



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 January 25, 2007**  
**MANITOULIN-SUDBURY DSSAB BOARD MEETING**  
held at Espanola's DSSAB Mead Street Board Room

- Present:** Lou Addison, Gary Brown, Ray Chénier, Earle Freeborn, Dennis Golden, Leslie Gamble, Bruce Killah, Mike Lehoux, David Leonard, Al MacNevin, Jack McMillan, Morgan Pitfield, Dean Wenborne
- 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; Jeff Horseman, Director of EMS, Karen Dominick, Community Programs Supervisor; Iain Stephen, Manager, Information Systems; Greg Gilbert, Coordinator, Information Systems
- Regrets:** Jean-Marc Chayer
- Observer:** Shelley Quibell, Councillor, Municipality of St. Charles
- Media:** Alicia McCutcheon, Manitoulin Expositor

**1.0 CALL TO ORDER**

Outgoing Chair, Ray Chénier, called the meeting to order at 10:00 a.m. He welcomed both the new and returning members of the Board of Directors to the first meeting of the 2007-2010 term and asked for an around the table self-introduction.

**Introductions**

- Shelley Quibell introduced herself as an observer and new Councillor with the Municipality of St. Charles.
- Al MacNevin: is a 5<sup>th</sup> term Councillor from the Town of Northeastern Manitoulin & the Islands (Area 6); he is new to the DSSAB Board.
- Lou Addison: is a first-time Councillor from the Town of Gore Bay (Area 5); now retired Lou worked 32 years as a Registered Nurse. She is looking forward to learning about Council and DSSAB operations.
- Gary Brown: re-elected Reeve of the Township of Tehkummah (Area 6) after a three year absence from elected municipal office, Gary is returning to the DSSAB Board which he was a member of from 2001 to 2003.
- Les Gamble: is the returning Mayor of the Township of Sables-Spanish Rivers (Area 2). Les is a founding DSSAB Board member who has been

on the Board since its inception. Les described the DSSAB as the only Manitoulin-Sudbury `municipal` organisation whose activities are not dominated by the interests of the one large urban municipality in its midst, that is to say the Greater City of Sudbury.

- Earle Freeborn: is the returning Mayor of the Township of Chapleau (Area 4). Earle is also a founding DSSAB member who has been on the Board since ITS Steering Committee DAYS in 1998. He has found the experience to be a positive one and is looking forward to the coming four year term.
- Bruce Killah: is one of three members representing the Districts' Unorganised Townships (TWOMO). Bruce is returning to the Board for this his second term of office. Bruce described his last term as very educational and enjoyable.
- Dennis Golden: has been a municipal councillor since 1985, Dennis is serving his fourth term as Reeve of the Township of Baldwin (Area 2); Bruce is a millwright with Domtar. It is his first term as a member of the DSSAB's Board.
- Morgan Pitfield: is the newly elected Mayor of the Municipality of Killarney (Area 3). Morgan worked 32 years as an OPP officer before retiring to Killarney.
- David Leonard: is one of three members representing the Districts' Unorganised Townships (TWOMO). A retired elementary school teacher who also worked as a WSIB auditor, David is a first time member of the Board who lives in Foleyet.
- Dean Wenborne: was re-elected to his 2<sup>nd</sup> term as Councillor with the Municipality of French River (Area 3). Dean is the retired owner-operator of a Sudbury East Tourist camp who spent a brief period as a Board member during the last term. He indicates that he is looking forward to his position on the Board for the year 2007 and finds the work very interesting.
- Jack McMillan: is a long time Councillor with the Town of Espanola (Area 1) who worked for 30 years in school administration before retiring. He is overcome by the size of the DSSAB's territory and is looking forward to his term on the Board.
- Mike Lehoux: was re-elected Councillor for the Town of Espanola (Area 1) after serving in that office for more than 15 years. This will be Mike's second consecutive term of office with the DSSAB. He describes the municipal services under the DSSAB's management as very important and interesting. He is looking forward to the next coming four year term.
- Ray Chénier: is one of three members representing the Districts' Unorganised Townships (TWOMO). A retired teacher, Director of Education, Liberal MP and Assistant Deputy-Minister with the Ontario Ministry of Education, Ray is also a founding member of the DSSAB who has been a sitting Board member since the DSSAB's inception. He describes his time with the DSSAB as an enjoyable and very positive experience. He is looking forward to the next four years.

**2.0 ADOPTION OF AGENDA**

**Resolution No. 07-01**

**Moved by:** Earle Freeborn **Seconded by:** Bruce Killah  
THAT the agenda be adopted as presented.

**Carried**

**3.0 YEAR 2007 BOARD ELECTIONS**

In standing with the DSSAB Act's annual election requirements, Mr. Chénier vacated the Chair and called upon Gary Champagne, CAO, to preside over the elections.

**3.1. Chair Nominations & Election**

The call for nominations to the Chair was opened.

**Moved by:** Earle Freeborn **Seconded by:** Dean Wenborne  
THAT Ray Chénier be nominated.

There were no other nominations.

Ray Chénier indicated that he was prepared to accept the nomination.

**Resolution No. 07-02**

**Moved by:** Earle Freeborn **Seconded by:** Dean Wenborne  
WHEREAS Regulation 278/98 of the District Social Services Administration Boards Act requires that, at its first meeting after January 1 in each year, a Board shall appoint one of its members as Chair of the Board;  
BE IT RESOLVED THAT Ray Chénier is hereby appointed as Chair of the Manitoulin-Sudbury District Social Services Administration Board for the year 2007.

**Carried**

The CAO passed the Chair to Ray Chénier who oversaw the elections that followed.

Ray began by thanking the Board for the confidence put in him and said that he would try to fulfill the position as it should be.

Noting that he was speaking on his own behalf and that of his fellow Board members, he complimented the DSSAB's Administration for the excellent overview of the DSSAB's operations that were presented during the previous evening's Orientation Session by Jeff Horseman, Fern Dominelli, Peter Bradley and Karen Dominick.

He assured the new Board members that, although there was a great deal of information to absorb, they would become more comfortable with their knowledge as time progresses. He also encouraged members to review the more in-depth and comprehensive Orientation materials provided on the Orientation CD provided to all members.

### 3.2. Vice-Chair Nominations & Election

The call for nominations was opened.

Moved by: Mike Lehoux THAT Les Gamble be nominated.

Moved by: Earle Freeborn THAT Bruce Killah be nominated.

There being no more nominations, and it being confirmed that both members wished to let their names stand, a closed ballot election was held.

The ballots were distributed and counted by Fern Dominelli and Connie Morphet. Ray Chénier stated that he was happy to declare that the new Vice-Chair was Les Gamble.

#### Resolution No. 07-03

**Moved by:** Mike Lehoux **Seconded by:** Earle Freeborn

BE IT RESOLVED THAT Leslie Gamble is hereby appointed as Vice-Chair of the Manitoulin-Sudbury District Social Services Administration Board for the year 2007. **Carried**

#### Resolution No. 07-04

**Moved by:** Mike Lehoux **Seconded by:** Morgan Pitfield

THAT the election ballots for the Vice-Chair position be destroyed. **Carried**

### 3.3. DSSAB Committees & Membership

Due to the large number of "new" Board members, Board members agreed to the Chair's suggestion that those members who were returning to the Board and who were Committee Chairs at the end of the last term, continue as Chairs of their respective Committees for the year 2007.

Board members also agreed to the Chair's suggestion that since the outgoing Chair of the Board's Finance Committee was not a member of the new Board, that Gary Brown be nominated to serve as Finance Committee Chair for the year 2007 as a result of his previous tenure as Chair of that Committee.

#### Resolution No. 07-05

**Moved by:** Al MacNevin **Seconded by:** Bruce Killah

THAT Committee Chairs for the year 2007 be appointed as follows:

Human Resources Committee: Earle Freeborn

EMS Planning Committee: Les Gamble

Property Committee: Mike Lehoux

Finance Committee: Gary Brown **Carried**

A brief description of the duties of each Committee was provided. The Chair then asked for volunteers for each Committee. When such was done, the ensuing Resolution was passed.

#### Resolution No. 07-06

**Moved by:** Dean Wenborne **Seconded by:** Earle Freeborn

THAT the Board confirm that the membership of each of the Board's Committees be identified as follows:

**Human Resources Committee:** Chair, Earle Freeborn, Al MacNevin, David Leonard, Dean Wenborne, Bruce Killah and Jack McMillan, Ray Chénier (ex-officio)

**EMS Planning Committee:** Chair, Les Gamble, Lou Addison, Morgan Pitfield, Dennis Golden, Dean Wenborne, Ray Chénier (ex-officio)

**Property Committee:** Chair, Mike Lehoux, Dean Wenborne, Gary Brown, Earle Freeborn, Al MacNevin, Jack McMillan, Ray Chénier (ex-officio)

**Finance Committee:** Chair, Gary Brown, Bruce Killah, Les Gamble, Dennis Golden, Mike Lehoux, Ray Chénier (ex-officio) **Carried**

**4.0. DECLARATIONS OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest.

**5.0. CLOSED SESSION**

**Resolution No. 07-07**

**Moved by:** Morgan Pitfield **Seconded by:** Les Gamble  
THAT the Board move into closed session at 10:28 a.m. to discuss Human Resources matters. **Carried**

**Resolution No. 07-08**

**Moved by:** Dennis Golden **Seconded by:** Lou Addison  
THAT the Board adjourn this closed session at 11:06 a.m. **Carried**

**6.0. BUSINESS ARISING FROM CLOSED SESSION**

**OPSEU Collective Agreement**

**Resolution No. 07-09**

**Moved by:** Earle Freeborn **Seconded by:** Dean Wenborne  
WHEREAS the Collective Agreement between the Manitoulin-Sudbury DSSAB and OPSEU Local 679 expired on December 31, 2006; and  
WHEREAS the Board had authorized the CAO, HR Consultant, and other designated managers to negotiate the renewal of the Collective Agreement including the signing of the Memorandum of Settlement on behalf of the Board; and  
WHEREAS the parties have signed a Memorandum of Settlement on January 9, 2007; and  
WHEREAS the parties are unanimously recommending ratification of this Memorandum of Settlement to their respective principals; and  
WHEREAS the two Board members who acted in an advisory capacity to the negotiating committee have reviewed and are recommending for ratification the terms of the Memorandum of Settlement;  
BE IT THEREFORE RESOLVED THAT the Board ratifies the Memorandum of Settlement between Manitoulin-Sudbury DSSAB and OPSEU Local 679 dated January 9, 2007 and authorizes, subject to the ratification by the employees represented by OPSEU, the signing of a new Collective Agreement that expires on December 31, 2009. **Carried**

**7.0. PREVIOUS BOARD MEETING MINUTES**

**7.1. Adoption of Minutes of November 23, 2006 Meeting**

**Resolution No. 07-10**

**Moved by:** Bruce Killah **Seconded by:** Mike Lehoux  
That the November 23, 2006 Board meeting minutes be approved. **Carried**

**7.2. Business Arising from Minutes**

It was agreed to discuss the MOHLTC's proposed new First Nations EMS Per Capita funding formula under item 9.1.2.

**8.0. NEW BUSINESS****8.1. Signing Authority****Resolution No. 07-11**

**Moved by:** Dean Wenborne **Seconded by:** Bruce Killah

BE IT RESOLVED THAT the following persons shall have signing authority for the Manitoulin-Sudbury District Social Services Administration Board, effective as of this date:

Board Member	Les Gamble
Board Member	Jack McMillan
Board Member	Mike Lehoux
CAO	Gary R. Champagne
Director of Finance	Connie Morphet
Director of Social Services	Fern Dominelli
Emergency Medical Services Manager	Jeff Horseman
Social Housing Manager	Peter Bradley
Information Systems Manager	Iain Stephen

AND THAT each cheque be signed by two of the above-named persons, and as per the dictates of existing Board policy. **Carried**

**8.2. Kilometrage Allowance****Resolution No. 07-12**

**Moved by:** Al MacNevin **Seconded by:** Morgan Pitfield

THAT the Board approve a change to the Kilometrage rate payable to Board members from the present \$0.42/km to \$0.43/km effective January 1, 2007.

**Carried**

**Resolution No. 07-13**

**Moved by:** Dennis Golden **Seconded by:** Lou Addison

THAT the Board approve an increase to the Kilometrage rate payable to Non-Bargaining Unit employees from \$0.42/km to \$0.43/km effective January 1, 2007.

**Carried**

**8.3. WSIB/NEER Refund****Resolution No. 07-14**

**Moved by:** Al MacNevin **Seconded by:** Dean Wenborne

WHEREAS the Workplace Safety & Insurance Board, through its New Experimental Experience Rating (NEER), based on an average for years 2003-2005, has calculated and remitted a refund of \$52,839; and WHEREAS the DSSAB has not yet completed a full three-year employment cycle for the EMS employees; and

WHEREAS the WSIB, through its NEER program, will be calculating future years which may result in a surcharge due to possible higher occurrences of WSIB claims; and

WHEREAS the DSSAB does not currently maintain a reserve for WSIB;

THEREFORE BE IT RESOLVED THAT the DSSAB transfer \$52,839 into a WSIB/NEER Reserve to be used for future NEER surcharges. **Carried**

**9.0. REPORTS****9.1. CAO REPORT****9.1.1. Operational Management Reports**

The following Departmental Reports were circulated:

- **Children's Services Report**
- **Ontario Works Report**
- **Social Housing Report**
- **Emergency Medical Services Report**

There were no questions concerning the Ontario Works Report.

**Children's Services Report**

Asked about the status of the Best Start money that was received in 2006, the CAO replied that a significant portion of the funding came in the form of an "unconditional grant" that our DSSAB, unlike many of its peers, had managed to not totally spend in the implementation of the Manitoulin-Sudbury Best Start Implementation Plan. He explained that while the dollars were being tapped on an as need basis, they were being cautiously managed.

The Chair reminded/informed Board members that there was a comprehensive Resolution on file which states that the bulk of those funds are to be earmarked for the dismantling of the Best Start initiatives implemented with 100% funding, if and when the Province discontinues its 100% funding after 2009, as may yet prove to be the case.

**Social Housing Report****C.A. MacMillan Place (CAMP)**

Peter Bradley explained that C.A. MacMillan Place is a 24-unit adult building located in Webbwood.

Ray noted that while it is the DSSAB Board that now governs and manages this social housing complex, its status differs from those other housing units directly managed by the Board.

Briefly stated, "CAMP" is a "municipal non-profit housing complex" that like other "municipal non-profits" in our area are managed by a distinct Board under a distinct Charter. Last year, at the request of both the Township of Sables-Spanish Rivers as well as the Board of Directors that oversaw the day to day governance and management of the residence on behalf of the Township, responsibility for the governance, management and ownership of CAMP was divested to the DSSAB.

Peter Bradley explained that with the transfer of ownership came approximately \$100,000 of "Capital Reserve funding" tied to the maintenance of the building. Peter explained that it is because of the provisions, distinct to CAMP, that the following resolution was being brought to the Board for their consideration.

**Resolution No. 07-15**

**Moved by:** Jack McMillan **Seconded by:** Les Gamble

WHEREAS it is recommended that the carpeting in the public area of the C.A. MacMillan Place building be replaced;

BE IT RESOLVED THAT the Housing Department be authorized to expend funds from the C.A. MacMillan Place Capital Reserve Fund to replace the building carpeting at an estimated cost of \$7500 plus taxes.

**Carried**

**EMS Report**

In reply to his question, Jeff Horseman indicated to David Leonard that there was not anything in the new Collective Agreement that addressed the Foley EMS station weekend staffing situation.

**Finance & Administration**

Connie made a Power Point Presentation which outlined the DSSAB's 2006 Budget, the municipal share comparisons broken down by program/service, a history of budget vs actual expenses from 2001 to 2005 and a chart showing true net costs to member municipalities (after CRF reimbursements were known.)

It was pointed out that it is no longer possible to determine what the net DSSAB costs to a municipality are now that the CRF has been replaced by OMPF.

It was pointed out that the DSSAB has lived within budget during its seven years of operation and in fact returned money to its municipal members at the end of each of those years.

**Information Systems Management (IMS)**

Iain Stephen made a Power Point Presentation which gave Board Members a quick overview of the sophistication and complexity of the DSSAB's IT Department and how it has evolved over the years.

**9.1.2. Strategic Issues Report****9.1.2.1 Issues Emanating From the MOHLTC's New First Nations EMS Per Capita Funding Formula –**

Not wishing to repeat what is available in the DSSAB Reports circulated to members and their municipalities re: the Province's new First Nations EMS Per Capita Funding formula, the CAO spoke to the following key points:

- It has always been understood that the DSSAB's member municipalities are not to bear any share of the cost of the provision of land ambulance services to the First Nations communities it serves. The cost of these services is 100% payable by the Federal and/or Provincial orders of government.
- Every year since the land ambulance service was divested to UTM's and DSSABs, the DSSAB has received a predictable and incrementally increasing First Nations EMS grant allocation. In 2006, the DSSAB received \$831,210.
- The Province did not apparently have a formula upon which to determine the FN grant allocation it provides to UTM's/DSSABs.
- The Province apparently decided to put in place a funding formula via which could be determined the grant allocation attributable to First Nations land ambulance purposes.
- It established what it calls its First Nations EMS Per Capita funding formula.
- The Minister of Health and Long Term Care (MOHLTC) John Smitherman, informed us at the end of September that, under this new Per Capita formula our 2007 First Nations grant allocation would be reduced by \$333,917 ( a 40% year over year reduction).
- After much prodding, the Province provided us the details of the Per Capita formula and the demographic and financial data upon which it determined our



- reduced First Nations grant allocation.
- The DSSAB's Administration verified the MOHLTC's data and identified a number of errors and omissions.
- Using the Ministry's formula and the data that they made available to us, we come to very different conclusions as to the FN grant amount payable to our DSSAB.
- The DSSAB identified errors, omissions and questions were forwarded to the MOHLTC. They have yet to be answered.
- The DSSAB has written to both the Minister of Health and the Premier. It has kept its member municipalities and affected FN communities aware of the developments on this front.

The Ministry has convened a January 31<sup>st</sup> meeting with all affected UTM/DSSABs re: its FN EMS Per Capita funding formula.

Attending for the DSSAB will be Board Chair Ray Chénier, CAO Gary Champagne, EMS Director Jeff Horseman as well as Director of Finance, Connie Morphet.

The Chair repeated that it remains the DSSAB's intention to continue providing land ambulance services to the First Nations communities it has always served.

He thanked those member municipalities that had already written to the Premier and the Minister of Health re: their concerns and encouraged those that had not yet done so to follow suit.

He indicated that a key concern re: the formula is that it has not been the subject of AMO MOU Committee deliberation even though the Liberal government adopted legislation that renders it mandatory that any provincial decision that affects municipal funding/cost sharing will be the subject of AMO MOU Committee deliberation.

The FN Per Capita funding formula has never been the subject of discussion at the AMO MOU table.

Arguments that it does not impact municipal funding hold little weight if it remains the province's intention to see us continue to provide EMS services to three FN communities (Sagamok, Dokis and Henvey Inlet) that are situated outside of our jurisdiction when it remains the Province's apparent decision to allocate the grant funding for that service to the Designated Delivery Agent in whose District those three communities are situated.

Dennis Golden's fellow members agreed with him when he suggested that the DSSAB should ask FONOM to carry this matter forward to AMO.

#### **9.2.1.2 Year 2007 DSSAB Operating Budget**

Chair Chénier indicated that the November 2006 minutes Resolution No. 06-84 clearly indicated where the DSSAB was then at in the finalisation of a Year 2007 budget. While it was prepared to accept the overall budget recommended, it felt that it could not do so when that budget called for an overall year over 8.16% increase to the municipal share payable, most of which was attributable to a year over year 17.9% municipal increase to the EMS budget as a result of the 40% reduction to the DSSAB's First Nations allocation.

Chair Chénier indicated that the province has since then informed the DSSAB of a \$601,851 increase to the amount that it will provide us to get closer to the 50% provincial cost sharing of the EMS budget that the Premier has promised Ontario will begin to

honour in 2008.

Chair Chénier indicated that while this new funding will help reduce the municipal share payable of the DSSAB's overall 2007 budget (see it reduced from over 8% to slightly under 2%), it does not diminish the need to see the Province address the concerns the DSSAB has addressed re: the inappropriateness of its 40% FN EMS grant allocation.

The Chair suggested that the new Finance Committee meet as soon as possible to review the 2007 budget and also to look at the First Nations Funding issue. He asked that the Committee come to the next Board meeting with a revised 2007 Budget recommendation.

It was agreed that the Committee would meet directly after this Board meeting.

#### **9.2.1.3 EMS Cross-Border Billing**

Gary answered new member inquiries re: cross-border billing.

The Manitoulin-Sudbury DSSAB has, over the years, sent invoices for all cross-border calls made for its neighbours, but no payment has ever been made. It is estimated that there is approximately \$825,000 (**net**) that is owed to us for these calls.

#### **9.2.1.4 Board Strategic Planning**

Gary spoke of the strategic planning Board retreat that he and the outgoing Board believed should occur early in the term of the new Board.

Ray asked Board members if they would be in favour of getting together for a 2-day session to discuss strategic planning, vision, mission and to talk about long-term policies.

#### **Resolution No. 07-16**

**Moved by:** Earle Freeborn **Seconded by:** Les Gamble

THAT the CAO be instructed to prepare a proposal and outline for a strategic planning session for Board members and to present his proposal at the next Board meeting.

**Carried**

#### **Resolution No. 07-17**

**Moved by:** David Leonard **Seconded by:** Mike Lehoux

That the CAO's Operational and Strategic Management Reports be accepted.

**Carried**

### **10.0. ADJOURNMENT**

**Resolution No. 07-18 Moved by:** Mike Lehoux

THAT we do now adjourn at 12:54 p.m. until the next regular meeting to be held at 10:00 a.m. on February 22, 2007 in the DSSAB's Espanola Mead Boulevard Board Room.

**Carried**

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Chair

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Chief Administrative Officer  
(Secretary Treasurer of the Corporation)