



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
MANITOULIN-SUDBURY DSSAB BOARD MEETING
held in its Espanola Office Boardroom
September 25, 2003

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

Staff: Gary R. Champagne, CAO
Suzanne Bouchard, E.A. (Recording Secretary)
Connie Morphet, Director of Finance
Dexter Adams, Human Resources Manager
Fern Dominelli, Director of Social Services
Peter Bradley, Manager, Housing Services

Absent: Ken Ferguson, Ray Vaillant

1.0 CALL TO ORDER

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

2.0 CLOSED SESSION – H.R. & Property Matters

Resolution No. 03-96 Moved by: Ray Chénier **Seconded by:** Earle Freeborn
THAT the Board move into closed session to discuss Human Resources and Property
matters. **Carried**

Resolution No. 03-97 Moved by: Dale Van Every **Seconded by:** Vince Lacroix
THAT the Board adjourn this closed session at 10:10 a.m. **Carried**

3.0 ADOPTION OF AGENDA

Resolution No. 03-98 Moved by: Earle Freeborn **Seconded by:** Jim Gerhart
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 August 28, 2003

Resolution No. 03-99 Moved by: Ray Chénier **Seconded by:** Pat Best
THAT the minutes of the August 28, 2003 Board meeting be approved. **Carried**

5.2 Business Arising from the August 28, 2003 Board Minutes

5.2.1. Videoconferencing Update

The CAO reported that the teleconference held between MCFCS' Northern Regional Office officials and the CAOs of the affected DSSABs went a long way to clarifying that Regional Office's videoconferencing plans in seeing each DSSAB equipped for videoconferencing possibilities. MCFCS dispelled the cost concerns raised by ensuring that the cost of the equipment and its installation would not fall upon the DSSABs and that our costs would be limited to the costs associated to the dedicated phone line required. This cost will be easily offset by the travel cost savings that videoconferencing will generate.

5.2.2. Power Dams and Apportionment Update

Connie Morphet is still seeking information from those member municipalities who provide her with the requested data. A complete report as to the impact of including Power Dam revenues in the DSSAB's municipal cost apportionment formula is as such not yet available.

5.2.3. Report on Urban Native Housing Funding

The MMAH has recently confirmed the funding available to the DSSAB to meet its divested Urban Native Housing portfolio Service Management responsibilities. From their initial review of the figures, Connie and Peter are satisfied that the amount provided offsets the costs involved at this point in time. The concern lies in the lack of mechanisms available to Service Managers to ensure that future year cost increases are recognised and cost-shared. A more complete Paper on the matter will be prepared.

5.2.4. Governance and Accountability Consultation

This InterMinisterial-DSSAB consultation with individual DSSAB Boards is being coordinated by MCFCS. They are having difficulties finding dates that are amenable to the various Ministry people involved in their consultation teams. They sent their regrets and are looking into possible future meeting dates.

6.0. ACTION ITEMS

6.1. TWOMO Elections

Gary Champagne, Returning Officer, confirmed that Richard Rivard has been retained to be the Deputy Returning Officer who is handling the day to day logistics of the TWOMO Representatives "election" process. He is coordinating his efforts with the parties responsible for the election of the School Board officials in the same unorganised areas in the even that more than three candidates present themselves and elections in fact prove necessary. The filing date for interested candidates is Friday, September 26, 2003.

Gary Champagne, CAO, reported that the matter of the discrepancies, anomalies and inconsistencies between the "election" criteria applicable to those Board members who hail from organised municipalities as dictated by the Municipal Act and the "selection" criteria applicable to those Board members who hail from Unorganised municipalities (TWOMO) as dictated by the DSSAB Act was the subject of discussion at the NOSDA annual meeting held in Kenora which will be reported on further on in the agenda.

6.2. 2003 NOSDA Annual Meeting Resolutions

Outgoing NOSDA Chair Frank Gillis, and outgoing NOSDA Executive Secretary, Gary Champagne reported on the NOSDA Annual Meeting in Kenora which they attended along with Vince Lacroix.

Qualifying the meeting as a success, they mentioned two meeting concerns:

- i. The lack of any MCFCS presence at the meeting. It was the only Ministry of those Ministries that DSSABs deal with that was not present. Their absence was particularly disconcerting to all DSSABs given that MCFCS is the Province's assigned Ministry responsible for the DSSAB Act which sets out the governance and accountability parameters applicable to and of concern to all DSSABs. There is a NOSDA Resolution on the matter.
- ii. The unease that some delegates expressed when it comes to committing their DSSAB or CMSM to Resolutions raised by the Floor that they did not have the opportunity to "vet" with the members of their Home Board or Council. The assembly agreed that resolutions from the floor were legitimate and agreed to have its secretariat look into doing what it can to encourage the pre-meeting circulation of Resolutions they know will be tabled.

Frank noted that, subsequent to the Kenora meeting, both he and Gary have circulated the adopted NOSDA resolutions to each of the North's DSSABs and CMSMs to confirm the majority's support of the resolutions and to promote support for a NOSDA InterMinisterial, early Spring meeting with the Ministers and/or senior officials of the four principle Ministries that DSSABs are involved with.

The Board then reviewed and discussed each of the NOSDA Resolutions adopted and paraphrased as follows.

- NOSDA Resolution #2003-02 which petitions the Minister of Health and Long Term Care to remove the cross-border revenue/expenses from the funding template, retroactive to January 1, 2001, and cost share at 50/50 the approved costs of providing land ambulance service for each DSSAB/CMSM/DDA.
- NOSDA Resolution #2003-03 which petitions the province to pay the full costs that the DSSABs incur in the management of the election process in their jurisdictions even if the costs extend beyond the \$15,000 allocated.
- NOSDA Resolution #2003-04 which calls upon the province to harmonise the election and eligibility criteria applicable to a DSSAB's TWOMO representatives with those applicable to individuals elected under the Municipal Act.
- NOSDA Resolution #2003-05 which calls upon MCFCS to allow Service Managers the discretionary authority to reallocate the child care funds they manage within the different program streams in their approved Child Care envelope as a means of better responding to locally identified child care needs.
- NOSDA Resolution #2003-06 which calls upon MCFCS to conduct a review of its Ontario Disability Support Program (ODSP) funding and delivery, in conjunction with CMSMs and DSSABs. *(The CAO noted that a number of DSSABs and CMSMs, like ours, were of the opinion that this program would*

be more client responsive and more effectively and efficiently run if under their service management.)

- NOSDA Resolution #2003-07 which formally informs MCFCS of NOSDA disappointment with the Ministry's Northern Regional Offices in their refusal to be present at NOSDA's Annual Meeting and their refusal to speak to the important public policy issue that is ODSP.
- NOSDA Resolution #2003-08 which calls upon each of NOSDA's member DSSABs and CMSMs to contribute \$5000 per annum towards NOSDA's secretariat and research needs, it being understood that this funding would be contingent upon each member DSSAB and CMSM's approval of the Business Plan that identifies the purposes towards which these sums would be directed.
- Resolution #2003-09 which calls upon the MOHLTC to reassume service management responsibility for the delivery of Land Ambulance services if it is not prepared to resolve the long standing identified funding issues such as TWOMO funding, x-border billing, and First Nations services funding.

Resolution No. 03-100 Moved by: Gary Brown **Seconded by:** Ray Chénier
 THAT the Manitoulin-Sudbury DSSAB support the actions proposed in the Resolutions adopted at the 2003 Annual Meeting of the Northern Ontario Service Deliverers Association (NOSDA), held in Kenora, Ontario on September 8, 9, 10, 2003 and that this support be indicated to the NOSDA Executive Secretary.

Carried

Resolution No. 03-101 Moved by: Gary Brown **Seconded by:** Ray Chénier
 THAT the Manitoulin-Sudbury DSSAB approve the direction of \$5000 towards the executive secretariat needs of NOSDA contingent upon:

- Its receipt and approval of an acceptable business plan outlining how NOSDA proposes to utilise said funds; and
- the financial participation of the other nine DSSABs who are also members of NOSDA.

Carried

Ray Chénier remarked that, from his exposure to NOSDA, this organisation was important to the North and merited our support. He went on to indicate that it is particularly important to the province's ten DSSABs since it is the only forum where DSSABs are in the majority and have the opportunity to come together on items of importance to them as DSSABs.

Frank Gillis thanked Gary Champagne for all of his work as NOSDA's Executive Secretary over the past year. He thanked Suzanne Bouchard for all of the "extra" work which the NOSDA dossier also meant for her during his and Gary's NOSDA mandate. He indicated that the 2003/04 NOSDA chairmanship and executive-secretariat now rested with the Timiskaming DSSAB.

Vince Lacroix took the opportunity to thank Frank Gillis for having represented us as well as he did at NOSDA's helm over the last year. Frank, Gary and Suzanne were applauded.

The CAO thanked the Board for its support and announced that next year's NOSDA Annual Meeting is being hosted by the Manitoulin-Sudbury DSSAB.

7.0 REPORTS

7.1. BOARD COMMITTEES

7.1.1. H.R./Policy Committee

August 27, 2003 Committee Minutes

Resolution No. 03-102 Moved by: Ray Chénier **Seconded by:** Jack Barr
THAT the Board accept the minutes of the H.R./Policy Committee meeting held on August 27th, 2003.

Carried

September 24, 2003 Committee Minutes

Ray Chénier verbally reported on the meeting, the key piece of business consisting of the Committee's review of the Board and staff comments obtained regarding the Human Resources Policies before the Board for Third Reading.

Noting that they were few and minor, Ray proceeded to outline the Policy changes and amendments that the Committee was recommending to the Board. The amendments discussed were to:

- the "Release of Employee Information" policy;
- the "Dress Code" policy;
- the "Non-Union Vacation Entitlement" policy;
- the employee "Conflict of Interest" policy; and
- the "Vacation Banking" policy.

Resolution No. 03-103 Moved by: Ray Chénier **Seconded by:** Earle Freeborn
THAT the Board approve the recommendation of the HR/Policy Committee to approve Third Reading of the proposed Human Resources Policies, as amended.

Carried

7.1.2. EMS Transition Committee Report

August 27, 2003 Committee Minutes

Resolution No. 03-104 Moved by: Earle Freeborn **Seconded by:** Jack Barr
THAT the Board accept the minutes of the EMS Transition Committee meeting held August 27th, 2003.

Carried

September 24, 2003 Committee Minutes

Earle Freeborn verbally reported on the meeting. He noted that the transition was unfolding according to the workplan set out and specifically:

- That the North East EMS Field Manager position, scheduled to be filled on December 1, has been advertised and would be re-advertised if need be.
- That the DSSAB's EMS Certification process was moving along as scheduled.
- That the mandatory certification process meeting with MOHLTC officials to go over the details of our DSSAB's submitted Certification submission will be held in North Bay on October 29th.
- The Committee saw no reason why the Board should not give its Third Reading approval to the proposed Emergency Medical Services Policies identified in the

DSSAB's EMS certification package.

Earle indicated that in addition to the Transition Year developments, the Committee also addressed:

- the matter of the ongoing availability, adequacy and appropriateness of our existing Land Ambulance facilities and the merit of Administration working on the development of a "Land Ambulance Facility/Physical Plant" Plan much along the lines of the Capital Work Plan in place in our Housing Services Department when it comes to the ongoing use, maintenance and replacement of the physical units required to meet our Districts' needs;
- the advertising of our unsold surplus vehicle; and
- the Manitoulin-Sudbury EMS crest that is being designed.

Resolution No. 03-105 Moved by: Earle Freeborn **Seconded by:** Ray Chénier
 THAT the Board approve the recommendation of the HR/Policy Committee to approve Third Reading of the proposed Emergency Medical Services Policies that must be submitted to the Ministry of Health & Long-Term Care as part of the DSSAB's EMS certification package, namely:

Mission, Vision & Values

Legislative Policies:

Security of Information & Documentation

Skills Training & Inventory (HRI)

Compliment of Strength

Quality Assurance

Vehicles & Equipment

CACC Directives

Carried

7.2. CAO Report

7.2.1. Operation Management Reports

7.2.1.1. Children's Services

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

7.2.1.2. EMS

There were no questions relating to the circulated EMS Report.

7.2.1.3. Social Housing

There were no questions relating to the circulated Social Housing Report.

7.2.1.4. Ontario Works

There were no questions relating to the circulated Ontario Works Report.

7.2.1.5. Finance & Administration

There were no issues reported on this front and no questions raised.

7.2.2. Strategic Issues Report

Influenced by what he described as "election fever", the CAO spoke to two strategic matters:

- **The DSSAB Orientation Needs of New DSSAB Board members** - and his Administration's work on the development of a comprehensive and well planned

DSSAB Board member orientation session given what appears to be the prospect of a high number of “new faces” at the Board table post the November elections.

- **The Untapped DSSAB Potential** and his belief that the DSSABs have reached a point in their evolution where the provincial government – *whatever stripe it may prove to be after next Thursday’s election* - will be doing a disservice to itself and to the citizens in those jurisdictions that the DSSABs serve if it does not begin to take a good focused look at where it sits with its DSSABs and how they can work with them to ensure that their infrastructures are on a solid footing and that their potential as an established District presence and partner capable of playing a significant community development role is maximised to its fullest. To this end, Gary noted that:
 - i. he continues to be encouraged by **NOSDA’s ongoing resolve** to see the government provide DSSABs with an appropriate inter-ministerial forum that speaks to DSSAB specific central administration infrastructure concerns.
 - ii. he remains concerned on the “central administration front” in view of the provincial government’s continued plans to move ahead with an OW cost-per-case funding formula that is particularly harsh in its effects on smaller, primarily rural DSSABs that require a decentralised office infrastructure given the vastness of the geography covered and their need to be as responsive and attentive to the “local/regional” needs of their constituents as circumstances permit.

Resolution No. 03-106 Moved by: Will Léveillé **Seconded by:** Dale Van Every
 THAT the CAO’s Operational Management and Strategic Issues Reports be accepted.
Carried

8.0. NEW BUSINESS

The frequency of DSSAB Board Meetings - Pat Best questioned whether the Board needed to continue to meet on a monthly basis now that the DSSAB has been up and running for four years, that things are running smoothly and that there are fewer and fewer policy decisions requiring the Board’s attention. Pat indicated that with the electronic distribution of material and the thoroughness of the material distributed, there is often very little additional information covered at the monthly meetings.

Frank Gillis wrapped up the discussion on the matter by noting that indicated that, post the November municipal elections, this very valid question is one that will be the new Board’s to debate.

9.0. UPCOMING CONFERENCES AND EVENTS

Counties, Regions, Single Tier Municipalities and DSSABs – October 5-8, 2003,

Sarnia

--Gary Champagne will be attending.

ONPHA Annual Conference – November 14-16, 2003, Toronto

--Board members are to let the office know if they are interested in attending.

NEXT MEETING & ADJOURNMENT

Resolution No. 03-107 Moved by: Jack Barr **Seconded by:** Ray Chénier
 THAT we do now adjourn at 11:25 a.m. until the next regular meeting to be held on October 23, 2003 in the Espanola DSSAB Office Boardroom at 10:00 a.m. **Carried**

Chair

Chief Administrative Officer
(Secretary Treasurer of the Corporation)