



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 24, 2003**

**Present:** Pat Best, Gary Brown, Ray Chénier, Ken Ferguson  
Earle Freeborn, Les Gamble, Frank Gillis, Vince Lacroix,  
Willy Léveillé, Marcel Rancourt, Ray Vaillant, Dale Van Every

**Regrets:** Jack Barr

**Staff:** Gary R. Champagne, CAO  
Suzanne Bouchard, E.A. (Recording Secretary)  
Connie Morphet, Director of Finance  
Peter Bradley, Housing Services Manager  
Dan Hammond, Land Ambulance Services Director  
Karen Dominick, Community Programs Supervisor  
Fern Dominelli, Director of Social Services

**Press:** Cheryl Waugh

**1.0 CALL TO ORDER**

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

**Jack Barr** - Frank was pleased to highlight that Jack was at home recovering from successful emergency surgery. He is from all accounts doing well.

**Janet Whissell** - Frank noted that Janet's position on the Board was now vacant in reason of her resignation as a municipal councillor with the Township of Baldwin. Board members joined Mr. Gillis in noting that her contributions to the DSSAB will be sorely missed.

**2.0 CLOSED SESSION**

**Resolution No. 03-51 Moved by:** Les Gamble **Seconded by:** Earle Freeborn  
THAT the Board move into closed session to discuss Human Resources and Property matters. **Carried**

**Resolution No. 03-52 Moved by:** Dale Van Every **Seconded by:** Vince Lacroix  
THAT the Board adjourn this closed session. **Carried**

**3.0 ADOPTION OF AGENDA**

**Resolution No. 03-53 Moved by:** Ray Chénier **Seconded by:** Willy Léveillé  
THAT the agenda be adopted as presented. **Carried**

#### 4.0 DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest declared.

#### 5.0 MINUTES

##### 5.1 Adoption of Minutes of March 27, 2003

**Resolution No. 03-54 Moved by:** Pat Best **Seconded by:** Vince Lacroix  
THAT the minutes of the March 27, 2003 Board meeting be approved. **Carried**

##### 5.2 Business Arising from Minutes

###### 5.2.1 Annual Meeting with Member Municipalities

Discussion of the matter led to the decision to see the Municipal Members' Information Meeting planned as a half-day event. Member municipalities will be informed that it will be scheduled to be held on the afternoon of May 22, 2003, with a 1:00 p.m. start time. Member municipalities will also be informed that the DSSAB's regular Board meeting will be held in the a.m. of that same day and that they are invited to attend the Board meeting, which begins at 9:00 a.m., if they should so wish.

###### 5.2.1 Business Arising from In-Camera Session

###### 5.2.1.1 Human Resources Report -

During its In-Camera session Mr. Chénier reported on the details of the 2-page Confidential written record of the Board's In-Camera Non-Union Employee Wage decisions that, per the HR Committee recommendations, would be provided to the DSSAB's Auditors for auditing and record purposes.

###### 5.2.1.2 Property Report

**Resolution No. 03-55 Moved by:** Earle Freeborn **Seconded by:** Ray Vaillant  
GIVEN THAT the Board's offer to purchase the property situated at 347 Second Street for the price of \$67,000 was accepted; and  
GIVEN THAT the Board is satisfied with the outcome of the completed detailed engineering study; and  
GIVEN THAT the Board is satisfied with the overall estimated costs associated with the "turnkey" occupation of the premises by September 1, 2003;  
IT IS HEREIN RESOLVED THAT the Board instruct its Administration to remove the condition on the completion of the property's purchase at the cost of \$67,000 and that Administration proceed to have its Engineer and Housing Department Property Management personnel proceed to prepare the Tenders for the renovations to the Second Avenue property that will house EMS and Social Housing offices. **Carried**

#### 6.0 REPORTS

##### 6.1 Board Committee Reports

###### 6.1.1 EMS Transition Committee

**Resolution No. 03-56 Moved by:** Earle Freeborn **Seconded by:** Ken Ferguson  
THAT the Board accept the minutes of the EMS Transition Committee meeting held March 26, 2003. **Carried**

**Transition Year Work Plan Update** – Earle Freeborn informed the Board that matters were progressing according to the accepted Direct Delivery Model Transition Year Work Plan. Mr. Freeborn reported that interviews had been held with and offers of employment extended to the four of the five presently contracted Service Provider EMS Management personnel who indicated an interest in the four program management positions that our direct delivery model calls for.

Operations Manager position - It was noted that Mr. Ray Taylor has accepted the Operations Manager position which the Plan calls to see filled asap. Mr. Taylor will commence effective May 20, 2003.

Field Manager positions - The two Field Manager position job offers have been sent out with responses pending. The Transition Plan foresees having these positions being filled in December 2003.

Quality Assurance and Training Manager position – Noting that one of the four contracted Service Provider EMS management personnel interviewed had elected not to accept the offer of employment, the position of Quality Assurance and Training Manager is being advertised publicly.

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

**Resolution No. 03-57 Moved by:** Ray Chénier **Seconded by:** Vince Lacroix  
THAT the Board accept the minutes of the H.R./Policy Committee meetings held March 26, 2003 and April 16, 2003. **Carried**

**Resolution No. 03-58 Moved by:** Ray Chénier **Seconded by:** Vince Lacroix  
THAT the Job Description for the Manitoulin-Sudbury DSSAB Human Resources Manager, as presented by the Human Resources Committee, be accepted by the Board. **Carried**

## **6.2 CAO Report**

### **6.2.1 Operational Management Reports**

#### **6.2.1.1 Children's Services Report**

Citing the circulated Report, Pat Best questioned local developments of the province's Early Years program initiatives; to our knowledge, things are progressing on schedule. She was informed that the Manitoulin Library Bus is now visiting homes as a result of additional funding received last year.

Earle Freeborn questioned if he was correct in understanding that the Province was not forgiving the Fee Subsidy overpayment amounts that the Massey and Chapleau Child Care operations owed to the Province for the years prior to the DSSAB's involvement. Karen Dominick informed the Board that Earle was correct in his understanding. While still insisting on being repaid, the Province was apparently sensitive to the fact these two Centres are experiencing financial hardships and prepared to look at more acceptable, longer term repayment options. It appears the Ministry (MCFCS) is proposing giving the centres a 25-30 year period to pay back monies owed.

#### **6.2.1.2 EMS Report**

While there were no questions re: the circulated Report, the CAO reported that provincial developments on the SARS front, had created a number of locally unforeseen workload demands for the EMS department, not the least of which were the developments with the ERFTs that members were informed of by Email.

#### **6.2.1.3 Social Housing Services**

There were no questions re: the circulated Housing Services Report. The CAO highlighted the fact that, largely through the efforts and persistence of Peter Bradley, the DSSAB was able to secure \$17,500 of MMAH funding for C.A. MacMillan to offset the dollars they had to take out of their capital reserves to deal with well water issues. This newly secured funding will allow C.A. MacMillan Place to return the expended sums to their Capital Reserves.

Since Capital difficulties incurred by C.A. MacMillan and other Non-Profit Housing Providers that the DSSAB is legislated to “Service Manage” become DSSAB difficulties and liabilities, this welcomed assistance from the Ministry of Municipal Affairs and Housing is good news for all concerned.

#### **6.2.1.4 Ontario Works**

There were no questions regarding the circulated Ontario Works Report.

#### **6.2.1.5 Finance & Administration**

The Quarterly Report along with the associated Variance Report were presented. The Board agreed to the CAO’s indication that future Quarterly Reports would be presented at least one month after the completion of the Quarter in question, thereby enabling the Finance Director to present more precise and robust figures as to the actuals of the Quarter in question.

### **6.2.2 Strategic Issues Report**

#### **6.2.2.1 NOSDA Developments**

##### **6.2.2.1.1 January 24, 2003 Letter to Minister Clement re: EMS Funding Template Concerns**

The CAO reported that NOSDA had yet to receive a response from Minister Clement’s office re: the EMS funding template concerns addressed in the above referenced letter.

##### **6.2.2.1.2 EMS Cross-Border Billing**

The CAO pointed out that, as indicated in the provincially circulated correspondence from the County of Renfrew (CMSM) to both Minister Clement and Premier Eves, the Ministry of Health and Long Term Care’s long awaited “clarifications” of the Land Ambulance Act’s X-Border Regulations do nothing to clarify the matter.

Mr. Chénier indicated that our member municipalities are out of pocket what, per our reading of the Regulations, stands to be close to \$1 million of x-border revenue payable to us by our neighbouring jurisdictions for the years 2001 and 2002. While we do not enjoy putting our neighbouring municipalities through these pressures, they like us were given the same EMS funding template to complete when preparing their yearly ambulance cost projections and they like us would have known if they were likely to receive or pay out cross-border funding and likely prepared their budgets accordingly. If this is the case, they have anticipated the need to pay out these costs and have likely been sitting on some if not all of the sums they anticipated paying out, collecting interest on the money in the meantime.

Further discussion of the matter led the Board to direct the DSSAB’s Administration to proceed to bill its neighbouring EMS jurisdictions in accordance to our EMS Director’s interpretation of the terms of the Land Ambulance Act’s X-Border Regulations as they still read and as it is understood they were applied by the Ministry pre-divestment.

##### **6.2.2.1.3 Inter-Ministerial-DSSAB Working Group**

At last month’s meeting, it was reported that NOSDA was seeing some success in its bid to have the Ontario government establish a government Senior Officials level Inter-

Ministerial-DSSAB Working group to speak to issues specific to DSSABs and Northern Ontario.

Following up on the letter to the Hon. Jim Wilson, Minister of Northern Development, the Hon. Brenda Elliott, Minister of Community, Family and Children's Services, as the lead Minister responsible for DSSAB governance and administrative concerns responded to NOSDA Chair, Frank Gillis, indicated her Ministry's willingness to see a sixth Committee established under the umbrella of the Deputy Minister co-chaired Municipal-Provincial Social Services Working Group. The TOR of this sixth Committee would be to focus on governance and administrative concerns specific to the North's 10 DSSABs. (These 10 DSSABs differ from their primarily Southern Ontario "CMSM counterparts" in that they are the only CMSMs that exist by virtue of the DSSAB Act and the only CMSMs that have the Ministry of Community, Family and Children's Services as their identified lead Ministry).

Our DSSAB's CAO, as NOSDA Secretary, will be a member of the proposed Committee to be chaired by Barry Whalen, ADM. The Committee's first meeting will be to address the matter of the Committee's membership and Terms of Reference.

#### **Motion to Adopt the CAO's Report**

**Resolution No. 03-59 Moved by:** Ray Chénier **Seconded by:** Marcel Rancourt  
THAT the DSSAB's Operational Management and Strategic Issues Reports be accepted.  
**Carried**

### **7. CORRESPONDENCE**

#### **7.1 MCFCS Letter of Appreciation re Pilot Site**

The MCFCS letter thanks the Manitoulin-Sudbury DSSAB for volunteering its time and resources to be a pilot site for the *Ontario Works Advanced Case Management and Development Program*.

#### **7.2 District of Cochrane Resolution re Social Housing Employee Pension**

A discussion of the District of Cochrane DSSAB correspondence led to the following ...

**Resolution No. 03-60 Moved by:** Dale Van Every **Seconded by:** Earle Freeborn  
THAT the Manitoulin-Sudbury DSSAB support the position of the District of Cochrane DSSAB re former Local Housing Authorities employee pensions being adversely affected due to the download of Social Housing Services, and that letters be sent as requested.  
**Carried**

#### **7.3 AMO Correspondence re: Cross-Border Billing & MOHLTC Response**

The circulated letter speaks to the earlier discussed ongoing Cross-Border Billing confusion and lack of MOHLTC clarification and assistance on the matter.

#### **7.4 MCFCS Letter re 2001 Year-End Audit**

The Chair mentioned that he had received what were standard MCFCS letters with noted year-end 2001 audit recommendations of minor substance. In response to Gary Brown's inquiry it was agreed that the significant parts of the letters will be made available to Board members.

### **8. NEW BUSINESS**

#### **8.1 Board Member Replacement**

The DSSAB Act requires Area 2 Municipalities (Nairn & Hyman, Baldwin and Sables-Spanish River) to indicate which elected municipal official from their area will be identified to join Les Gamble as their area's second member on the DSSAB for the balance of this

three-year municipal term. Les Gamble indicated that he felt that the townships involved would endeavour to fill the vacancy as soon as possible.

### **8.2. H.R./Policy Committee Vacancy**

The Board agreed to appoint Earle Freeborn to the Human Resources/Policy Committee to fill the vacant position previously filled by Janet Whissell.

### **8.3. Appreciation**

The Board concurred with Marcel Rancourt's suggestion that a letter of thanks be sent to Janet Whissell for her work as a member of the DSSAB's Board of Directors.

The Board concurred with Vince Lacroix's suggestion that "Get Well Wishes" be sent to Jack Barr on behalf of the DSSAB's Board of Directors.

## **9. NEXT MEETING & ADJOURNMENT**

**Resolution No. 03-61 Moved by:** Ray Chénier **Seconded by:** Ken Ferguson

THAT we do now adjourn at 11:25 a.m. until the next regular meeting to be held on May 22, 2003. It was agreed the next meeting would commence at **9:00 a.m.** and members informed of its exact location at a later time given the intent to invite all member municipalities to also attend.

**Carried**

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Chair

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Chief Administrative Officer  
(Secretary Treasurer of the Corporation)