



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 at the Espanola Mead Blvd Meeting Room
April 22, 2004

Present: Pat Best, Fernand Bidal, Collin Bourgeois, Raymond Chénier,
Earle Freeborn, Leslie Gamble, Frank Gillis, Mike Lehoux, Laurier Low,
Bud Rohn, Richard Stephens, Maureen Van Alstine, Dale Van Every

Regrets: Bruce Killah

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

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

1.0 CALL TO ORDER

Chair, Frank Gillis, called the meeting to order at 10:00 a.m.
The Chair began by recognizing that Pat Best was at the DSSAB table and, from all
accounts, recovering well after her sudden and unexpected heart surgery.
Board members joined in to applaud her return.

2.0 ADOPTION OF AGENDA

Noting that the Budget Committee had completed its task, Mr. Bidal asked that item 8.2.1
- Budget Committee Report, be deleted from the Agenda.

Resolution No. 04-31 Moved by: Fern Bidal **Seconded by:** Earle Freeborn
THAT the agenda be adopted as amended. **Carried**

3.0 DELEGATIONS

3.1 Year 2003 Audited Financial Statements - Heale & Houle Accountants

Kirby Houle proceeded to walk members through the DSSAB's audited financial
statements for the year ended December 31, 2003. He indicated that the overall financial
position of the DSSAB is very strong with a good strong level of reserves and cash. He
confirmed that the DSSAB ended 2003 with a healthy surplus of \$697,345 and with the
DSSAB's Reserves being fully funded and with all government requirements being met.
He noted that the Board is at liberty to return the \$697,345 surplus to member
municipalities if it so decides.

Mr. Houle added that the surpluses generated are mainly the result of conservative
budgeting practices, Social Housing under-expenditures and continued lower than
projected Ontario Works and ODSP Program caseloads.

He cautioned the Board to keep in mind that future cost pressures could include wage increases which are beyond the control of the Board itself, as well as provincial government changes to the funding arrangements now in place.

Noting that the areas of concern mentioned in the December 29, 2003 Management Letter had been reviewed and addressed to his satisfaction by the DSSAB's Administration, Mr. Houle circulated another Management Letter dated April 13, 2004. It speaks to the dissolution of the District Housing Corporation, the establishment of a schedule of all reserve transfers and the treatment of dollars pertinent to EMS Cross-Border services.

Here noted are points that Mr. Houle either commented on or responded to, during the course of his presentation:

- OW Enhancement (Bonus) dollars: The DSSAB was able to offset some of the municipal share of its 2003 operating costs with OW Enhancement (Bonus) dollars earned in prior years. He noted that while the DSSAB still had some of these earnings available to offset costs in 2004, this available offset funding source is coming to an end.
- Accommodation cost over expenditures: The Espanola Mead Blvd building required unforeseen in year repairs; i.e. new roof and new wiring for older portion of building.
- TWOMO Election costs: Every three years, when municipal elections are held, the DSSAB manages the TWOMO election process via which the three TWOMO representatives on the Board are elected. The DSSAB received a \$15,000 allocation towards this purpose in 2003.
- Higher than forecasted Interest Income: The pros and cons of practice of under-budgeting in year interest income expectations was discussed.
- A Reserve Investment policy: will be presented to the Board for its consideration in the next month or two. Kirby will provide the DSSAB with copies of investment policies from other organizations that must also abide by the Public Trustees Act's guidelines re: same.
- Schedule of Reserve Transfers: It is sometimes a difficult process during an audit to see what the intention of the Board was with respect to reserve transfers and to track specific reserves through minutes, etc. Mr. Houle recommended that a Schedule of Reserve Transfers be developed to give some level of comfort to all concerned.
- Management Letters: Mr. Houle explained that it is normal practice to file a Management Letter after an Interim audit is completed and also after a Final audit is completed. Mr. Houle explained that interim audits are generally procedural in nature and designed to check specific internal controls and systems. He noted that, as part of their Final audit, his audit team followed-up on the recommendations noted in the December 29th Interim audit and did not make mention of the items therein mentioned in the Final audit Management Letter as they were satisfied that the concerns had been addressed. Notwithstanding the DSSAB's ongoing practice of seeing all Interim audit Management Letters brought to the DSSAB's Board members' attention when they are received, the Board's Chair will automatically be copied on all future Management Letters forwarded to the CAO.
- EMS Cross-Border Billing Revenue: Mr. Houle explained that while the DSSAB contends that the EMS X-Border revenue payable to the DSSAB is significant, there appears to be no reasonable assurance of this revenue ever being paid to the DSSAB. He as such pointed out that the Financial Statements make no mention of

any "EMS Cross-Border Billing revenue". He noted that EMS X-Border sums will only be recognized when actual funds are received.

Earle Freeborn asked to have the minutes note his expressed thanks to Gary Champagne and his staff for their good administration of the DSSAB's operations and financial affairs in the year 2003. He mentioned that he was aware of similar organizations that were not in such good program and financial administration hands as this DSSAB.

CAO's Report on the Status of the DSSAB's Finances - Fern Bidal also asked to have the minutes show his municipality's expressed compliments to the CAO on the thoroughness of his April CAO's Report to member municipalities. He indicated that the CAO's Report provided member municipalities with a very good overview of the DSSAB's finances and expressed his hope that the municipal councillors of all of the DSSAB's member municipalities be encouraged to read this CAO Report. He noted that, while he knew he was asking a lot of questions, as a new Board member who came from a banking background, he was pleased to see that everything in the CAO's Report was in line with the findings of the DSSAB's independent auditors.

There being no further questions or comments, the Chair thanked Mr. Houle for his presentation of the Year 2003 Audited Financial Statements and noted that a resolution re: the adoption of the Audited Statements would follow under the Business Items portion of the Agenda.

4.0 DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

5.0 MINUTES

6.1. Adoption of Minutes of March 25, 2004

Resolution No. 04-32 Moved by: Fern Bidal **Seconded by:** Collin Bourgeois
THAT the minutes of the March 25, 2004 Board meeting be approved. **Carried**

6.0 CLOSED SESSION

Resolution No. 04-33 Moved by: Collin Bourgeois **Seconded by:** Earle Freeborn
THAT the Board move into closed session to discuss Human Resources and Property matters. **Carried**

Resolution No. 04-34 Moved by: Earle Freeborn **Seconded by:** Pat Best
THAT the Board adjourn this closed session. **Carried**

CLOSED SESSION REPORT

Members were updated on and discussed:

- the status of the upcoming Collective Agreement negotiations with both OPSEU and CUPE negotiations
- the status of outstanding grievances
- the status of future EMS Station needs
- the legal and procedural status of those sums payable to and receivable from the French River municipality

7.0 BUSINESS ITEMS

7.1. Audited Financial Statements

Resolution No. 04-35 Moved by: Fern Bidal **Seconded by:** Richard Stephens
THAT the Board receive the Audited Financial Statement for the year ended December 31, 2003 as prepared by Heale and Houle Chartered Accountants, and act upon their recommendations. **Carried**

Resolution No. 04-36 Moved by: Laurier Low **Seconded by:** Mike Lehoux
WHEREAS the audited financial statements for the operating year ended December 31, 2003 saw the DSSAB close the year with a working surplus of \$697,345;
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 2003. **Carried**

7.2. Business Arising from In-Camera Session

Resolution No. 04-37 Moved by: Earle Freeborn **Seconded by:** Dale Van Every
THAT the Board establish a Human Resources Committee whose members include Earle Freeborn, Maureen Van Alstine, Fern Bidal and Frank Gillis; and
THAT, in keeping with Board Resolution No.03-121, it be said H.R. Committee's role to be a conduit between the Board and the Negotiating Committees that it has authorized to conduct the negotiations pertinent to the renewal of the CUPE and OPSEU Collective Agreements; and specifically
THAT it be said H.R. Committee's role to keep the Board apprised of the progress of negotiations and to advise its Negotiating Committees on those matters pertinent to their Board approved negotiations mandate. **Carried**

7.3. Cambrian College in Little Current and Sudbury East

The CAO spoke to newspaper articles regarding Cambrian College's rumoured closure of their academic upgrading program in Little Current. It is speculated that Cambrian is also closing its Sudbury East academic upgrading program. The DSSAB's interest in the matter lies in the fact that the "local" availability of this much needed program will adversely affect a number of our present and future Ontario Works clients in their attempts to obtain the Grade 12 accreditation that is so important to their future employment prospects. Fern Dominelli added his concern that while we are a member of the College's Local Advisory Committee, we are not aware of anything beyond what we read in the papers.

Members spoke to the concerns they had regarding the number of programs that were being eliminated or scaled down in the North and most particularly in those peripheral areas and regions outside of the five major cities found in Northern Ontario.

Ray Chénier informed the Board that there is now a General Education Diploma available through secondary schools which takes into consideration both life experience and schooling completed. Fern Dominelli and Gary Champagne will do more research on the situation and report back at the next meeting with suggestions on what action the DSSAB may wish to take re: this matter.

7.4. SHSC Board Membership

The CAO provided members with some background information regarding the Social Housing Services Corporation (SHSC) that was established, through legislation, when the province's social housing service management responsibilities were divested to the municipalities. Noting that the majority of the SHSC's Board's members are to be drawn from the province's CMSMs and DSSABs, Gary spoke to the process that the SHSC had implemented to see new Service Manager representatives appointed to their Board effective January 1, 2005.

He pointed out that the process calls for two DSSAB members of the SHSC Board. He pointed out that the SHSC has requested that each DSSAB identify two individuals (ideally one elected member and one Senior Administration staff member) to NOSDA's Executive-Secretary, it being understood that at its Annual Meeting in September, NOSDA would then choose those three persons whose names it would submit to the SHSC Nominating Committee for consideration. The SHSC will in turn decide which two persons it will select to sit on its Board.

The SHSC "Call for Nominations" document was circulated to Board members. With the NOSDA Annual meeting scheduled for September and the deadline for submissions to the SHSC set at October 1, 2004, it was decided that our DSSAB will identify its potential nominees at the May meeting of the Board. Board members who are interested in being nominated or who wish to nominate someone are asked to indicate same at the May meeting. Members who wish to have their names stand for nomination are also encouraged to complete the NOMINATION FORM (found on the last page of the "Make a Difference – Call for Nominations" SHSC documentation provided to all Board members) that will have to be sent to the SHSC along with a copy of their Resumé.

8.0 REPORTS

8.1. CAO REPORT

8.1.1. Operational Management Reports

There were no questions regarding the circulated Child Care, Social Housing, EMS, Ontario Works and Finance & Administration Management Reports provided.

8.1.2. Strategic Issues Report

Gary noted that the matters of Strategic importance to the DSSAB in essence consisted of those items referenced in the closing paragraphs of his April CAO's Report on the "Financial Overview of the Manitoulin-Sudbury DSSAB" and more specifically:

- NOSDA's ability to convince the province to move to a DSSAB central administration and program support infrastructure funding formula that is similar to that which the province has in place for its school boards (i.e. a funding formula that recognises that school boards that serve large geographic areas with small population per square kilometre ratios can not meet their central administration and program support requirements through a cost per student funding formula alone). Where the province supplements the central administration needs of its school boards through a funding formula that sees smaller and more remote School Boards receive as much as 44% of their core funding through "Special Circumstances funding envelopes" that complement the "Cost per Pupil" funding that they receive, the DSSABs see themselves increasingly pressured into a "Cost per OW Client" or "Cost per EMS Call" funding formula that does not take their geographic and demographic realities into consideration. While a "cost per client or cost per call funding formula" is workable for Municipal Service Managers whose jurisdictions primarily consist of densely populated urban areas, it cannot work for DSSABs whose clients reside in a number of smaller communities that are geographically dispersed over a large catchment area.

- InterMinisterial dialogue with the province as to where it wants to go with its DSSABs. Should they be encouraged to become responsible for the administration of the one other program stream that they can become responsible for under the DSSAB Act; i.e. – Public Health? Should they be encouraged to evolve into Area Service Boards? Are there other program streams they could/should become administratively responsible for?

Resolution No. 04-38 Moved by: Mike Lehoux **Seconded by:** Bud Rohn
 THAT the CAO's Operational Management and Strategic Issues Reports be accepted.

Carried

9.0 OTHER BUSINESS

9.1. 2004 Municipal Information Meeting

The Chair outlined the DSSAB's three year past practice of holding an Annual Municipal Member Information Session to which the DSSAB invites the senior staff and elected councillors of its member municipalities to update them on its operations and the issues it sees on the horizon.

Frank asked Board members to comment on the merits of a May meeting.

It was generally felt that, since there had been a municipal election in 2003 and that many of the municipal councillors are new to their position, this year's Information Meeting would be most beneficial to elected officials and could be changed to occur every three years. It was felt that this year (2004) would be one of the relevant years to host such a meeting and that the DSSAB's Administrative staff should be encouraged to explore the possibility and merit of regular annual meetings with the senior municipal officials of the DSSAB's member municipalities.

Resolution No. 04-39 Moved by: Earle Freeborn **Seconded by:** Fern Bidal

THAT the DSSAB host its Municipal Information Meeting in May of 2004. **Carried**

Bud Rohn asked that Board members encourage new members of their respective Councils to attend this meeting. Frank Gillis asked that Board members encourage the attendance of at least one politician and one administrator from each municipality. The logistics as to this year's session will be conveyed to all municipalities very shortly.

9.2. Strong Communities Rent Supplement Program

Peter Bradley explained that, further to the information that the CAO had already emailed to members on this new Liberal government program, the "Strong Communities Rent Supplement Program" essentially provided our jurisdiction with the block funding needed to support a maximum of seven rent supplement units for the next 20 years (up to 2023). Peter added that while the amount granted will remain static for the 20 years, Service Managers have the option of adjusting the number of units provided to reflect the number of units that the dollars can support over time.

Resolution No. 04-40 Moved by: Leslie Gamble **Seconded by:** Fern Bidal

WHEREAS the Provincial Government has introduced the "Strong Communities Rent Supplement Programme"; and

WHEREAS this Rent Supplement Programme provides Consolidated Municipal Service Managers with an assurance of long term funding and greater flexibility with regard to the program's administration,

BE IT THEREFORE RESOLVED THAT the Manitoulin-Sudbury District Social Services

Administration Board (DSSAB) convey in writing to the Ministry of Municipal Affairs and Housing that it desires to participate in this program through an allocation of regular Rent Supplement unit funding:

AND FURTHERMORE THAT the DSSAB's CAO be directed to develop a Programme Take-up Plan and authorized to sign a Memorandum of Understanding with respect to any units that may be allocated to the DSSAB under the "Strong Communities Rent Supplement" programme. **Carried**

10.0 UPCOMING CONFERENCES AND EVENTS

10.1. OMSSA Learning Symposium—June 2-4, 2004, Ottawa

Information on this Symposium was circulated and Board members were asked to let Gary know if they are interesting in participating. Leslie Gamble indicated his interest. Any other interested Board member is asked to contact Gary's office asap so that he can make the necessary arrangements.

11.0 ADJOURNMENT

Resolution No. 04-41 Moved by: Fern Bidal **Seconded by:** Collin Bourgeois

THAT we do now adjourn at 12:15 p.m. until the next regular meeting to be held on May 27, 2004 in the DSSAB's Mead Blvd Boardroom at 10:00 a.m. **Carried**

Chair

Chief Administrative Officer
(Secretary Treasurer of the Corporation)