



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 March 22, 2007**  
**MANITOULIN-SUDBURY DSSAB BOARD MEETING**  
held at Espanola's DSSAB Mead Street Board Room

- Present: Lou Addison, Gary Brown, Jean-Marc Chayer, Ray Chénier, Earle Freeborn, Dennis Golden, Leslie Gamble, Mike Lehoux, David Leonard, Al MacNevin, Jack McMillan, Morgan Pitfield, Dean Wenborne
- Regrets: Bruce Killah
- Staff: Gary R. Champagne, CAO; Suzanne Bouchard, E.A. (Recording Secretary); Connie Morphet, Director of Finance; Fern Dominelli, Director of Social Services; Jeff Horseman, Director of EMS; Peter Bradley, Manager, Housing Services; Karen Dominick, Community Programs Supervisor; Aurel Malo, HR Consultant
- Guest: Kathleen Stokes, Legal Counsel, Weaver Simmons
- Observer: Shelley Quibell, Councillor, Municipality of St. Charles
- Media: Alicia McCutcheon, Manitoulin Expositor  
Roz Raby, Mid-North Monitor
- 1.0 CALL TO ORDER**  
Chair, Ray Chénier, called the meeting to order at 10:00 a.m.
- 2.0 ADOPTION OF AGENDA**  
**Resolution No. 07-29**  
**Moved by:** Earle Freeborn **Seconded by:** Morgan Pitfield  
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 DISCUSSION SESSION**  
**Kathleen Stokes, Legal Counsel, Weaver Simmons**  
The Chair introduced Kathleen Stokes who had been invited to this Board meeting to discuss what can and cannot be discussed during Closed Sessions and what the duties of Board members are with respect to information discussed during Closed Sessions.

A copy of Kathleen's earlier provided written opinion was redistributed to all members with it pointed out that the written opinion belonged to the Board and could be circulated if the Board so decided. The Chair confirmed that Board members were free to share the opinion with others.

In the Q&A that followed Kathleen Stokes reinforced that:

- More recent legislation only reinforced the importance of the need to respect the personal privacy and confidentiality rights of clients and employees. The Employer is legally liable if an individual's consent is not obtained before private information re: his person is released.
- The DSSAB is bound by the same confidentiality rules applicable to municipalities.
- Items discussed in camera can include sensitive contentious issues that may still be in planning stages, such as the possibility of an announcement that has yet to be finalized and that cannot be announced until official notification is received.
- Most operational business items should not be discussed in camera.
- There is no requirement to keep the minutes of an In camera meeting. If they are kept, it is recommended that they be kept in a locked setting accessible to the Board Chair and one other Board member. If copies are circulated to Board members at a meeting, they must be returned to the Chair before the meeting is ended.
- Board decisions re: in camera discussed matters are to be made by way of resolution out of camera.
- Except in rare cases such as public safety and security, and labour resolutions, resolutions cannot be made in camera.

Kathleen also addressed matters of conflict of interest:

- As a member of a Board you agree to the rules of that Board and you are obliged to that Board.
- Board members who sit on the Board as representatives of municipal Councils are not free to discuss in camera Board matters at their Council meetings, even if they were to discuss same within the Council's In Camera session, unless they have the consent of the Board to do so.
- Board members have the same fiduciary obligation to not discuss DSSAB in camera items with their Council that they have when it comes to not discussing their Council's In Camera items at the DSSAB table.
- A Board member who becomes aware that the Board is conducting business in an illegal way, has a fiduciary obligation to disclose this information. The consent of the Board is not required in this case.
- Board members are required to keep in camera discussions confidential even after they are no longer members of that Board.

There being no further questions, the Chair thanked Kathleen for her very informative presentation.

## 5.0 CLOSED SESSION

### Resolution No. 07-30

**Moved by:** Dean Wenborn **Seconded by:** Mike Lehoux  
THAT the Board move into closed session at 10:35 a.m.

**Carried**

**Resolution No. 07-31**

**Moved by:** Earle Freeborn **Seconded by:** Jean Marc Chayer  
THAT the Board adjourn this closed session at 11:13 a.m.

**Carried****5.1 Business Discussed During Closed Session**

During its closed session the Board discussed the 2006 Budget Resolution No. 06-24, EMS Severance, EMS Cross-Border Billing and Chapleau Township Children's Aid Society concerns.

**5.1.1 2006 Budget Resolution No. 06-24****Resolution No. 07-32**

**Moved by:** Morgan Pitfield **Seconded by:** Mike Lehoux  
WHEREAS the DSSAB's 2006 Budget Resolution called for \$117,838 to be drawn from the DSSAB's reserves; and  
WHEREAS it was not needed to draw said amount from our reserves to operate within budget;  
THEREFORE BE IT RESOLVED THAT paragraph #5 of Resolution No. 06-24 be rescinded.

**Carried****5.1.2. EMS Severance****Resolution No. 07-33**

**Moved by:** David Leonard **Seconded by:** Jack McMillan  
WHEREAS the OPSEU Collective Agreement currently has a provision for severance; and  
WHEREAS the 2006 accrual for the qualified paramedics is estimated to be \$70,000; and  
WHEREAS there is currently an EMS Severance Reserve in the amount of \$410,000;  
THEREFORE BE IT RESOLVED THAT \$70,000 be transferred from the EMS Severance Reserve.

**Carried****4.1.3. EMS Cross-Border Billing**

**First Nations 2007 EMS Grant Payable** -It was pointed out that the MOHLTC's EMS Branch has yet to confirm the First Nations EMS Per Capita grant allocation payable to the Manitoulin-Sudbury DSSAB for the year 2007.

**Resolution No. 07-34**

**Moved by:** Earle Freeborn **Seconded by:** Dean Wenborn  
BE IT HEREIN RESOLVED THAT the Manitoulin-Sudbury DSSAB authorizes the CAO to negotiate a settlement with all our neighbouring Direct Delivery Agents relative to EMS Cross Border billings for the period extending back to 2001, subject to subsequent agreement of the Board.

**Carried****6.0 PREVIOUS MINUTES****6.1 Adoption of Minutes of February 22, 2007****Resolution No. 07-35**

**Moved by:** Al MacNevin **Seconded by:** Dennis Golden  
That the February 22, 2007 Board meeting minutes be approved.

**Carried**

**7.0 REPORTS****7.1 CAO REPORT****7.1.1 Operational Management Reports**

The following Departmental Reports were circulated:

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

There were no questions concerning the Children's Services, Ontario Works and Social Housing Reports.

**EMS Report**

**Foleyet** – Les Gamble asked for a report on the status of EMS coverage in Foleyet. This is to be discussed at an EMS Planning Committee meeting to be scheduled after the EMS Service Accreditation Review is complete.

**Stroke Protocol** – The CAO asked the Director of EMS to make the Board members aware of the stroke protocols being developed in the province and specific to our jurisdiction. Jeff Horseman pointed out that stroke protocols have been signed off with the relevant Sudbury and Timmins hospitals. The Manitoulin-Sudbury DSSAB has stroke protocols in place relevant to its entire jurisdiction save and except the Chapeau community. Work with Ontario Air Ambulance officials and others is being continued re: this matter.

**Finance & Administration**

**2006 Audit** – The CAO informed Board members that the DSSAB's auditors would be presenting the 2006 audited financial statement at the Board's April meeting.

**Resolution No. 07-36 Moved by:** Morgan Pitfield **Seconded by:** Mike Lehoux  
That the CAO's Report be accepted. **Carried**

**8.0 OTHER BUSINES****8.1 Emergency First Response Teams**

**8.1.1 Temporary Replacement Vehicle** - Morgan Pitfield wished to thank Jeff Horseman, in the presence of the Board, for the quick action that was taken when the French River Delta EFRT had problems with its vehicle.

It did not take long for Jeff to provide them with a temporary replacement vehicle and the volunteers were very happy with the action taken.

**8.1.2 FleetNet Radios** - Asked whether the EFRTs would be able to access the new stand alone radios that have been supplied to ambulances, Gary informed new Board members that this issue is one that was raised with the MOHLTC last year and which remains a concern for the DSSAB and a number of our EFRT sponsors. Jeff Horseman indicated that, although unsure as to the effectiveness of the radios in EFRT and administration vehicles, there is continuing dialogue with the province in this regard. Other options are being looked at.

The CAO asked that Board members provide the EMS Director as much

information as possible re: the difficulties EFRTs are experiencing as a result of not being assigned the portable units available to paramedics.

**8.2 Increase To Rent Bank Funding Information Request –**

Dean Wenbourne sought to thank the DSSAB's Administration for the timely response provided to him, and copied to all Board members re: his inquiry re: this matter.

**9.0 ADJOURNMENT**

**Resolution No. 07-37 Moved by:** Earle Freeborn

THAT we do now adjourn at 11:40 a.m. until the next regular meeting to be held at 10:00 a.m. on April 26, 2007 in the DSSAB's Espanola Mead Boulevard Board Room.

**Carried**

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Chair

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Chief Administrative Officer