring expenditures for the Manitoulin-Sudbury District Social Services Administration Board, shall have two signatures from persons who have signing authority, effective as of this date;

AND THAT all other [non-recurring] cheques in amounts exceeding \$10,000.00 shall require the signatures of one Board Member who has signing authority and any other person with signing authority.

**Carried**

**Resolution No. 02-013** Moved By: Frank Gillis      Seconded By: Janet Whissell

WHEREAS Resolution 01-175 has been amended from time to time:

AND WHEREAS Resolution 01-175 requires yet another amendment to reflect the assumption of the Social Housing Programs:

BE IT RESOLVED THAT Resolution 01-175 is hereby rescinded in its entirety effective as of this date.

**Carried**

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**Resolution No. 02-014** Moved By: Vince Lacroix      Seconded By: Dale Van Every

WHEREAS Resolution 01-175 dealing with Signing Authority has been rescinded;

BE IT RESOLVED THAT the following persons shall have signing authority for the Manitoulin-Sudbury District Social Services Administration Board, effective as of this date:

Board Member	Frank Gillis
Board Member	Janet Whissell
Board Member	Ken Ferguson
CAO	Gary R Champagne
Finance & Administration Manager	Connie Morphet
Ontario Works Program Manager	Fern Dominelli
Emergency Medical Services Manager	Kenneth Daniel Hammond
Interim Social Housing Manager	Peter Bradley

AND THAT each cheque shall require the signature of any two of the above named persons.

**Carried**

## **7.4      DSSAB Business Envelopes**

### **Housing Services**

Peter Bradley, Housing Services Manager, reported that the MMAH and ONPHA met with the DSSAB and the area's Non-Profit Providers on January 9<sup>th</sup> to speak to the changes incumbent upon Non-Profit providers now that most of the Social Housing Reform Act's Regulations are known. The need to enter into Service Provider Agreements with these Providers Agreement was discussed. Peter spoke to the fact that the DSSAB continues to meet with the Ministry regarding our February 1, 2002 Non-Profit readiness transfer. It was indicated that agreements will be entered into with providers re: their continued RGI eligibility administration for a few more months beyond the planned February 1 transfer date.

### **Child Care**

Northern Business Consulting Services has provided a draft report for the Massey Children Services project. The final Reports for both the Massey and Chapleau licensed child care operations are due to be submitted at the end of January.

### **Finance**

The financial demands of the Housing Department, preparations for the Strategic planning Workshop with member municipalities, the preparation of the Year 2002 budget and preparing for the Year 2001 Audit have all prevented the preparation of a Finance Report for the month of December. Assurances were provided that there were no unanticipated major expenditures and that the DSSAB continued to anticipate that the DSSAB would close the year's books with the earlier projected operating surplus.

## Ontario Works

Copies of the report were distributed to the Board.

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**Resolution No. 02-015** Moved By: Ken Ferguson      Seconded By: Janet Whissell

WHEREAS there has been an identified need to purchase items on an as required basis for the Community Placement Program;

BE IT RESOLVED THAT the DSSAB seek to obtain a corporate VISA account with the identified cardholders being the Community Placement Officers, Eric Morphet and Jim Putman and that the limit shall be two thousand dollars (\$2,000.00).

Carried

## 7.5 OMSSA Membership

**Resolution No. 02-016** Moved By: Frank Gillis      Seconded By: Pat Best

THAT the membership renewal for OMSSA for 2002 be paid in the amount of \$1,900.00;

AND THAT the 3 voting members are J. Raymond Chénier, Gary Champagne, and Fern Dominelli.

Carried

## CAO Report

The CAO spoke to three items:

**i – Child Care – MCSS 1999 Year End Reconciliations** – The CAO informed the Board that he was copied on recently received MCSS correspondence to two of the Non-Profit operators in our district. The MCSS letters were to inform them of the results of recently completed Year 1999 budget reconciliations. The one operator was advised that they owe MCSS \$15,067 more than the sum already owed to MCSS. The other operator was informed they owe MCSS \$77,416. Both Centres were advised that interest, at the rate of 8%/annum will be charged to the amounts cited, effective February 1, 2002.

The CAO will be requesting that MCSS dispense with any interest charges and forgive these past debts as was their past historical practice with these and other Child Care operations pre-2000 Service Management divestment to CMSMs/DSSAB.

**ii – Housing - Federal Capital Funding issue** – As noted last month, our DSSAB has been notified it will be receiving \$75,000 less than it did last year in each of the next five years beginning in 2002. This means that our DSSAB will be receiving \$75,000 less per annum than the \$300,000 annualized capital sum that an independent engineering assessment indicated we will require for the Public Housing side of our Housing portfolio in each of the next five years. The Northern DSSAB CAOs are meeting in Sault Ste. Marie to develop the Northern Ontario wide common front discussed and encouraged by the Board.

iii – Year 2002 ODSP/SDMT/Welfare Fraud Data System Costs – The CAO informed the Board that he recently received correspondence from MCSS indicating that the Ministry’s bill to the DSSAB for its share of these three Ministry-run services would be increasing by what appears to be \$100,000 or 50% to the amount we were billed in 2001. The CAO indicated that it appears that all CMSMs /DSSABs are being notified of similar percentage increases and that the costs appear more directly attributable to the higher than projected ongoing operating cost of the government’s SDMT.

While the actual number and percentage increase needs to be confirmed, the DSSAB has no option but to pay MCSS for this increased MCSS billing. The “saving grace” in 2002, lies in the fact that MCSS will not begin to charge us our increase until June 1, 2002 thus allowing us to only feel 50% of our annualized increase in 2002. The CAO is endeavouring to identify if the increased cost is subject to CRF rules.

The Board saw this latest development as yet another example reinforcing the need to have a strong and united Northern Ontario DSSAB presence and lobby vis-à-vis Queen’s Park.

## **8.0 CORRESPONDENCE**

### **8.1 Town of Chapleau: Reserve**

**Resolution No. 02-017** Moved By: Earle Freeborn      Seconded By: Willy Léveillé

THAT the Finance Committee be directed to consider Resolution 3-38 of the Township of Chapleau as attached;

AND THAT the Finance Committee prepare a report for the Board, addressing the issue of Reserve Funds.

**Carried**

## **9.0 NEW BUSINESS**

### **9.1 Insurance**

Board members discussed the ever-increasing cost of certain insurance coverage that municipalities were encountering in the aftermath of the September 11<sup>th</sup> Worlds Tower incident. Not certain if these increases were indeed warranted and wondering if there were not other alternatives to be developed, 9e.g. – the type of self insurance programs put into place by umbrella organisations such as the OPSBA, members spoke to the possibility of a Northern Ontario (DSSAB/Municipality coalition) to look into the feasibility of our own self insurance plan. To this end the following resolution was passed.

**Resolution No. 02-018** Moved By: Vince Lacroix      Seconded By: Pat Best

THAT the CAO explore the feasibility of the self-insurance option and report to the Board.

**Carried**

## **10.0 NEXT MEETING and ADJOURNMENT**

**Resolution No. 02-019** Moved By: Dale Van Every      Seconded By: Pat Best

THAT we do now adjourn at 11:40 a.m. until the next scheduled meeting to be held on Friday February 22, 2002 at 9:30 a.m.

**Carried**

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Chair

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Chief Administrative Officer  
(Secretary Treasurer of the Corporation)