



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.msdsab.net>

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

MINUTES
of the
MANITOULIN-SUDBURY DSSAB BOARD MEETING
held at the Espanola Mead Blvd. Boardroom
September 23, 2004

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

Staff: Gary Champagne, CAO
Suzanne Bouchard, E.A. (Recording Secretary)
Connie Morphet, Director of Finance
Fern Dominelli, Director of Social Services
Dan Hammond, Director of EMS
Karen Dominick, Community Programs Supervisor
Dexter Adams, Human Resources Manager
Peter Bradley, Manager, Social Housing

Media: Cheryl Waugh

1.0 CALL TO ORDER

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

2.0 ADOPTION OF AGENDA

Resolution No. 04-76 Moved by: Richard Stephens **Seconded by:** Ray Chénier
THAT the agenda be adopted as presented. **Carried**

3.0 DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of Conflict of Interest.

4.0 CLOSED SESSION

Resolution No. 04-77 Moved by: Ray Chénier **Seconded by:** Les Gamble
THAT the Board move into closed session to discuss Human Resources and Property matters. **Carried**

Resolution No. 04-78 Moved by: Earle Freeborn **Seconded by:** Dale Van Every
THAT the Board adjourn this closed session at 11:25 a.m. **Carried**

5.0 MINUTES

5.1 Adoption of the Previous Minutes

Resolution No. 04-79 Moved by: Earle Freeborn **Seconded by:** Ray Chénier
THAT the Minutes of the August 5, 2004 Board Meeting be approved. **Carried**

6.0 BUSINESS ITEMS

6.1 Business Arising from In-Camera Session

Frank Gillis reported on items discussed during the Closed Session:

- The matter of a Sultan tenant who sought to purchase her mother's unit as opposed to her own unit.
- The matter of the interest payable to the DSSAB on the late payment of municipal apportionment payments.
- The financial difficulties of one of our Non-Profit Housing providers and the possible ramifications for the DSSAB were discussed.
- The Gogama EMS building matter.
- The approach taken re: the sale of the Sultan and Foleyet housing units.
- EMS Cross-Border Billings.

EMS Cross-Border Billing

The following out of camera Resolution was tabled subsequent to the In Camera discussion of the matter of the continued non-payment of the EMS Cross-Border sums payable to our DSSAB by neighbouring DDAs (Designated Delivery Agents) and the newly identified cross-border sums deemed payable to us for the year 2003.

Resolution No. 04-80 Moved by: Fern Bidal **Seconded by:** Pat Best
THAT the Board form an ad hoc EMS Cross-Border Billing committee, consisting of Earle Freeborn, Bruce Killah, Ray Chénier, Richard Stephens and Bud Rohn;

- To address the Board's approach to the issue of the non-payment of the outstanding Cross-Border Billing sums owed to our DSSAB; and
- To meet with Minister Rick Bartolucci re: the resolution of this same matter.

Carried

Administration will prepare a Background paper on the matter for Committee members.

The invoices relative to the 2003 Cross-Border sums deemed payable to our DSSAB will this year be forwarded to the political head of the Municipal Councils and DSSABs concerned. The invoices will be sent under cover of a letter signed by our DSSAB Chair.

6.2. Ambulance Facilities – Gogama

Resolution No. 04-81 Moved by: Earle Freeborn **Seconded by:** Les Gamble
THAT the Board accept its Administration's update regarding the acquisition of the Gogama MNR property and that it further direct its staff to promptly take those identified actions agreed to with respect to the commencement of renovations required at said site as soon as it receives the MNR's formal notice of its readiness to transfer the property to the DSSAB for the cost of the associated administrative transfer fees. **Carried**

6.3. Land Ambulance Surplus to Reserves

Connie Morphet spoke to the results of the MOHLTC's recently completed Year 2002 EMS funding reconciliation which identified the amount of \$6,217 of MOHLTC grant funding that the DSSAB did not spend and the options before the Board regarding the use of said funds.

Resolution No. 04-82 Moved by: Earle Freeborn **Seconded by:** Laurier Low
WHEREAS the Ministry of Health and Long-Term Care has completed a final review of its 2002 EMS grant funding to the Manitoulin-Sudbury DSSAB; and
WHEREAS the MOHLTC has determined that \$6,217 of its grant funding has not been expended; and
WHEREAS the MOHLTC requires that the DSSAB matches any unspent grant funding

placed into reserves;

BE IT THEREFORE RESOLVED THAT the DSSAB transfer \$12,434 of the DSSAB's 2002 Ministry confirmed EMS Surplus to its EMS Reserves, it being understood that \$6,217 of said sum consists of unexpended 2002 EMS grant funding that will be applied to the DSSAB's MOHLTC Funding Reserve and the matching \$6,217 which consists of the DSSAB's Municipal share that will be applied in the DSSAB's EMS Working Funds Reserve.

Carried

6.4. Property Reserves- Proceeds of Sultan & Foleyet Sales

Resolution No. 04-83 Moved by: Ray Chénier **Seconded by:** Fern Bidal

WHEREAS the Ministry of Municipal Affairs and Housing has consented to the sale of Manitoulin-Sudbury DSSAB owned family housing units that are deemed surplus to the needs of the DSSAB in the communities of Sultan and Foleyet; and

WHEREAS the DSSAB application for a plan of subdivision in both communities has been approved by the Ministry of Municipal Affairs and Housing; and

WHEREAS the Ministry of Environment have approved the fragmentation of the existing communal water system in Sultan; and

WHEREAS legal and other costs associated with the sale of these surplus properties will be incurred;

BE IT THEREFORE RESOLVED THAT the Board of Directors hereby approves that the Net Proceeds from the sale of the surplus units be transferred to the Social Housing Capital Reserve.

Carried

6.5. Nepotism Policy - 1st and 2nd Readings

Resolution No. 04-84 Moved by: Maureen Van Alstine **Seconded by:** Collin Bourgeois

WHEREAS the Manitoulin-Sudbury District Social Services Administration Board must have a Nepotism Policy in place by no later than January 1, 2005, in order to be in compliance with its obligations with the amendments brought to the Municipal Act,

BE IT HEREIN RESOLVED THAT the Manitoulin-Sudbury District Social Services Administration Board gives its 1st and 2nd reading of the here identified Nepotism Policy.

Carried

6.6. H.R. Policies for Review

The CAO reported that a couple of the Board's Human Resources Policies have to be changed to be consistent with some of the changes in the new CUPE Collective Agreement.

Resolution No. 04-85 Moved by: Fern Bidal **Seconded by:** Collin Bourgeois

BE IT RESOLVED THAT the Manitoulin-Sudbury District Social Services Administration Board gives a first and second reading to the proposed changes to the herein identified Human Resources policies, namely:

- [Policy C.4.4. Bereavement Leave](#); and
- [Policy C.4.5. Sick Leave—Medical Appointments](#).

Carried

6.7. Proposed Changes to Ontario Works Policies - 1st and 2nd Readings

The CAO indicated that while most of the DSSAB's Ontario Works Policies are set by provincial legislation and not within the scope of the DSSAB to change, there are some policies which the DSSAB has the local discretion to decide upon.

He noted that the O.W. Policies circulated for Board consideration are locally approved O.W. policies that the DSSAB's Administration is recommending be changed.

Resolution No. 04-86 Moved by: Dale Van Every **Seconded by:** Maureen Van Alstine
BE IT RESOLVED THAT the Manitoulin-Sudbury District Social Services Administration Board gives a first and second reading to the proposed changes to the Ontario Works policies identified in the [here included attachment](#); and
THAT the Board acknowledges its awareness of the changes being made to the (Administrative) Procedures of those Ontario Works Policies identified in the here included attachment. **Carried**

6.8. Proposed Changes to Children's Services Policy - 1st and 2nd Readings

Resolution No. 04-87 Moved by: Maureen Van Alstine **Seconded by:** Collin Bourgeois
BE IT RESOLVED THAT the Manitoulin-Sudbury District Social Services Administration Board gives a first and second reading to the proposed changes to the Child Care policies identified in the [here included attachment](#); and
THAT the Board acknowledges its awareness of the changes being made to the (Administrative) Procedures of those Child Care Policies identified in the here included attachment. **Carried**

6.9. DSSAB Appointment to CAS Board

Per the By-Laws of the Sudbury-Manitoulin Children's Aid Society, four of its Boards members are "municipal directors"; three from the City of Greater Sudbury and one from the Manitoulin-Sudbury DSSAB.

As a follow-up to the CAS's September 9th annual meeting, the DSSAB was asked to confirm if the DSSAB intended to renew Mr. Gillis's appointment to the Board of the Children's Aid Society.

Resolution No. 04-88 Moved by: Earle Freeborn **Seconded by:** Fern Bidal
THAT Frank Gillis continue to be the DSSAB's municipal director on the Board of Directors of the Sudbury-Manitoulin Children's Aid Society. **Carried**

Mr. Champagne will inform David Rivard, CAS Executive Director.

6.10. Consultations Re: CRF and PLT Changes

The CAO explained that the Province is holding consultations regarding proposed changes to both the CRF and the Provincial Land Tax.

The DSSAB has been formally invited to participate in Ministry of Finance convened consultations regarding proposed PLT Reform. Material received on the matter was circulated to all Board members.

The provincial consultation on the proposed changes to the CRF (Community Reinvestment Fund) are to take place via AMO (Association of Municipalities of Ontario).

Resolution No. 04-89 Moved by: Mike Lehoux **Seconded by:** Pat Best

Given the DSSAB's understanding that the Province of Ontario is proposing to consult Ontario's municipalities, via the Association of Municipalities of Ontario (AMO) regarding possible changes to the CRF (Community Reinvestment Fund); and

Given the particular significance of the impact of any changes to the CRF on the municipalities of Northern Ontario who are the major recipients of the Community Reinvestment Funding accorded each year to Ontario's municipalities; and

Given the significance of the CRF on the municipal share of the funding of those services and programs under the consolidated municipal service management of Northern Ontario's District Social Service Boards; and

Given that Northern Ontario's ten DSSABs are the only ones of all of Ontario's forty-

seven Consolidated Municipal Service Managers who are NOT municipalities and as such do not automatically have a seat at the AMO tables at which proposed CRF changes will be discussed;

BE IT HEREBY RESOLVED that the Manitoulin-Sudbury District Social Services Administration Board request of the Ministry of Municipal Affairs and Housing and the Minister of Finance and AMO that a seat be made available to DSSABs at all municipal CRF consultation tables. **Carried**

Noting that while he did not wish to diminish the importance of having the DSSAB voice heard when it came to changes to the CRF, Ray Chénier sought to emphasize the importance of any PLT changes given the serious impact PLT changes could have on the amount that the DSSAB's organised member municipalities pay towards the cost of the programs the DSSABs operate given the changes that PLT Reform may bring to that portion of the municipal share that is now apportioned to our TWOMO or "non-organised" municipalities.

He strongly recommended that Board members attend the PLT consultations where possible, and noted that he would be attending the Timmins session. Gary Champagne and Dale Van Every will be attending the Sudbury session.

Gary was asked to send another reminder to Board members of the schedule of consultation dates and venues.

Resolution No. 04-90 Moved by: Earle Freeborn **Seconded by:** Laurier Low
THAT the DSSAB pay the expenses of those Board members who attend the Ministry of Finance Consultation sessions re: Provincial Land Tax. **Carried**

6.11. NOSDA Meeting Report

The Chair reported that he, Pat Best, Dale Van Every and the CAO attended the NOSDA Annual General Meeting in Gore Bay, September 15-17, 2004.

Frank said that the presence of a Minister, the Hon. Marie Bountrogianni, Minister of Children and Youth Services, made this the best NOSDA AGM that he had attended so far. He noted that Gore Bay's Gordon's Lodge provided an excellent meeting space and the meals and service were spectacular. He noted that the meeting attracted some 55 people, something that definitely benefited all of Manitoulin.

Noting that there had been a lot of good discussion on a variety of important topics and a number of important resolutions passed, that we would certainly be discussing further in the coming months, Frank pointed out that key to him was the consensus of all of the DSSABs present that the time has come for NOSDA's "politicians", and by extension the "politicians" of all of the North's DSSABs and member municipalities, to become more involved in bringing closure to some of the important outstanding issues that have thus far been primarily left to the DSSAB CAOs to address at bureaucratic levels. It is time for the politicians to take a more active political role at the appropriate political levels.

The CAO reported that the new Chair of NOSDA is Peggy Wesselius of the Algoma DSSAB, and therefore David Court is the new Executive Secretary. Sault Ste Marie will be hosting the Policy Advisor position.

He noted that he would be circulating copies of the NOSDA resolutions to all members and placing these on the agenda of future Board meetings.

6.12. AFMO Meeting Report

Fern Bidal reported that he and Collin Bourgeois had attended the recent AFMO (Association française des municipalités de l'Ontario) conference in Cornwall, Ontario. Fern pointed out that Collin had been elected to AFMO's executive for the coming year.

Collin noted that while clarity was sought from both Ministers Garretsen and Meilleure regarding a DSSAB's obligations under the French Language Services Act and the availability of any funding to meet the extra costs associated with delivering services in both official languages, the question was one that was tabled for further examination by both the province and AFMO.

6.13. Kilometrage Rate for Board Members & Non- Bargaining Unit Employees

Noting that the new CUPE Collective Agreement sees employees who are CUPE Bargaining Unit members now receive 42 cents per kilometre when travelling on DSSAB business, the two following resolutions were tabled.

Resolution No. 04-91 Moved by: Earle Freeborn **Seconded by:** Fern Bidal
THAT the Board approve a change to the kilometrage rate payable to Board members from the present \$0.38/km to \$0.42/km effective August 9th, 2004. **Carried**

Resolution No. 04-92 Moved by: Earle Freeborn **Seconded by:** Dale Van Every
THAT the Board approve an increase to the kilometrage rate payable to Non-Bargaining Unit employees from \$0.38/km to \$0.42/km, effective August 9, 2004. **Carried**

6.14. Meldrum Bay Board Member Meeting Costs

In their discussion of the acknowledged fact that it costs more to hold a Board meeting in a setting other than Espanola proper, the overall opinion expressed is that it remains a positive practice to maintain at least once per year.

Noting that the Board has attempted to hold at least one meeting per year in a DSSAB community other than Espanola (one year in Killarney, another in Chapleau and now in Meldrum Bay), the Chair indicated his belief that the practice was a good one since our territory is a large and diverse one and that there is a good deal to be gained when Board members have a better first hand appreciation and understanding of the differing realities of the different regions that they are working for.

Lunch Break

At 12:20 p.m. the meeting broke for lunch and resumed at 1:00 p.m. Mike Lehoux and Laurier Low noted that they would have to absent themselves from the remainder of the meeting.

7.0. REPORTS

7.1. CAO Report

7.1.1. Operational Management Reports

The following Departmental Reports were circulated:

- [Ontario Works Report](#)
- [Children's Services Report](#)
- [Social Housing report](#)
- [EMS Report](#)

There were no questions regarding the above Operational Management Reports.

7.1.1.1. EMS- The "90th Percentile" Response Time Standard Presentation

Dan Hammond prefaced his [Power Point Presentation](#) on the above by stating that there is a good deal of misunderstanding as to what a 90th Percentile Response Time means and what it does not mean. Dan pointed out that while a lot of people believe it means an average response time, this is not the case.

He noted that while this presentation had been given in the past, it would be a good refresher for those who had heard it before and of definite benefit to the newer Board members who may not be familiar with the matter.

Following the Q&A session, Dan answered questions regarding:

- the circumstances that would at times see some ambulance stations understaffed or not staffed on certain shifts;
- what is done to assure no area is without coverage during those times; and
- what is being done to attempt to address these situations.

2nd Quarter Financial Statement - Circulated and Discussed

Resolution No. 04-93 Moved by: Maureen Van Alstine **Seconded by:** Collin Bourgeois
THAT the CAO's Operational Management Reports be accepted. **Carried**

8.0. CORRESPONDENCE

Complaints Management Procedure

There was discussion re the DSSAB's complaints management protocols.

Board members were directed to DSSAB Policy # C.2.5 ([Political Contact Protocol](#)) which outlines the procedures that Board members are expected to follow when service complaints are directed towards them.

Pat Best noted that while she did not dispute the Board's Political Complaints Protocol she was concerned as to the DSSAB's previously discussed and agreed to practice of not publicly replying to complaints copied to the media via the same media. She noted that while she appreciated the rationale for the Board's decisions, she was concerned that the lack of a response in the public media could leave the public with what could quite often be an inaccurate public perception of the facts and/or of the DSSAB itself.

9.0 CLOSED SESSION (2:15 p.m.)

Resolution No. 04-96 Moved by: Ray Chénier **Seconded by:** Les Gamble
THAT the Board move into closed session to discuss Human Resources and Legal matters. **Carried**

Resolution No. 04-97 Moved by: Collin Bourgeois **Seconded by:** Dale Van Every
THAT the Board adjourn this closed session at 2:15 p.m. **Carried**

OUT OF CAMERA Report

The Chair indicated that in its closed session the Board discussed:

- The matter of the wage increases payable to Management and Non-Bargaining Unit personnel retroactive to January 1, 2004.
- The Management Wage compression matter.
- The Province's Draft "DSSAB Governance and Accountability Guidelines" Report

Non-Bargaining Unit Wage Matters

Resolution No. 04-98 Moved by: Pat Best **Seconded by:** Dale Van Every

THAT the Management and Non-Bargaining Unit Wage matters be referred to the Human Resources Committee for their review and recommendations. **Carried**

Draft DSSAB Governance and Accountability Guidelines Paper

Resolution No. 04-99 Moved by: Earle Freeborn **Seconded by:** Bud Rohn

THAT a Special Committee consisting of Pat Best, Ray Chénier and Earle Freeborn be constituted to review the MCSS forwarded draft DSSAB Governance and Accountability Guidelines paper with a view to recommending the response that the Board should be forwarded to the Province. **Carried**

10.0 OTHER BUSINESS

10.1 2005 Diaries for Board Members

Board members who would like to have the DSSAB provide them with a 2005 Diary are asked to request same of Administration.

11.0 UPCOMING CONFERENCES AND EVENTS

Board members interested in attending any of the three noted upcoming conferences were asked to identify same to Administration.

ADJOURNMENT & NEXT MEETING

Resolution No. 94-100 Moved by: Ray Chénier **Seconded by:** Maureen Van Alstine

THAT we do now adjourn at 2:50 p.m. until the next regular meeting to be held on October 28, 2004 at 10:00 a.m. in the DSSAB's Espanola Mead Boulevard Board Room. **Carried**

Chair

Chief Administrative Officer
(Secretary Treasurer of the Corporation)