



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 DSSAB Mead Street Board Room
April 28, 2005

Present: Pat Best, Fern 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 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
Karen Dominick, Community Programs Supervisor
Darryl Culley, Acting Director of EMS
Aurel Malo, HR Services Consultant

Delegation: Heale & Houle Accountants- Kirby Houle

Observers: Claude Bouffard, Mayor, Municipality of French River
Dave Wenborn, Councillor, Municipality of French River
Michel D'Aoust, Councillor, Municipality of French River
Debbie Law, Councillor, Municipality of French River
Michel (Mike) Monette, CAO, Municipality of French River

Media: Michael Erskine

1.0 CALL TO ORDER

Acting Chair, Dale Van Every, called the meeting to order at 10:00 a.m.

2.0 ADOPTION OF AGENDA

Resolution No. 05-39 Moved by: Earle Freeborn **Seconded by:** Richard Stephens
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 ELECTION OF CHAIR

Mr. Van Every vacated the Chair and called upon Gary Champagne, CAO, to preside over the elections.

4.1. Chair Nominations & Election

The call for nominations to the Chair was opened.

Moved by Laurier Low that Ray Chénier be nominated.

Moved by Pat Best that Les Gamble be nominated. Les Gamble declined the nomination.

Moved by Les Gamble that Dale Van Every be nominated. Dale Van Every declined the

nomination.

Moved by Earle Freeborn that Fern Bidal be nominated.

There were no other nominations.

Board members voted by secret ballot and Ray Chénier was elected as Chair for the remainder of the year. The ballots were destroyed.

Board members applauded Ray Chénier on his election.

Ray thanked the Board for their confidence in him and thanked Dale Van Every for his work as Chair over the past month. He added that the Board has a lot of work to do and expressed his thanks to Frank Gillis for his work as Chair over the past years.

5.0. DELEGATIONS

5.1. Year 2004 Financial Statements—Heale & Houle Accountants

Kirby Houle proceeded to go through the DSSAB's audited financial statements for the year ended December 31, 2004.

As an overall comment, Mr. Houle stated that, once again, the DSSAB is in a strong financial position. The level of reserves is satisfactory to allow and sustain operations. He thanked Gary, Connie and the finance department staff for their cooperation and for the fine work done in preparing for the audit by having the required information ready for him as needed.

He confirmed that the DSSAB ended 2004 with a healthy surplus of \$769,534 which the Board can return to member municipalities if they so decide. Below noted are some of the items which Mr. Houle commented on or responded to questions on during the course of his presentation.

- The Year 2004 surplus is higher than anticipated as a result of two key factors:
 - o At the end of its first complete year of operations (the year 2000), the DSSAB reserved a \$162,000 sum as an anticipated repayable to Ontario for OW operations. After five years, it has been determined that this amount is not repayable to Ontario and is thus reflected as in year revenue that in turn accounts for \$162,000 of the \$769,534 sum surplused.
 - o The anticipated Year 2004 EMS deficit is \$234,000 less than predicted as a result of the fact that Sick Leave Liabilities do not need to be accrued for in year and only have to be expensed when used.
- EMS Cross Border Billing amounts owing are not reflected in the financial statements since the DSSAB is not sure that the funds will be received.
- The OW Enhancement or "Community Placement Bonus" funding that the DSSAB use to earn by exceeding provincially set community placement targets has dried up as a source of additional funding for the DSSAB. The DSSAB would, in the past, utilise these sums to help subsidize its municipal share of its operational management & administration costs. There remains \$210,548 of previously earned Community Placement revenue that is identified as "deferred revenue" in the 2004 Audited Statement that must be expensed before December 31, 2005.
- Operating reserves are at a sufficient level and there is no need to add to general reserves. The DSSAB continues to have specific purpose reserves in place to address specific program needs and purposes.
- Social Housing: In 2004, there was \$65,446 of "Non-Profit Housing override assistance funding" transferred to the DSSAB's Non-Profit Capital Reserve Funds and \$310,068 transfer to the DSSAB's "Federal Capital Funds" as a result of the revenue generated by the sale of its Sultan and Foleyet properties.

- Management Letter: Mr. Houle explained that the issues identified in his interim management letter of December 2004 had been addressed.

Speaking to Mr. Stephens' request for his opinion as to the merits of the DSSAB establishing an audit committee to review the audited statements in greater detail before they are provided to the Board, Mr. Houle indicated that such would certainly be in order if the Board chose to do so. Noting that it was a practice common to many similarly constituted public bodies, Mr. Houle pointed out that by way of past practice at the DSSAB, his financial statement review to the Board tends to be lengthier than what is usually the case to Boards or Council that have an Audit Committee yet shorter than what is provided to the Audit Committee of those organisations who have such a committee in place.

There being no further questions or comments, the Chair thanked Mr. Houle for his presentation of the Year 2004 Audited Financial Statements. Mr. Houle, in turn, thanked the Board and added that he would be available to answer any questions at any time in the future.

Resolution No. 05-40 Moved by: Fern Bidal **Seconded by:** Mike Lehoux
THAT the Board receive the Audited Financial Statement for the year ended December 31, 2004 as prepared by Heale and Houle Chartered Accountants. **Carried**

French River Municipal Council Observers - Acknowledging their presence of observers from the Municipality of French River, Chair Ray Chénier called upon them to introduce themselves. The Chair indicated how nice it was to see their Council's obvious interest in their DSSAB's activities.

6.0. CLOSED SESSION

Resolution No. 05-41 Moved by: Richard Stephens **Seconded by:** Dale Van Every
THAT the Board move into closed session at 11:05 a.m. to discuss Human Resources and Property matters. **Carried**

Resolution No. 05-42 Moved by: Earle Freeborn **Seconded by:** Bud Rohn
THAT the Board adjourn this closed session at 11:50 a.m. and report. **Carried**

7.0 MINUTES

7.1. Adoption of Minutes of March 24, 2005

Resolution No. 05-43 Moved by: Collin Bourgeois **Seconded by:** Maureen Van Alstine
THAT the minutes of the March 24, 2005 Board meeting be approved. **Carried**

8.0. BUSINESS ITEMS

8.1. Business Arising from Closed Session

8.1.1. Little Current OW Office Space

Resolution No. 05-44 Moved by: Bruce Killah **Seconded by:** Earle Freeborn
THAT the Letter of Intent adopted at the meeting of March 24, 2005 be rescinded. **Carried**

8.1.2. Espanola Ambulance Station**Resolution No. 05-45 Moved by:** Fern Bidal **Seconded by:** Bruce Killah

WHEREAS the DSSAB EMS Ambulance Station in Espanola is currently located on the grounds of the Espanola General Hospital; and

WHEREAS the Hospital has indicated a willingness to renew the current EMS Station lease; and

WHEREAS the current EMS station is in general compliance with Ministry of Health Guidelines respecting Ambulance stations; and

WHEREAS it is deemed to be in the interest of the DSSAB to possibly remain in place;

THEREFORE BE IT RESOLVED THAT the CAO be authorized to negotiate the terms of a lease renewal for a term of not less than 5 years and that included in the renewal of the lease is an undertaking by the Espanola General Hospital that it ensures that any outstanding workplace safety compliance issues as identified by the MOHLTC will be rectified by the Hospital at its expense; and

THAT the CAO return to the Board before any such lease receives final approval with a cost comparison between the lease renewal and new construction on the Second Avenue property.

Carried**8.1.3. Chapleau Ambulance Station****Resolution No. 05-46 Moved by:** Bud Rohn **Seconded by:** Maureen Van Alstine

WHEREAS the Manitoulin-Sudbury DSSAB wishes to develop a new EMS land ambulance base in the Town of Chapleau; and

WHEREAS the Conseil scolaire catholique du Nouvel-Ontario is willing to sever a portion of land it is acquiring in the Town of Chapleau;

BE IT RESOLVED THAT the CAO be authorized to purchase up to an acre of property from the School Board.

Carried**9.0. REPORTS****9.1. Budget Committee Report**

Budget Committee Chair Fern Bidal reported that the Committee had a number of recommendations to the Board as a result of its prior night's lengthy yet very productive meeting during which it had the opportunity to address the financial details of a number of significant matters.

9.1.1. Management Wage Compression**Resolution No. 05-47 Moved by:** Fern Bidal **Seconded by:** Collin Bourgeois

That the Board of the Manitoulin-Sudbury DSSAB accepts its Budget Committee's documented recommendations as to the DSSAB non-union/management salary scale adjustments and reclassifications.

Carried**Resolution No. 05-48 Moved by:** Fern Bidal **Seconded by:** Laurier Low

THAT the Board accepts the revised non-union salary schedule/scale as recommended by the Budget Committee.

Carried**9.1.2. Year 2004 Budget Surplus****Resolution No. 05-49 Moved by:** Mike Lehoux **Seconded by:** Fern Bidal

WHEREAS the audited financial statements for the operating year ended December 31, 2004 saw the DSSAB close the year with a working surplus of \$769,534;

BE IT HEREBY RESOLVED THAT the Manitoulin-Sudbury DSSAB accept its Budget Committee's recommendation to redistribute said amount to the DSSAB's member municipalities as per the apportionment formula in place in the year 2004.

Carried

9.1.3. Consultant Contracts

Resolution No. 05-50 Moved by: Fern Bidal **Seconded by:** Earle Freeborn
THAT the Manitoulin-Sudbury DSSAB Board accepts its Budget Committee recommendation that the consultant's contract pertinent to the services of Mr. Aurel Malo be retained on a month to month basis up to the end of the present calendar year.

Carried

Resolution No. 05-51 Moved by: Earle Freeborn **Seconded by:** Laurier Low
THAT the Manitoulin-Sudbury DSSAB Board accepts its Budget Committee recommendation that the DSSAB's Administration be authorized to retain the contractual services of Mr. Darryl Culley, as Acting Director of Emergency Medical Services, up to the end of May 2005.

Carried

9.1.4. EMS 2005/06 TWOMO Budget Funding Concern -

Mr. Bidal asked the CAO to expand upon the 2005/06 EMS budget "TWOMO" funding concern. As background, Gary reminded the Board that in the Budget Committee's finalization of the 2005/06 EMS Budget numbers, it was aware of the fact that the MOHLTC had not yet confirmed its agreement to the \$ 1,409,155 sum that the DSSAB's Administration was identifying as the TWOMO portion of the municipal share of the 2005/06 EMS budget. He indicated that, as previously identified, there was the very strong possibility, if not probability, that the MOHLTC would be leaving the organized municipalities responsible for some \$217,692 more than what the DSSAB argues is legitimately attributable to its jurisdiction's unorganized municipalities.

It being cited that our EMS TWOMO funding concerns were now escalating to levels similar to those expressed by other DSSABs, Pat Best asked if we should not be vociferously lobbying the Minister's Office re: the matter.

Gary suggested that we should a bit longer before taking any action given that:

- the MOHLTC would be letting us know our officially recognized "TWOMO allocation" some time in June;
- there were a number of unconfirmed rumours that changes to the Land Ambulance funding formula were in the offing;
- indications that the ambulance funding concerns may be addressed in the Province's May budget that was only weeks away;
- the possibility that the Province would announce the outcome of its PLT Reform consultations that are also germane to the TWOMO question; and
- most important of all, the need for provincial clarification of its plans, if any, to deal with the "provincial funding void" that seems to be left on the Land Ambulance funding front given that the new OMPF (Ontario Municipal Partnership Fund) that replaces the CRF does not include "Emergency Medical Services" as did the CRF.

Gary pointed out that his main purpose in raising the matter was to alert the Board to yet another flaw in the provincial-municipal EMS funding template and this possibly imminent 2005 budget concern that only compounds our DSSAB's standing problem of seeing us begin each new budget year with little if any valid prospect of receiving any of the projected x-border revenues that the MOHLTC has steadfastly encouraged us to include in our EMS budget projections.

The Chair indicated that the matter is a very serious one that, if not resolved by the end of the year, could leave this Board with a year end deficit that would obviously also affect the

financial position of all member municipalities.

Resolution No. 05-52 Moved by: Frank Gillis **Seconded by:** Earle Freeborn
THAT the DSSAB's Administration send a letter to all member municipality CAOs
regarding the TWOMO EMS contributions problem. **Carried**

Fern stated that this completed his Budget Committee Report. He thanked his fellow Committee members for their hard work on these very touchy and complex issues. He also expressed his thanks to the Board for their confidence in the Committee and their endorsement of the Committee's recommendations as presented. He stressed that he was particularly pleased to note the Board's support of the Committee's Wage Compression recommendations, which he reminded members came in well within the dollars budgeted for these purposes.

Earle Freeborn expressed his thanks to the Budget Committee for dealing with this issue as it was one that needed to be addressed for some time.

10.0. REPORTS

10.1 CAO REPORT

10.1.1 Operational Management Reports

The following Departmental Reports were circulated:

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

There were no questions regarding the Operational Management Reports circulated.

10.1.2 Strategic Management Report

EMS Strategic Plan

The DSSAB is committed to maintaining the ambulance services delivery system that it has in place across the District for a one year period. It has committed itself to seek out the input of the various affected stakeholders as to the service delivery system that it should strive to have in place in each of the four regions of its catchment area subsequent to the year in question.

Gary spoke to his reasons for believing that the Board should strike a Board Committee to oversee this in year community consultation process.

Resolution No. 05-53 Moved by: Fern Bidal **Seconded by:** Dale Van Every
THAT the Board establish an EMS Planning Committee whose mandate it will be to develop a strategic plan which outlines the longer term design and structure of the EMS operational delivery system that the DSSAB should strive to have in place within the Manitoulin-Sudbury DSSAB catchment area; and
THAT the members of the Committee be: Richard Stephens, Pat Best and Les Gamble.
Carried

The Chair noted that one of the Committee's first tasks should be to review and report to the Board on the appropriateness of its [draft Terms of Reference](#).

11. OTHER BUSINESS**11.1 New Board Committees****11.1.1 Human Resources & Policy Committee**

Resolution No. 05-54 Moved by: Collin Bourgeois **Seconded by:** Richard Stephens
THAT the Human Resources & Policy Committee be reactivated and that members be:
Fern Bidal, Earle Freeborn, Frank Gillis, Bruce Killah and Maureen Van Alstine. **Carried**

11.1.2 Property Committee

Resolution No. 05-55 Moved by: Collin Bourgeois **Seconded by:** Richard Stephens
THAT a Property Committee be established to review Ambulance Station facilities in the
Manitoulin-Sudbury DSSAB catchment area and that the members of this Committee be:
Collin Bourgeois, Earle Freeborn, Mike Lehoux, Laurier Low, Bud Rohn and Dale Van
Every. **Carried**

11.1.3 Finance Committee

Resolution No. 05-56 Moved by: Collin Bourgeois **Seconded by:** Richard Stephens
THAT the Budget Committee be renamed the Finance Committee and that it be
responsible for Budget, Audit and other financial issues and that the members of this
Committee be: Fern Bidal, Les Gamble, Frank Gillis, Mike Lehoux, Bud Rohn and
Maureen Van Alstine. **Carried**

12.0. ADJOURNMENT

Resolution No. 05-57 Moved by: Dale Van Every **Seconded by:** Frank Gillis
THAT we do now adjourn at 12:30 p.m. until the next regular meeting to be held at 10:00
a.m. on May 26, 2005 in the DSSAB's Espanola Mead Boulevard Board Room.

Carried

Chair

Chief Administrative Officer
(Secretary Treasurer of the Corporation)