



MANITOULIN-SUDBURY DISTRICT  
SOCIAL SERVICES ADMINISTRATION BOARD

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

210 Mead Boulevard, Espanola, ON P5E 1R9  
Telephone: (705) 862-7850  
Facsimile: (705) 862-7805  
<http://www.msdsb.net>

210, boulevard Mead, Espanola ON P5E 1R9  
Téléphone: (705) 862-7850  
Télécopieur: (705) 862-7805  
<http://www.msdsb.net>

**MINUTES**  
of the  
**DSSAB BOARD MEETING**  
held in its Espanola Office Boardroom  
**March 28, 2002**

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

**Absent:** Lucie Lemieux

**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

**Media:** Roz Raby

**1.0 CALL TO ORDER**

The Chair, Ray Chénier, called the meeting to order at 2:00 p.m.

**2.0 CLOSED SESSION**

**Resolution No. 02-041** Moved by: Earle Freeborn Seconded by: Les Gamble

THAT the Board adjourn to a closed session to discuss Property issues

**Carried**

**Resolution No. 02-042** Moved by: Vince Lacroix Seconded by: Willy Léveillé  
THAT the Board resume an open session of this regular meeting.

**Carried**

**3.0 ADOPTION OF AGENDA**

**Resolution No. 02-043** Moved by: Les Gamble Seconded by: Janet Whissell

That this regular meeting be open for business and that the agenda be approved subject to the following amendments: New Business – add: Sudbury & District Health Unit Budget Increase

**Carried**

**4.0 DECLARATIONS OF CONFLICT OF INTEREST**

None disclosed

## 5.0 MINUTES

### 5.1 Approval of Minutes

**Resolution No. 02-044** Moved by: Ken Ferguson Seconded by: Frank Gillis

THAT the minutes of the February 22, 2002 Board meeting be approved as presented.

Carried

## 7.0 ACTION ITEMS

### 7.1 Budget Committee Report

#### 7.1.1 February 21, 2002 Budget Committee Minutes

**Resolution No. 02-045** Moved by: Janet Whissell Seconded by: Jack Barr

THAT the minutes of the Budget Committee meeting held on February 21, 2002, be accepted.

Carried

#### 7.1.2 March 20, 2002 Budget Committee Minutes

**Resolution No. 02-046** Moved by: Ken Ferguson Seconded by: Frank Gillis

THAT the minutes of the Budget Committee meeting of March 20, 2002 be accepted.

Carried

#### 7.1.3 Year 2002 Budget Deliberations

- The Chair opened the discussions by noting that there was an overall agreement with the rationale provided for the cost increases identified in the Year 2002 budget. He noted that while some may be of the impression that the Budget called for a 1.17% increase to municipalities, the budget clearly spoke to a year over year increase of 4.19%. He clarified that the difference between both percentage figures rested in the \$200,000 that the DSSAB was contemplating to draw from its Reserves to lessen the Year 2002 impact on member municipalities. He stressed that regardless of where the funding was drawn from, the real year over year annualized increase to municipalities was in the order of \$333,730; a 4.19% increase over the Year 2001 municipal share of \$7,971,933. He indicated that the key question before the Board had to do with whether or not it should resolve to see the DSSAB pass on this increase, or a portion thereof, to municipalities in this given year or resolve to see the DSSAB internally absorb the municipal increase in 2002.
- Mr. Brown, Budget Committee Chair, commented that the Committee was satisfied that the DSSAB's Administration had identified how it could internally absorb the municipal increase in 2002 by drawing from its existing Reserves and by calendarising certain in year expenses. He cautioned members to keep in mind that while this measure allowed the DSSAB to return to its member municipalities with an "overall zero" municipal increase in 2002, the actual financial impact of an "overall zero" increase would not necessarily mean a zero percent increase for all member municipalities. Given the in-year changes to each municipality's CVA, some would still see changes to their apportioned levies, some up and some down. He also reminded members that the reality of an "overall zero" municipal increase in 2002, through the infusion of funds drawn from our reserves, still left the DSSAB's municipal members with an annualized municipal increase of 4.19% that all member municipalities would have to contend with in 2003. Repeating that while it was politically desirable to see a zero municipal increase, the Chair was essentially correct in his presentation of the question before the Board.
- Asked to speak to the matter, the CAO indicated that:
  - i. –the circulated February 18<sup>th</sup> Budget Summary clearly spoke to the fact that the budget's proposed 4.19% bottom line increase is overwhelmingly the result of cost increases in program

areas under the province's direct management that the DSSAB is invoiced its share of as well as provincially clawed back Federal Capital allocations earmarked for the area's Public Housing needs.

ii – unless Local Services Realignment's Community Restructuring Funding (CRF) rules have changed, and there has been no indication of such, member municipalities are entitled to see the Ministry of Finance factor MCSS' indicated ODSP, Welfare Fraud and SDMT related cost increases into its CRF adjustments to member municipalities.

iii - drawing upon a short term solution (Reserves) to an ongoing (long term)cost reality, as politically desirable as it may be, is not sound business practice.

iv – choosing to draw upon the Reserves:

- a. risks leaving municipalities with the mistaken impression that the municipal share of the budget has not increased;
- b. lessens the Reserved funds available to deal with other in-year and future year unknowns (i.e. Housing water costs);
- c. results in no provincial CRF reimbursement of the increases since they were not reflected in the DSSAB invoices to municipalities. This results in municipalities paying 100% of the cost increases (by way of their DSSAB's Reserves) without any of the CRF reimbursement possibilities that they are otherwise entitled to if the increases are evident in the DSSAB's invoices to its member municipalities.
- d. simply defers the reality of the 4.19% municipal share increase to the year 2003.

Questioned as to the status of the DSSAB's Year 2001 audited statements, the CAO noted that

- a. per our auditors' indication the audited statements' availability was delayed by a more involved than anticipated reconciliation of the former DHC's Year 2001 operations.
- b. a Year-end surplus was anticipated and that it would be the Board's to determine how it wished to deal with the surplus.

An extensive Board discussion of the options available followed. Concluding that these costs were real costs that would again be there in 2003, the Board resolved to adopt the following Resolution.

**Resolution No. 02-047      Moved by: Ken Ferguson      Seconded by: Willy Léveillé**

WHEREAS THE DSSAB has concluded its study of the DSSAB's Year 2002 annualized operating budget requirements, and

WHEREAS THE DSSAB recognizes that the Year 2002 Budget increase is directly attributable to:

- a) increases to the municipal share of the cost that Ontario has notified the DSSAB it must pay towards the Province's administration of its direct run SDMT, ODSP and Welfare Fraud Control programs (50% year over year-annualized increase); and
- b) increases to the province's local ODSP caseload numbers; and
- c) the Province's \$83,000 claw back to the federal Capital funding allocated to our DSSAB for our Year 2001 Public Housing Capital needs and its indicated reduction to the amount historically received for this purpose over each of the next four years; and

WHEREAS THE DSSAB recognizes that the Province is still committed to the provision of Community Readjustment Funding to municipalities who are negatively affected by the province's Local Services Realignment;

BE IT RESOLVED THAT the Manitoulin-Sudbury DSSAB approve the Year 2002 budget in the amount of \$28,176,846 of which the municipal share payable comes to \$8,305,663.

**Carried**

The Board indicated its expectation that the CAO provide member municipalities with a copy of the February 18/02 Budget Summary Memo that highlights the key elements that account for the 4.19% municipal share increase.

#### **7.1.4 Group Benefits Agent of Record**

**Resolution No. 02-049**    Moved by: **Gary Brown**                      Seconded by: **Frank Gillis**

THAT the short-listed companies for Agent of Record for Group Benefits, be invited to meet with the Finance/Budget Committee Chair, the CAO and the Finance and Administration Manager.

**Carried**

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#### **7.1.5 Working Reserve Policy**

**Resolution No. 02-048**    Moved by: **Gary Brown**                      Seconded by: **Earle Freeborn**

THAT the Board gives its first and second reading to the herein amended Budget Committee recommendation as to the Board's Working Reserve Policy:

- i.- maintain a Working Reserve that is set at a maximum of 15% of the annualized municipal share of the DSSAB's operating current budget; and
- ii - see any interest earned on the Working Fund Reserve first applied to maintaining the Working Reserve at its maximum of 15% level; and
- iii - see any year end operating surpluses first applied to maintaining the Working Fund Reserve at its maximum of 15% level; and
- iv – see all remaining Working Reserve Fund interest or annual operating surpluses returned to the municipalities as per the apportionment formula of the previous year.

**Carried**

### **7.2 Human Resources / Policy Committee**

#### **7.2.a.1 February 21, 2002 Minutes**

**Resolution No. 02-050**    Moved by: **Frank Gillis**                      Seconded by: **Janet Whissell**

THAT the Board accept the minutes of the Human Resources / Policy Committee meeting held on February 21, 2002.

**Carried**

#### **7.2.a.2 March 20, 2002 Minutes**

**Resolution No. 02-051**    Moved by: **Frank Gillis**                      Seconded by: **Pat Best**

THAT the Board accept the minutes of the Human Resources / Policy Committee meeting held on March 20, 2002.

**Carried**

#### **7.2.b Resolutions brought forward for First and Second Reading**

##### **7.2.b.1 Tendering Policy**

**Resolution No. 02-052**    Moved by: **Frank Gillis**                      Seconded by: **Les Gamble**

THAT the circulated Tendering Practices Policy be given a first and second reading.

**Carried**

##### **7.2.b.2 Rent Pay Direct Policy**

**Resolution No. 02-053**    Moved by: **Frank Gillis**                      Seconded by: **Willy Léveillé**

THAT the circulated Ontario Works Rent Pay Direct and Rent Pay Direct to Housing Services Policy be given a first and second reading. **Carried**

**7.2.b.3 Political Contact Protocol Policy**

**Resolution No. 02-054** Moved by: Frank Gillis Seconded by: Janet Whissell

THAT the circulated Political Contact Protocol Policy be given a first and second reading.

**Carried**  
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**7.2.b.4 Non-Union Employee Vacation Entitlements Policy**

**Resolution No. 02-055** Moved by: Frank Gillis Seconded by: Dale Van Every

THAT the circulated Vacation Entitlements for Non Union Employees Policy be given a first and second reading.

**Carried**

**7.2.c Resolutions brought forward for Final Reading**

**7.2.c.1 Inclement Weather Policy**

**Resolution No. 02-056** Moved by: Frank Gillis Seconded by: Vince Lacroix

THAT the circulated Inclement Weather Policy be given a third and final reading and enacted as of this date.

**Carried**

**7.2.c.2 Group Health Benefits Policy**

**Resolution No. 02-057** Moved by: Frank Gillis Seconded by: Ken Ferguson

BE IT RESOLVED that having had initial consideration, the Board adopt the following policy for Group Health Benefits:

All employees of the Manitoulin-Sudbury District Social Services Administration Board will be provided with the same group health benefits [i.e. - Life Insurance, Short Term Disability, Long Term Disability, and Extended Health benefits (vision, dental, pharmaceutical, hospitalization)].

**Carried**

**7.2.c.3 Non-Union Staff H.R. Policies**

**Resolution No. 02-058** Moved by: Frank Gillis Seconded by: Vincent Lacroix

Be it resolved that the Board adopt the following Non-Union Staff Human Resources policies as circulated:

Staff Complaints Resolution Policy  
Personal Leaves of Absence Policy  
Educational Leave of Absence Policy

**Carried**

**7.3 Apportionment (Town of Espanola Resolution)**

Referencing the Budget Committee's March 20, 2002 meeting minutes on the matter, Frank Gillis addressed the Town of Espanola resolution. Marcel Rancourt spoke to the Town's opinion as to the need for a year-end adjustment process similar to that previous in place with School Boards.

The Administration was instructed to further research the matter and draft a policy for the Board's due consideration.

## **7.4 ODSP / SDMT/Welfare Fraud Control Delivery Costs**

**Resolution No. 02-059 Moved by: Gary Brown**

**Seconded by: Pat Best**

WHEREAS the Ministry of Community and Social Services has only recently informed our DSSAB of a significant increase to the amount it is being billed for its share of the Ministry's ODSP, SDMT and Welfare Fraud Control Delivery cost increases for 2002 and 2003;

AND WHEREAS the decision for the increase in ODSP Administration costs was made at the Ministry of Community and Social Services' senior levels;

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BE IT RESOLVED that the Manitoulin-Sudbury District Social Services Administration Board states its dissatisfaction to the Ministry of Community and Social Services with its decision to download significant increases in a period of restraint and state that this type of decision is inconsistent with the Government's objectives of reducing the burden on Ontario taxpayers;

And request that specific information be provided to the Manitoulin-Sudbury District on the rationale for the administrative cost increases for ODSP, SDMT and Welfare Fraud Control Measures, along with the indications of potential savings and the method of allocation used to determine our DSSAB's share of these costs.

**Carried**

## **7.5 Strategic Partnering Workshop**

The Chair requested the Board Members review the final report and be prepared to discuss its recommendations at the next meeting of the Board.

## **7.6 OMERS (amending Resolution)**

### **Resolution No. 02-060**

It being the request of the OMERS Plan Administrators that our DSSAB include the following standard statement as the Preamble to the earlier adopted Resolution Number 02-038 in regard to its OMERS participation it was: **Moved by: Jack Barr** **Seconded by: Ken Ferguson**

That the DSSAB adopt a Resolution to amend Resolution Number 02-038 in respect of the Ontario Municipal Employees Retirement System (OMERS) that reads as follows:

WHEREAS pursuant to Section 15(1) of the Ontario Municipal Employees Retirement Systems (OMERS) Act, R.S.O. 1990, Chapter 0.29 and Regulation 890 as amended, the Board shall participate in OMERS on behalf of its employees and pay to the Fund, the total of the employer and member contributions, and has all the powers necessary and incidental thereto:

**Carried**

## **7.7 February 2002 Financial Report**

**Resolution No. 02-061 Moved by: Willy Léveillé**

**Seconded by: Earle Freeborn**

THAT the Board accept the Financial Report for the period ending February 28, 2002.

**Carried**

## **8.0 REPORTS**

### 8.1 CAO Report

The CAO agreed to circulate a copy of his "Hard Data or Hard Times" Report to all member municipalities.

**8.1.2 Literacy Program Implementation Report** - The CAO asked Mr. Dominelli to speak to the mandatory Literacy Testing program in place since March 18/02. Noting that our OW staff was now assuming this new responsibility, Fern indicated that he had met with the District's Literacy providers to clarify everyone's responsibilities in the management of this newly legislated OW client expectation. He stressed that the providers indicated their understood that the DSSAB would not be assuming related Travel, Training, Tuition or Child Care costs given the funding of these related costs was to be directly provided to them via Ministry of Colleges, Universities & Training funds earmarked to these ends.

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### 8.1.3 Ontario Works Report

It was reported that the OW staff are coping with the ongoing challenges that SDMT is presenting them with and that our Community Placement statistics continue to point towards even better than anticipated results for this the last year of C.P. Incentive Funding.

### 8.1.4 EMS Program Update

The CAO asked Dan Hammond, EMS Manager to expand upon the Vehicles and EFRT Defibrillation items covered in his circulated EMS Update.

There was overall agreement with the Vehicle Disposal Process identified, it being understood this would be written up in Policy form and brought to the Policy Committee.

### 8.1.5 EMS Study Group

**Resolution No. 02-062**      **Moved by: Frank Gillis**      **Seconded by: Willy Léveillé**

THAT the EMS Study Group be comprised of the following Board members: Earle Freeborn; Les Gamble; Jack Barr; Willy Léveillé and Ken Ferguson

**Carried**

**9.0 Sudbury & District Health Unit Budget Increase** – Janet Whissell spoke to her Municipality's concerns re: the magnitude of the increases sought and asked other municipal members present to echo those concerns to their respective communities.

### Adjournment

**Resolution No. 02-063**      **Moved by: Frank Gillis**      **Seconded by: Vince Lacroix**

THAT we do now adjourn at 4:35 p.m. until the next regular meeting to be held in the same location on April 25, 2002 at 9:30 a.m.

**Carried**

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Chair

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Chief Administrative Officer  
(Secretary Treasurer of the Corporation)