



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  
**November 28, 2002**

**Present:** Jack Barr, Pat Best, Gary Brown, Ken Ferguson, Earle Freeborn, Les Gamble, Frank Gillis, Vince Lacroix, Willy Léveillé, Marcel Rancourt, Rhéal (Ray) Vaillant, Dale Van Every, Janet Whissell

**Staff:** Gary R. Champagne, CAO  
Suzanne Bouchard, E.A. (Recording Secretary)  
Connie Morphet, Finance and Administration Manager  
Peter Bradley, Housing Services Manager  
Dan Hammond, EMS Manager  
Karen Dominick, Community Services Manager

**Regrets:** Raymond Chénier

**Press:** Cindy Laundry

**1.0 CALL TO ORDER**

The Chair, Frank Gillis, called the meeting to order at 10:00 a.m.

Willy Léveillé introduced and welcomed Ray Vaillant, Councillor with the Township of St. Charles as a member of the DSSAB Board. It was pointed out that Mr. Vaillant is replacing Lucie Lemieux as Township of St. Charles' representative on the Board.

**2.0 CLOSED SESSION**

**Resolution No. 02-154 Moved by:** Earle Freeborn **Seconded by:** Jack Barr

THAT the Board move into closed session to discuss Property and Human Resource matters. **Carried**

**Resolution No. 02-155 Moved by:** Jack Barr **Seconded by:** Marcel Rancourt

THAT the Board adjourn this closed session. **Carried**

**3.0 ADOPTION OF AGENDA**

**Resolution No. 02-156 Moved by:** Janet Whissell **Seconded by:** Dale Van Every

That the agenda be adopted as presented. **Carried**

**4.0 DECLARATIONS OF CONFLICT OF INTEREST**

Ray Vaillant declared a conflict of interest with regard to EMS items.

## 5.0 MINUTES

### 5.1 Adoption of Previous Minutes

**Resolution No. 02-157 Moved by:** Ken Ferguson **Seconded by:** Vince Lacroix  
That the minutes of the October 25, 2002 Board meeting be approved. **Carried**

### 5.2 Business Arising from Minutes

#### 5.2.1 Pay-Equity Proposals

The CAO reported that a total of three Pay-Equity Plan Proposals had been received, Noting that the matter had been discussed at the November 27<sup>th</sup> H.R./Policy Committee meeting, it was pointed out that the proposals ranged in cost from \$15,000 to \$30,000 to \$60,000 with each proposal citing disbursements and expenses as additional costs. Administration will be seeking more information from the lowest submitter re: references from other related service clients, outside maximum costs and anticipated timelines. A Report on same will be brought to the H.R. Committee.

## 6.0 REPORTS

### 6.1 Board Committee Reports

#### 6.1.1 EMS Study Group Report

Earle Freeborn provided a verbal report on the Group's November 27<sup>th</sup> meeting. He reported that the Group spent all of the meeting going over the details of the cost of providing EMS services In-House (Direct Delivery) vs. the present "3<sup>rd</sup> party contractual arrangement". He noted that since time did not permit the Group to discuss the Pros and Cons Paper prepared on the same matter, the Study Group would be holding a teleconference re: this same document and a revised Transition cost estimate in the first week or two of December to allow the Board to come to a decision on the matter at either its January or February meeting.

**Resolution No. 02-158 Moved by:** Earle Freeborn **Seconded by:** Les Gamble  
THAT the Board accept the minutes of the EMS Study Group meeting held October 23, 2002. **Carried**

#### 6.1.2 H.R./Policy Committee

Frank Gillis provided a verbal report of the Committee's November 27<sup>th</sup> meeting. He noted that in addition to the already addressed Pay Equity matter, the Committee also discussed the matter of Governance vs. Operational Policies and the progress of the work required on both fronts; Labour-Management matters and the progress of the work being done spoke on the Management Wages front.

#### 6.1.2.1 Health & Safety Policy – 1<sup>st</sup> Reading

**Resolution No. 02-159 Moved by:** Vince Lacroix **Seconded by:** Jack Barr  
THAT the Board approve the first reading of the Proposed Joint Health & Safety Policy. **Carried**

#### 6.1.3 Budget Committee

Gary Brown began by noting that all indications are that the DSSAB's 2003 budget will be a 0% increase budget. He proceeded to present each of the Resolutions emanating from the Budget Committee's November 27<sup>th</sup> meeting.

##### 6.1.3.1 Year 2002 EMS Surplus

**Resolution No. 02-160 Moved by:** Gary Brown **Seconded by:** Jack Barr  
THAT the Board accept its Budget Committee recommendation that the portion of the

final Year 2002 surplus that is attributable to EMS, both the MOHLTC and Municipal portions, be transferred to the DSSAB's EMS Reserves. **(Deferred)**

In the related discussion it was:

- understood that the DSSAB was obliged to assign any unspent portion of the Ministry of Health's EMS grant in a Reserve that would see these sums identified as sums that could only be spent on future EMS purposes,
- clarity was required from the MOHLTC as to whether or not only the MOHLTC portion could be placed in reserve, and whether or not the future expenditure of said reserved unspent MOHLTC EMS (grant) funds had to be matched by a similar contribution from the DSSAB's member municipalities.

**Resolution No. 02-161 Moved by:** Vince Lacroix **Seconded by:** Les Gamble  
THAT Resolution No. 02-160 be deferred until the actual EMS surplus is known and the MOHLTC has satisfactorily clarified the DSSAB's financial reserve concerns.

**Carried**

#### 6.1.3.2 In-Year Fund Transfer

**Resolution No. 02-162 Moved by:** Gary Brown **Seconded by:** Janet Whissell  
THAT the Board accept its Budget Committee recommendation that \$370,000 of this year's operating budget be approved for the following identified purposes:

- Employment Standards Act and Pay Equity Reserve \$130,000
- Housing Property Reserve \$220,000
- Collective Agreement Negotiations Reserve \$ 20,000

**Carried**

**Discussion:** There was a good deal of discussion as to whether the \$370,000 of below noted anticipated expenditures:

- i- should instead be budgeted for in the Year 2003 budget; or
- ii- should instead be drawn from the DSSAB's Reserves and the \$370,000 simply returned to member municipalities as part of the projected Year-end surplus even if it means seeing the DSSAB's Operating Reserve at less than the established 15% mark.
- iii- should instead be drawn from the DSSAB's Reserves and the \$370,000 simply returned to member municipalities as part of the projected Year-end surplus with it understood that next fall's Year 2004 Budget preparations would require the Board to then decide whether or not it wished to budget to bring the DSSAB's Operating Reserve up to the 15% mark.

Gary Brown explained that the Budget Committee was forecasting a 0% increase to the DSSAB's Year 2003 budget, recommending to leave the Operating Reserve in tact at 15% and still envisioning a healthy Year end surplus returning to member municipalities. He pointed out that the \$370,000 sum in question represented what risked to be a 4.5% increase to member municipalities in the Year 2003 for what were "one time expenditures" if Board members chose to vote for that option. The Chair called the question. The Resolution, as noted, was carried.

#### 6.1.3.3 Year 2003 Apportionment Formula

Noting that member municipalities were of mixed opinion as to whether the PILS should be included or excluded in the Apportionment formula and noting that the Province had previously accepted that our jurisdiction's TWOMOs be again attributed the 19.9% portion of the municipal share of those program costs initially attributed to them instead of the present 19.2% attributed to them by way of the Default formula, Gary Brown

explained that it was the Budget Committee's recommendation that the question be put before the member municipalities to decide by way of Double Majority vote.

**Resolution No. 02-163 Moved by:** Frank Gillis **Seconded by:** Jack Barr  
THAT the Board accept the Budget Committee recommendation that the DSSAB's member municipalities be canvassed, per the legislated Double Majority requirements, to indicate if their municipality would prefer to see their respective share of future year DSSAB annual operating budgets, commencing with the Year 2003 budget:

- a. **Option 1:** continue to be apportioned as per the apportionment formula presently in place and commonly known as the Default formula; or
- b. **Option 2:** commence to be apportioned according to an apportionment formula that would see the Payments In Lieu (PILs) included in the weighted assessment formula and see the percentage of the municipal share attributed to Townships Without Official Municipal Organization (TWOMO) share of the DSSAB Act funded programs changed from the present 19.2% to the previously attributed 19.9% of the municipal share of the budget. **Carried**

It was noted that member municipalities are to be cautioned to keep in mind that the numbers to be presented to them for comparison purposes are not final since the assessments are not received until mid-December. The final numbers will be sent to Board members and member municipalities as soon as they become available. Member municipalities will be asked to return their identified Apportionment preference to the DSSAB's attention no later than the end of January 2003.

Vince Lacroix and Earle Freeborn both asked to have the minutes note their expressed thanks to Gary Brown and the Budget Committee for their hard work.

## 6.2 CAO Report

### 6.2.1 Operational Management Reports

**6.2.1.1 Children's Services** -There were no questions re: the circulated Report.

#### 6.2.1.2 EMS

##### 6.2.1.2.1 Gogama Ambulance Building

Earle Freeborn reported that the Gogama Ambulance Facility proposal had been discussed in-camera and that all Board members were aware of the dollar figures involved.

It was the consensus of the Board that the representatives from both the Board and the Administration seek to meet with Gogama LSB representatives asap to see if there is a way of coming to the DSSAB's preferred option re: this matter.

##### 6.2.1.2.2 MOHLTC Land Ambulance Response Time Framework Funding

Satisfied that the additional Response Time Framework funding available to our DSSAB will address identified Response Time pressures, that the required municipal share of the EMS funding is CRF eligible and that the additional municipal share can be absorbed by the DSSAB yet still allow the DSSAB to come in with a ZERO increase to the municipal share of the DSSAB's Year 2003 budget, the following was tabled.

**Resolution No. 02-164 Moved by:** Dale Van Every **Seconded by:** Ken Ferguson  
IT BEING UNDERSTOOD THAT the MOHLTC has indicated to the province's Designated Delivery Agents (DDAs) that it is prepared to provide them with an additional

\$27,951,000 of provincial Land Ambulance Response Time Framework funding to address identified Response Time pressures; and

IT BEING UNDERSTOOD THAT the MOHLTC has indicated that it is prepared to provide our particular DSSAB with an additional \$165,000 of said provincial funding to deal with our identified Response Time pressures; and

IT BEING UNDERSTOOD THAT DDAs are to confirm to the MOHLTC that they wish to avail themselves of the additional funding available to them no later than December 1, 2002;

BE IT HEREIN RESOLVED THAT the DSSAB authorize its Administration to proceed to indicate such to the MOHLTC; and

BE IT FURTHER RESOLVED THAT the DSSAB's Administration is authorized to proceed with the implementation of the Land Ambulance Response Time Framework enhancements presented and discussed at today's Board meeting. **Carried**

### **6.2.1.3 Housing**

#### **6.2.1.3.1 Housing Department Report**

There were no questions re: the report presented.

#### **6.2.1.3.2 Local Social Housing Policies**

Peter Bradley has prepared a number of local policies in consultation with affected Non-Profit providers. The draft policies will be circulated for the Board's consideration. If acceptable to the Board, it is expected, as stipulated in the Social Housing Reform Act, that these Policies will either be adopted by the DSSAB by the end of February or the existing provincial policies on the items in question will remain in effect by default.

#### **6.2.1.3.3 Non-Profit Housing Capital Replacement Reserve**

Administration spoke to a recently received letter from the MMAH indicating that the DSSAB was being provided a \$50,369 federal refund that the DSSAB *has to set aside* in a "Non-Profit Housing Capital Replacement Reserve" in the event of a situation that it deems warrants its financial assistance.

#### **6.2.1.4 Ontario Works**

There were no questions regarding the circulated Report. The CAO spoke to the fact that the O.W. Department was meeting and exceeding its Levels of Service targets. It is as such "maxing out" on the income it can generate.

#### **6.2.1.5 Financial Report**

There were no questions regarding the circulated Third Quarter Financial Statement.

### **6.2.2 Strategic Issues Report**

#### **6.2.2.1 EMS Cross Border Billings**

The CAO spoke to his concerns re: the Province's ongoing inability to come to a decision on this legislated matter. *Noting the matter has been left unresolved for close to two years and the fact that it could mean that our member municipalities are out of pocket almost \$1 million come the end of 2002*, the matter is one that we obviously hope the Province will resolve asap. Marjorie Wilcox, a Senior Official with the MOHLTC, informed the North's DSSABs, at its NOSDA Sault Ste. Marie, that the matter, when resolved, would be retroactive to January 1, 2001.

Gary Champagne indicated he was in the process of finalizing a CAO Report on the matter that he would circulate to Board members and member municipalities in the next week or so.

#### 6.2.2.2 NOSDA Update

The CAO reported on last week's NOSDA CAO/Commissioners' Sudbury meeting. He pointed out that the North's DSSAB Finance Managers met as a sub-committee of the CAO/Commissioners Group for the first time.

Gary reported that the Hon. Jim Wilson, Minister of Northern Development and Mines, had replied to NOSDA Chair Frank Gillis' letter regarding the establishment of an Inter-Ministerial Task Force on DSSABs. His reply consists of redirecting the request to the Hon. Brenda Elliot given that she is the Minister responsible for the DSSAB Act and its administration.

### 7.0 CORRESPONDENCE

#### 7.1 Township of Nairn & Hyman – Early Years Literacy Specialist Concerns

Mayor Freeborn indicated that the Township of Nairn & Hyman letter was but one of a number of letters of support addressed to Minister Elliot supporting the Township of Chapleau's concerns re: the Ministry's decision to not see the Algoma-Manitoulin Riding Early Years Literacy Specialist serve the Manitoulin (and Sudbury District) portions of the riding. Mayor Freeborn noted his pleasure to see the riding MPP's letter to the Minister supporting the DSSAB's concerns re: the silliness of developing that worthwhile program along riding boundary lines in a riding as vast as ours.

On a related note, the CAO indicated that he had recently seen a Manitoulin Family Resources letter to Minister Elliot, informing her (as our DSSAB had predicted and indicated to Minister Baird before her), of how cumbersome and costly the administration of their initiative across such a vast area would prove to be.

#### 7.2 Urban Native Housing “Downloading” – Thunder Bay Resolution

The CAO reported on a letter and resolution received from the Thunder Bay DSSAB regarding the Urban Native Housing Program. Referring members to his Email on the matter, he reminded members that some of these to-be-downloaded units exist in the Town of Espanola. He indicated he will keep Board members apprised of all developments on this front.

8.0 **NEW BUSINESS** - There was no new business discussed.

### 9.0 NEXT MEETING & ADJOURNMENT

**Resolution No. 02-165 Moved by:** Jack Barr **Seconded by:** Janet Whissell

THAT we do now adjourn at 12:25 p.m. until the next regular meeting to be held on January 9, 2003, at 10:00 a.m. in the Espanola DSSAB Office Boardroom. **Carried**

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Chair

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Chief Administrative Officer  
(Secretary Treasurer of the Corporation)