



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  
**January 9, 2003**

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

**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  
Fern Dominelli, Director of Social Services

**Guest:** Laurier Low, Mayor of Killarney

**Press:** Cheryl Waugh

**1.0 CALL TO ORDER**

The Chair, Ray Chénier, called the meeting to order at 10:00 a.m.

**2.0 YEAR 2003 BOARD ELECTION**

In standing with DSSAB Act annual election of officers requirements, Mr. Chénier vacated his Chair and called upon Gary Champagne, CAO, to preside over the elections.

**2.1 Chair Nominations**

The call for nominations was opened.

Moved by: Earle Freeborn                      Seconded by: Vince Lacroix  
THAT Frank Gillis be nominated.

Moved by: Pat Best                              Seconded by: Willy Léveillé  
THAT Ray Chénier be nominated.

Moved by: Les Gamble                        Seconded by: Dale Van Every  
THAT nominations be closed.

Ray Chénier declined to let his name stand. Frank Gillis accepted.

**Resolution No. 03-01 Moved by:** Ray Chénier **Seconded by:** Willy Léveillé  
 WHEREAS Regulation 278/98 of the District Social Services Administration Boards Act requires that at its first meeting after January 1 in each year, a Board shall appoint one of its members as chair of the Board;  
 BE IT RESOLVED that Frank Gillis is hereby appointed as Chair of the Manitoulin-Sudbury District Social Services Administration Board for the year 2003. **Carried**

**Mr. Gillis assumed the Chair.**

## **2.2 Vice-Chair Nominations**

The call for nominations was opened.

Moved by: Willy Léveillé                      Seconded by: Janet Whissell  
 THAT Ray Chénier be nominated for Vice-Chairman.

There being no other nominations, Mr. Chénier was asked if he wished to let his name stand. Mr. Chénier accepted to let his name stand.

**Resolution No. 03-02 Moved by** Janet Whissell **Seconded by:** Vince Lacroix  
 BE IT RESOLVED THAT Ray Chénier is hereby appointed as Vice-Chair of the Manitoulin-Sudbury District Social Services Administration Board for the year 2003. **Carried**

## **3.0 ADOPTION OF AGENDA**

**Resolution No. 03-03 Moved by:** Dale Van Every **Seconded by:** Willy Léveillé  
 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 DELEGATION – Laurier Low, Mayor of Killarney**

Mr. Gillis welcomed Mr. Laurier Low, Mayor of Killarney. Mr. Low began his presentation by indicating that he would be reading his municipality's letter to the DSSAB and circulating a copy of said letter to all Board members at the end of his presentation. Mr. Low's presentation elaborated upon the reasons why Killarney did not believe the DSSAB should change the apportionment formula applied to member municipalities under the DSSAB Act. Mr. Low spoke to the ill effects a DSSAB Act cost apportionment formula that included PILs would have on his municipality given its limited property tax base, the small number of property taxpayers, the land locked nature of the municipality, the fact that most of its residents were Seniors on pensions, the impact of the new water system's costs, etc.

After a short question and answer period, Mr. Gillis thanked Mr. Low for his presentation and assured him that the Municipality of Killarney's letter would be referred to the Budget Committee for review. Mr. Low circulated a copy of his letter to all members.

There was a short recess and the meeting reconvened at 10:38 a.m.

## **6.0 MINUTES**

**6.1 Adoption of Previous Minutes**

Mr. Gillis reported that Item 6.2.1.3.2. on page 5 of the Minutes of the meeting of November 28, 2002 should read “end of January” and not “end of February”.

**Resolution No. 03-04 Moved by:** Janet Whissell **Seconded by:** Les Gamble  
That the minutes of the November 28, 2002 Board meeting be approved as amended.

**Carried**

**6.2 Business Arising from Minutes****6.2.1. 2003 Apportionment Update**

The CAO reported that while some municipalities have indicated their preferred option as to the DSSAB Act apportionment formula they would like to see utilised for 2003, not all responses are in since municipalities were given until the end of January to respond.

**7.0 BOARD COMMITTEE REPORTS****7.1 EMS STUDY GROUP REPORTS****7.1.1 January 8<sup>th</sup>, 2003 EMS Study Group Meeting Report**

Mr. Freeborn spoke to the Study Group recommendation that the Board consider a full day, in camera Committee of the Whole meeting, the day prior to its next regular Board meeting day to discuss the EMS Study Group’s recommendation re the delivery of its EMS post January 1, 2004.

Mr. Freeborn noted that the intent of the full day meeting is to give all Board members the opportunity to have the benefit of an A to Z presentation of the material that the Study Group examined in coming to its service delivery recommendation. The intent is to see Board members given the chance to ask any questions they might have on the matter prior to the next day’s Board meeting decision.

A package that includes the documentation provided to Study Committee members will be sent out to all Board members by January 17, 2003. Members are asked to familiarize themselves with its content and to direct any questions they may have to either Dan Hammond or Gary Champagne for clarification.

**Resolution No. 03-06 Moved by:** Dale Van Every **Seconded by:** Jack Barr

THAT a full-day meeting on the day before the next regular Board meeting be held for the EMS Study Group to make a presentation to the Board with their recommendation regarding direct delivery.

**Carried**

**7.1.2 Prior EMS Study Group Meeting Reports**

The CAO noted that the EMS Study Group, like a number of the Board’s Committees, often met the day before the regular Board meeting. He noted that while such often meant that the reports to the Board consisted of verbal reports, he believed it would be proper to see the Board formally adopt all subsequently circulated written Committee minutes as soon as they became available. Noting the Board’s concurrence with this recommendation, the Chair indicated that he would entertain a motion re: the adoption of already circulated EMS Study Group meeting minutes.

**Resolution No. 03-07 Moved by:** Earle Freeborn **Seconded by:** Willy Léveillé

THAT the Board accept the minutes of the EMS Study Group meetings held November 27, December 4 and December 19, 2002.

**Carried**

**7.2 H.R./Policy Committee Reports****7.2.1 January 8, 2003 Committee Meeting Report**

**7.2.1.1 Pay-Equity Plan**

Mr. Gillis reported that the Committee has gone over the three proposal submissions received and, satisfied with the results of the reference checks received re: the lowest priced of the three submissions, recommended to the Board that it proceed to engage the services of McDowall Associates to produce the DSSAB's required Pay Equity Plans.

**Resolution No. 03-05 Moved by:** Pat Best **Seconded by:** Jack Barr

THAT Administration be instructed to engage the services of McDowall Associates to develop Pay-Equity Plans for the Manitoulin-Sudbury DSSAB Management/Non-Union Staff and Bargaining Unit Employees as per the terms outlined in McDowall Associates' proposal of November 21, 2002. **Carried**

**7.2.1.2 Management Wages Report**

Frank Gillis reported that the Committee decided to regard its Consultant's Report as a draft report only given that it did not address the financial details relevant to all of the DSSAB's Management positions. It was as such being returned to the Consultant for completion.

**7.2.1.3 Health & Safety Policy**

**Resolution No. 03-09 Moved by:** Ray Chénier **Seconded by:** Earle Freeborn

THAT the Board approve the second and third readings of the Proposed Joint Health & Safety Policy. **Carried**

**7.2.1.4 Policy & Procedures Manual**

Mr. Gillis reported that C.J. Stewart Consulting Services was working on the DSSAB's Policy & Procedures Manual and that a draft should be available for presentation to the H.R./Policy Committee within two months. The Board should expect to have a draft by April 2003.

**7.2.2 November 27, 2002 Committee Meeting Report**

**Resolution No. 03-08 Moved by:** Jack Barr **Seconded by:** Ray Chénier

THAT the Board approve the minutes of the H.R./Policy Committee meeting held November 27, 2002. **Carried**

**7.3 Budget Committee Report****7.3.1 January 9, 2003 Committee Report****7.3.1.1 Year 2003 Budget**

Noting that the Budget continued to call for a zero percent municipal increase, Gary Brown noted that the Committee recommended to the Board that it adopt the Year 2003 Budget before them, Mr. Brown turned the floor over to Connie Morphet to answer any questions there might be.

**Resolution No. 03-10 Moved by:** Janet Whissell **Seconded by:** Earle Freeborn

THAT the Board accept the 2003 Budget as presented by the Budget Committee. **Carried**

**7.3.2 November 27, 2002 Committee Report**

**Resolution No. 03-11 Moved by:** Janet Whissell **Seconded by:** Jack Barr

THAT the Board accept the minutes of the Budget Committee meeting held November

27, 2002.

**Carried**

#### **7.4 Housing Committee Report**

Earle Freeborn explained that, due to inclement weather, the Housing Committee's December 19<sup>th</sup> meeting to deal with Local Housing Policies had been postponed and rescheduled to January 8, 2003.

Earle indicated that at its January 8, 2003 meeting the Committee thoroughly discussed each of the proposed Local Housing Policies identified in the December 13<sup>th</sup> Housing Department Report circulated to all members.

**Resolution No. 03-14 Moved by:** Earle Freeborn **Seconded by:** Les Gamble  
 THAT the Board accept recommendations 1, 2 & 3 in Peter Bradley's memo of December 13, 2002:

1. THAT the Manitoulin-Sudbury DSSAB Housing Services Committee receive a report entitled "Areas of Local Flexibility—Delivery of Social Housing Program", and
2. THAT the Housing Services Committee recommend first and second reading of the recommended policies to the Manitoulin-Sudbury DSSAB as set out in said report, and
3. THAT Manitoulin-Sudbury DSSAB Housing Services Department staff be authorized to implement said Social Housing Policies and Procedures upon final approval of the Board.

**Carried**

Peter Bradley proceeded to present a précis of the proposed Local Housing Policies reviewed and explained that the Non-Profit Housing providers were consulted in the development of the proposed policies.

**Resolution No. 03-15 Moved by:** Earle Freeborn **Seconded by:** Marcel Rancourt  
 THAT the Board accept the minutes of the Social Housing Committee meeting held January 8, 2003.

**Carried**

**Resolution No. 03-16 Moved by:** Earle Freeborn **Seconded by:** Marcel Rancourt  
 THAT the Board approve First and Second Reading of the proposed Housing Policies as recommended by the Social Housing Committee, namely:

Access Policies: Eligibility Requirements for RGI Units  
 Occupancy Standards  
 Tenant Selection  
 Central Waiting List  
 Internal Review Process

RGI Policies: Financial Testing  
 Asset Limits  
 Income Limits  
 Excluded Income/Assets  
 Absence from Unit  
 RGI Ineligibility Period  
 RGI Increases Less Than \$10.00

**Carried**

## **8.0 CAO Report**

### **8.1 Operational Management Reports**

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

**8.1.2 EMS** - There were no questions.

**8.1.3 Housing**

Sultan and Foleyet - Peter Bradley reported that a preliminary draft from the surveyors is almost ready and that he and the CAO will be meeting with them on Monday, January 13, 2003 to discuss the matter.

Pat Best congratulated Peter Bradley on the quality of the Social Housing Reports produced and what it says re: the Department's management of its portfolio and its budget.

**8.1.4 Ontario Works**

CPR Training - Fern Dominelli notified Board members that their municipal offices would be receiving a call from the OW Department regarding CPR training in their region. The hope is that municipalities will provide us free training space in exchange for free CPR training for municipal staff who could be part of the local training sessions.

Funeral Funding - Mr. Dominelli also spoke to "funeral expense funding difficulties" being experienced across our area as a result of the DSSAB's policy to leave the funding of non-OW recipient funeral arrangements to local member municipalities; the difficulties are exacerbated as it applies to the death of individuals in unorganized areas.

**8.1.5 Finance & Admin.**

Connie Morphet reported that the year-end audit is scheduled for the week of March 3<sup>rd</sup> and the report should be available 2 to 3 weeks later.

**8.2 Strategic Issues Report**

**8.2.1 CAO's EMS Cross-Border Billing Report**

The CAO's circulated December Report on the above topic was discussed.

There was a consensus that the matter was one that the Ministry of Health and Long Term Care should be encouraged to resolve as quickly as possible.

The CAO reported that the issue along with the Ministry of Health's differential approach to TWOMO funding (i.e. - applied differently under the Ambulance Act and the DSSAB Act even though both reference the same provincial-municipal cost apportionment formula) are high on the NOSDA table agenda.

It was confirmed that AMO's LAISC (Land Ambulance Implementation Steering Committee) seems to be going nowhere fast on the matter even though it has been on LAISC's agenda to resolve for more than two years. It was confirmed that, per the DSSAB's calculations, its member municipalities are owed almost \$1 million in cross-border billing revenue for the last two years.

Board members discussed the pros and cons of invoicing our neighbouring Designated Delivery Agents for those X-Border sums payable to this DSSAB per the Land Ambulance Act's regulations on the matter. Members discussed whether doing so might spur on the Province to act on this matter. It would at the very least, ensure that we are on record as having taken the action that the legislation expects us to on this matter.

**Resolution No. 03-12 Moved by:** Earle Freeborn **Seconded by:** Ray Chénier

THAT the DSSAB's Administration be instructed to send invoices to those Designated Delivery Agents/municipalities that owe the Manitoulin-Sudbury DSSAB for those cross-

border Emergency Medical Services provided in their EMS jurisdiction and that they similarly be requested to invoice our DSSAB for those cross-border Emergency Medical Services that they believe are payable to them for services that they delivered in our EMS jurisdiction.

**Carried**

### **8.2.2 NOSDA Update -**

**i- Northern Inter-Ministerial DSSAB Table** - The CAO reported that NOSDA has yet to hear from Minister Elliot even though Minister Wilson referred the matter to her given her Ministry (MCFCS) is the lead ministry responsible for DSSAB Act governance and administrative matters. Darlene Yewer has recently been identified as the MCFCS "Corporate Office" individual we are to liaise with re: these matters. We are pushing her to get a reply from the Minister re: our request for an inter-ministerial table that deals with DSSAB Act issues that cross a number of Ministry boundaries. The CAO cited the problems that DSSABs have in getting someone from the Province to tell us of our DSSAB obligations under the Municipal Act. The MMA refers us to MCFCS as our lead Ministry and MCFCS refers us to MMA as the Ministry versed in the Municipal Act.

The CAO reported that whereas there is an apparent MCFCS readiness to assign two Program Supervisors - one from each of the Ministry's two Northern Regional Offices - to meet with the NOSDA Chair and the NOSDA Secretary to begin to speak to NOSDA's identified issues, discussions with the NOSDA Chair, Mr. Frank Gillis, have led NOSDA to indicate to the Ministry that it is NOSDA's belief that the Ministry has to begin by providing NOSDA's Chair with the Minister's response to his letter re: the formation of an InterMinisterial DSSAB before things progress much further. It has also been indicated to the Ministry's Regional Office that the NOSDA Chair has little interest in participating in MCFCS Northern Regional Office Civil Servant level meetings unless recommended to do so by NOSDA's CAOs' and Commissioners' Group.

### **ii- NOSDA CAOs and Commissioners Group Meeting – mid-March**

Will be meeting in Sault Ste. Marie in mid-March.

**Resolution No. 03-13 Moved by:** Vince Lacroix **Seconded by:** Ken Ferguson

THAT the Operational Management Reports and Strategic Issues Report be accepted.

**Carried**

## **9.0 CORRESPONDENCE**

### **9.1 MMA Letter Re: Ontarians with Disabilities Act**

The Manitoulin Municipal Association was informed that the Act **does not apply** to the DSSAB. The MMA is nonetheless requesting, "that the DSSAB develop an accessibility plan for the area that will comply with the Ministry of Citizenship Disability Act." The CAO indicated that he was in a quandary as to the direction to take given that taking on this municipal coordination role will involve certain costs and require a commitment of the DSSAB's resources that municipalities may or may not wish to pay. Discussion followed where some members of the Board thought that each municipality should be responsible for its own accessibility plan and others indicated that the Disability Act only applies to communities with a population of over 10,000. Ken Ferguson added that the MMA's reason for requesting the help of the DSSAB was so that, rather than have each municipality develop a plan individually, one plan could be coordinated and developed for the whole region by one "blanket" committee. It was thought that a simple policy statement might be all that is required. The CAO is mandated to get more information regarding the province's requirements and bring the matter to the next Board meeting.

### **9.2 FONOM Letter of Support Re: InterMinisterial Committee**

The CAO cited FONOM's letter to the Hon. Jim Wilson requesting "the Minister of Northern Development and Mines oversee the creation of an Inter-Ministerial Task

Force” for northern DSSABs.

**9.3 Rainy River DSSAB**

The CAO cited the Rainy River DSSAB’s letter to the Hon. Brenda Elliott, MCFCS, re its concerns pertinent to potential changes to the Ontario Works Cost of Administration Formula.

**9.4 October 10, 2002 letter to Hon. Brenda Elliott Re: Ontario Early Years Centre Developments across the Manitoulin-Sudbury DSSAB catchment area –**  
Awaiting response.

**10.0 In Camera**

**Resolution No. 03-17 Moved by:** Jack Barr **Seconded by:** Les Gamble  
THAT the Board move into closed session to discuss Human Resources matters.  
**Carried**

**Resolution No. 03-18 Moved by:** Ken Ferguson **Seconded by:** Ray Chénier  
THAT the Board adjourn this closed session.  
**Carried**

**11.0** Board members agreed with the Chair’s recommendation that the DSSAB’s Committees remain in place with their present membership intact until the next meeting.

**12.0 NEXT MEETING & ADJOURNMENT**

**12.1 March 5, 2003 Committee of the Whole Meeting with the EMS Study Group –**  
This all day session, to be held in the DSSAB’s Espanola Boardroom, will begin at 10 a.m.

**12.2 March 6, 2003 Board Meeting**

**Resolution No. 03-19 Moved by:** Ken Ferguson **Seconded by:** Ray Chénier  
THAT we do now adjourn at 12:20 p.m. until the next regular meeting to be held on March 6, 2003, commencing 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)