



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.msdcb.net>

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

MINUTES
of the
DSSAB BOARD MEETING
held in its Espanola Office Boardroom
March 27, 2003

Present: Jack Barr, Pat Best, Gary Brown, Ray Chénier,
Earle Freeborn, Les Gamble, Frank Gillis, Vince Lacroix,
Willy Léveillé, Marcel Rancourt, Dale Van Every, Janet Whissell

Regrets: Ken Ferguson, Ray Vaillant

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: Kirby Houle, C.A.; Heale & Houle Accountants

Press: Cindy Laundry, Carla MacKay, Cheryl Waugh

1.0 CALL TO ORDER

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

2.0 CLOSED SESSION

Resolution No. 03-39 Moved by: Earle Freeborn **Seconded by:** Willy Léveillé
THAT the Board move into closed session to discuss Human Resources and Property
matters. **Carried**

Resolution No. 03-40 Moved by: Leslie Gamble **Seconded by:** Dale Van Every
THAT the Board adjourn this closed session. **Carried**

OUT-OF-CAMERA REPORT

2.1 Management Salaries

Resolution No. 03-41 Moved by: Janet Whissell **Seconded by:** Pat Best
THAT the Board approve the non-Union employee salary recommendations submitted
by the H.R. Committee following its in-camera meeting of March 26, 2003. **Carried**

2.2 Additional Office Space

Resolution No. 03-42 Moved by: Marcel Rancourt **Seconded by:** Dale Van Every
THAT the CAO be directed to make a conditional offer on the property situated at 347
Second Avenue, Espanola, Ontario in the amount of \$65,000, it being understood that
said offer is subject to the satisfactory outcome of a detailed engineering study which is
to be completed within fourteen days from the date of acceptance of the offer. **Carried**

3.0 ADOPTION OF AGENDA

Resolution No. 03-43 Moved by: Ray Chénier **Seconded by:** Gary Brown
THAT the agenda be adopted as presented. **Carried**

4.0 DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

5.0 DELEGATIONS

5.1 Year 2002 Financial Statements—Heale & Houle Accountants

Kirby Houle proceeded to go through the DSSAB's audited financial statements for the year ended December 31, 2002. He indicated that the DSSAB ended the year with a healthy surplus of \$929,934. He added that with the DSSAB's Reserves being fully funded and with all government requirements being met, the DSSAB's financial situation is a strong one and the Board is at liberty to return the \$929,934 surplus to member municipalities if it so decides.

Speaking to the extent of the surplus and to the matter of how cautious the DSSAB should be in the preparation of its annual budgets, Mr. Houle noted:

- That the DSSAB's business is one where fluctuations in our revenues and expenses are not unusual;
- That the bulk of the year's surplus was generated as a result of the conservative budgeting approach taken in the OW and ODSP program streams where the number of OW recipients has declined and the number of ODSP clients did not increase as dramatically in 2002 as it did in 2001;
- That the DSSAB's exceptionally good prior years' Enhancement funding achievements were favourably impacting the Year 2002 budget's bottom line.

Mr. Houle noted that with three full years of financial operating history to its credit, the DSSAB is now in a position to find a comfort level with regard to coming year budget preparations. It now has prior year comparators to rely on, a better control of its Departments and more in house experience to fall back on. He noted that while the DSSAB was created during years of unprecedented change, it had managed its obligations responsibly during that time and was, in 2002, beginning to take full advantage of the administrative economies of scale available to it. Mr. Houle expanded that the DSSAB has been fortunate in that it has been able to keep expenses at a flat amount over the past two years with the main savings being reflected on the Administration front.

Mr. Houle concluded by remarking that the integration of the Housing department was fully realised in 2002, with the difficulties and issues identified in 2001 fully addressed and rectified in what proved to be a relatively smooth transition over the course of the year. He concluded his report by thanking Connie Morphet and Gary Champagne for fully cooperating in the preparation of the 2002 Audit.

The Chair thanked Mr. Houle. He indicated that establishing the DSSAB had been a huge undertaking. He noted to Mr. Houle that it was particularly gratifying to hear him paint such a positive picture of the DSSAB's financial and administrative strength given the challenge that the DSSAB's Board members encountered in the establishment and acceptance of the DSSAB; a task that was by no means made any easier by the Province's continued practice of introducing new and changing provincial policies and directives with the introduction of each new program divested to the DSSAB.

Resolution No. 03-44 Moved by: Gary Brown **Seconded by:** Ray Chénier
 THAT the Board receive the Audited Financial Statement for the year ended December 31, 2002 as prepared by Heale and Houle Chartered Accountants, and act upon their recommendations. **Carried**

5.2 Manitoulin-Sudbury District Housing Corporation Financial Statements

Resolution No. 03-45 Moved by: Earle Freeborn **Seconded by:** Vince Lacroix
 THAT the Board receive the Audited Financial Statement for the Manitoulin-Sudbury District Housing Corporation for the year ended December 31, 2002 as prepared by Heale & Houle Chartered Accountants and act on their recommendations. **Carried**

Asked for his opinion as to whether or not the DSSAB should keep its Manitoulin-Sudbury DHC “alive on paper” when it is no more than a “shell corporation” now that it is void of any properties, personnel or operating subsidies, Kirby Houle reminded members that it had been kept alive for a limited time at the advice of the DSSAB’s solicitor, Mr. Pat Cull, who indicated the Board may want to keep it alive, for precautionary purposes only, thus allowing the Board to determine, at a later time, if there was any merit to keeping the Corporation in existence. Mr. Houle indicated that since there are some costs involved with the upkeep of the Corporation and since there were no evident reasons to merit keeping the Corporation going, he was of the opinion that the Board could safely proceed to see it dissolved.

Resolution No. 03-46 Moved by: Dale Van Every **Seconded by:** Willy Léveillé
 THAT Administration be instructed to proceed with the dissolution of the Manitoulin-Sudbury District Housing Corporation. **Carried**

6.0 MINUTES

6.1. Adoption of Previous Minutes

Resolution No. 03-47 Moved by: Janet Whissell **Seconded by:** Jack Barr
 That the minutes of the March 6, 2003 Board meeting be approved. **Carried**

6.2 Business Arising from Minutes

6.2.1. TWOMO Apportionment Amounts Clarification

At the March 6th Board meeting, Administration was asked to investigate the amounts attributed to the Manitoulin and Sudbury Unorganized regions. Connie Morphet explained that the formula used is the same one that has been used since the creation of the DSSAB (Sudbury 19.2% and Manitoulin .7%).

6.2.2. Municipalities of St. Charles and Markstay-Warren correspondence re: Hagar Station coverage and Sudbury-East Paramedic Qualifications

Dan Hammond reported that he had replied to the letters received from the two municipalities explaining the process that was followed in the preparation of our Response Time Enhancement funding request to the MOHLTC and how the approved \$320,000 of Response time funding was allocated across the Manitoulin-Sudbury District. He added that it was felt that the service was adequate at this time, but that there may be a need to enhance the service at some time in the future.

Willy Léveillé suggested that it would be a good idea for the EMS Manager and the CAO to attend a future Sudbury Municipal Association meeting to speak to the matter in greater detail.

7.0 REPORTS

7.1. Board Committee Reports

7.1.1. EMS Transition Committee Membership

Resolution No. 03-48 Moved by: Willy Léveillé **Seconded by:** Jack Barr
THAT Ray Chénier be appointed to serve as a member of the EMS Transition Committee.

Carried

7.2. CAO Report

7.2.1. Operational Management Reports

7.2.1.1. Children's Services

There were no questions regarding the Children's Services Report circulated.

7.2.1.2. EMS

7.2.1.2.1. Feb.24/03 MOHLTC Correspondence Re: 2002/03 Land Ambulance Service grant Increase

The CAO and the EMS Manager spoke to the circulated Feb, 24th letter notifying us that our Land Ambulance Services Grant for the 2002/03 fiscal year's Land Ambulance operations. The amount in question is \$113,580.

7.2.1.3. Social Housing Services

There were no questions regarding the circulated Social Housing Services Report.

7.2.1.4. Ontario Works

There were no questions regarding the Ontario Works Report.

7.2.1.5. Finance & Administration

Resolution No. 03-49 Moved by: Gary Brown **Seconded by:** Earle Freeborn
WHEREAS the audited financial statements for the operating year ended December 31, 2002 saw the DSSAB close the year with a working surplus of \$929,934.00;
BE IT HEREBY RESOLVED THAT the Manitoulin-Sudbury DSSAB redistribute said amount to the DSSAB's member municipalities as per the apportionment formula in place in the year 2002.

Carried

Commenting that this was the second year in a row that the DSSAB closed its Year with a surplus that it was able to return to member municipalities, Mr. Chénier spoke to the concern that municipalities may come to expect this type of return year in year out or again begin to question the accuracy of our annual budgeting process.

Noting her appreciation of Mr. Chénier's comments, Pat Best commented that with the passing of a Year 2003 budget that saw us commit an additional \$165,000 to meet Ambulance Response Time pressures with no increase to the municipal amount budgeted in 2002, we also had to be wary about preparing a budget that is too fine considering that most of the surplus lies in the Ontario Works and ODSP programs, and that future year caseload increases or client disbursements could quickly turn things around. She cautioned that we did not want to see ourselves budgeting too finely and run the risk of possibly having to return to municipalities, in year, for unplanned increased contributions.

7.2.1.6 Annual Meeting with Member Municipalities – May 23, 2003

The Chair indicated that consistent with the Board's commitment to meet with its member municipalities at least once per year, this year's one-day "State of the Nation" DSSAB meeting with its member municipalities is being planned to occur on May 23, 2003.

Mr. Gillis pointed out that the CAO plans to present member municipalities with a rather interesting and fact based analysis of the municipal costs and benefits of the DSSAB. The full-day session, like last year's is intended to include a positive and informative overview of each of the DSSAB's programs and departments as well as speak to where we've been and where we believe we're going.

Board members were asked to book this date in their calendars and to ask their Councils to do the same.

Asked how many people were invited, Mr. Gillis indicated that while this really rested with each municipal council to determine, if last year's meeting was any indication most Councils had one administrative staff member as well as one municipal politician in attendance.

7.2.2. Strategic Issues Report NOSDA Developments

The CAO reported that good progress is being made at the NOSDA level with respect to the establishment of a Senior Official level Inter-Ministerial-DSSAB table to speak to issues specific to DSSABs and Northern Ontario.

The Chair added that the NOSDA meeting with the Northern Ontario Federal Liberal Caucus is being firmed up to occur some time in May.

8. CORRESPONDENCE

8.1 Sudbury & District Health Unit—Lobby for 100% smoke-free public and workplaces within the province of Ontario

The Sudbury & District Health Unit's correspondence re: its lobby of local Members of Provincial Parliament to create 100% smoke-free public and workplaces within the province of Ontario was circulated and discussed.

9. NEW BUSINESS

9.1 Future (Public Housing) Liability Insurance and Natural Gas Cost Increases -

The CAO reported that Liability Insurance for Public Housing is due to increase by 110% effective August 1/03 and that Natural Gas costs are forecasted to rise from \$00.24 to a minimum \$00.30 per cu. metre effective January 1/04. The CAO informed the Board of the SHSC's (Social Housing Services Corporation) efforts to keep costs down and of our DSSAB's expressed concerns to them that we **not be locked in** to whatever "Minimum Deductible" the majority of CMSMs and DSSABs may agree should be recommended to their (our) insurance carriers as a means of minimizing the cost increase to our insurance premiums.

He noted that other DSSAB CAOs have reported that their other DSSAB Insurance and Public Liability costs have also drastically increased and that we should brace ourselves for similarly high increases come renewal time.

It was suggested that the CAO talk to other CAOs as to their possible interest in joining Northern municipalities in a possible consortium that a Northern Mayors' Coalition is talking about going to FONOM with regards to the creation of a new northern

municipalities' insurance exchange/consortium.

Frank Gillis added that the next FONOM AGM is scheduled for the second weekend in May, that this item should be added to the agenda and that Mayor Jim Gordon and Mayor Burroughs from North Bay be asked to speak on the matter.

9.2 Vote of Confidence In The DSSAB's Administration –

Noting that he was speaking on behalf of the entire Management team, the CAO thanked the Board for the decisions reached relative to the Management Salary issues before them for the past months. He indicated that he personally interpreted the results of their review as a Vote of Confidence in their DSSAB's Administrative Management Team and went on to assure them that their Administrative Management team indeed consisted of a fine group of hard working professionals all of whom were committed to providing the Board and the citizens of the Manitoulin and Sudbury Districts with the well managed, range of community responsive quality services they were mandated to oversee and provide across the area.

10. UPCOMING CONFERENCES AND EVENTS

The Chair indicated that, as mentioned earlier, the FONOM AGM is coming up in May.

11. NEXT MEETING & ADJOURNMENT

Resolution No. 03-50 Moved by: Ray Chénier **Seconded by:** Willy Léveillé

THAT we do now adjourn at 12:35 p.m. until the next regular meeting to be held on April 24, 2003 commencing at 10:00 a.m. in the Espanola DSSAB Office Boardroom.

Carried

Chair

Chief Administrative Officer
(Secretary Treasurer of the Corporation)