



MINUTES
of the September 24, 2009
MANITOULIN-SUDBURY DSSAB BOARD MEETING
held in Espanola's 210 Mead Blvd. DSSAB Boardroom

- Present:** Gary Brown, Jean-Marc Chayer, Ray Chénier, Earle Freeborn, Les Gamble, Dennis Golden, Bruce Killah, Mike Lehoux, David Leonard, Al MacNevin, Jack McMillan, Shelley Quibell, Dean Wenborne
- Staff:** David Court, Suzanne Bouchard, Fern Dominelli, Connie Morphet, Peter Bradley, Iain Stephen
- Consultant:** Aurel Malo, DiBrina-Sure Human Resources Inc.
- Guest:** Ed Starr, SHS Consulting
- Media:** Camilla Kirkpatrick, Mid-North Monitor
- Regrets:** Margaret Tuomi

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. 09-59

Moved by: E. Freeborn **Seconded by:** D. Leonard
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 PRESENTATION: [Housing Needs Study Report and Recommendations](#) --
SHS Consulting, Ed Starr**

Ed Starr reviewed the process that SHS Consulting followed in order to come up with the Housing Needs, Supply and Affordability Study Final Report and outlined the Recommendations contained within the circulated document.

The Chair thanked Mr. Starr and in turn Mr. Starr thanked the Board for the opportunity and said that it had been a great exercise.

Resolution No. 09-60

Moved by: A. MacNevin **Seconded by:** S. Quibell
THAT the Manitoulin-Sudbury DSSAB accepts the Housing Needs Study as presented.

Carried

5.0 CLOSED SESSION**Resolution No. 09-61****Moved by:** L. Gamble **Seconded by:** D. LeonardTHAT the Board move into closed session at 10:27 a.m. to discuss childcare funding, Human Resources and property matters. **Carried****Resolution No. 09-62****Moved by:** E Freeborn **Seconded by:** D. WenborneTHAT the Board adjourn this closed session at 10:52 a.m. **Carried****CLOSED SESSION REPORT**

During its Closed Session, the Board discussed:

- Child Care Health & Safety Funding
- Report from Human Resources Committee
- Foleyet EMS Base
- Little Current EMS Base
- Chapleau Waterfront Property

Resolution No. 09-63**Moved by:** E. Freeborn **Seconded by:** D. Wenborne

THAT Fern Dominelli be appointed the Acting CAO effective November 1, 2009; and

FURTHER THAT, should this appointment end, Mr. Dominelli will be returned to his previous position as Director of Social Services. **Carried**

The Chair congratulated Mr. Dominelli and wished him luck in his new position.

Resolution No. 09-64**Moved by:** E. Freeborn **Seconded by:** S. QuibellBE IT RESOLVED THAT the Board authorize the Chair to execute a contract for consulting services with David Court Consulting Inc. The contract will be in accordance with the terms and conditions approved by the Board for the period November 1, 2009 to December 31, 2010. **Carried**

The Chair congratulated Mr. Court and thanked him for the work he has accomplished as Acting Interim CAO.

6.0 MINUTES**Adoption of Previous Board Minutes****Resolution No. 09-65****Moved by:** D. Golden **Seconded by:** J.-M. ChayerTHAT the Minutes of the June 25, 2009 Board meeting be approved. **Carried****7.0 COMMITTEE REPORTS****7.1 EMS Planning Committee Report****7.1.1. [Committee Terms of Reference](#)****Resolution No. 09-66** **Moved by:** L. Gamble **Seconded by:** E. Freeborn

THAT the Manitoulin-Sudbury DSSAB approves the Terms of Reference for the Emergency Medical Services Planning Committee; and

THAT in January 2010, the name of the committee be changed to the Program Development Committee and that appropriate changes be made to the terms of reference. **Carried**

7.1.2 Emergency First Response Teams (agreement)/Tiered Response Agreements**Resolution No. 09-67****Moved by:** L. Gamble **Seconded by:** J.-M. Chayer

THAT the Manitoulin-Sudbury DSSAB approves the Emergency First Response Team agreement and guidelines. **Carried**

Resolution No. 09-68**Moved by:** L. Gamble **Seconded by:** D. Golden

THAT the Manitoulin-Sudbury DSSAB approves the Tiered Response agreement and guidelines. **Carried**

Resolution No. 09-69**Moved by:** L. Gamble **Seconded by:** D. Leonard

THAT the Manitoulin-Sudbury DSSAB will meet with each individual Emergency First Response Team (EFRT) Host Sponsor and where possible implement an agreement by which the Host Sponsor will be the “employer”. This will allow the DSSAB to transfer the WSIB responsibility to the Host Sponsor as well as the vehicles and equipment. The Host Sponsor will in turn sign a “Tiered Response” agreement similar to the example attached.

In situations where the Host Sponsor is not able to become the “employer” the DSSAB will maintain the WSIB responsibility and ownership of vehicles and equipment. In this situation the Host Sponsor will in turn sign an “Emergency First Response Team Agreement” similar to the example attached.

THAT the Manitoulin-Sudbury DSSAB set up a fund in which the current EFRT’s will receive funding once a year for the intention of paying the WSIB premiums and vehicle and equipment repairs. The fund should be set at the amount equal to the current DSSAB budgeted amount. Each agency will receive their funding by April 1st. The fund will only be used for WSIB Premiums, vehicle repairs and equipment purchases. The DSSAB will continue to provide required medical training as they currently do. **Carried**

Resolution No. 09-70**Moved by:** L. Gamble **Seconded by:** D. Leonard

THAT the Manitoulin-Sudbury DSSAB make available to the individual Emergency First Response Teams (EFRTs) and Tiered Response Providers, vehicles being retired from service as Ambulances. This will occur on the condition that the vehicles are in acceptable working order and that the new location can guarantee appropriate heated indoor storage. **Carried**

7.1.3 Public Access Defibrillator Program**Resolution No. 09-71****Moved by:** L. Gamble **Seconded by:** D. Wenborne

THAT the Manitoulin-Sudbury DSSAB supports the Public Access Defibrillation (PAD) Program;

THAT the EMS Director develop options to support this activity including initial training, recertification training, inventory control, and all other aspects of the program; and

THAT the EMS Department budget and maintain a PAD reserve for associated equipment and supplies in the amount of \$37,000 per year. This reserve amount should be reviewed annually and adjusted as required. **Carried**

7.1.4 Advanced Care Paramedic Report**Resolution No. 09-72****Moved by:** L. Gamble **Seconded by:** B. Killah

THAT the Manitoulin-Sudbury DSSAB receive the report on Advanced Care Paramedics and that the EMS Director monitor and advise the Board of any province-wide movement to introduce the ACP level of service. **Carried**

10-Minutes BREAK at 11:18 a.m.

8.0 NEW BUSINESS**8.1 Demo of SharePoint Site for Board Members**

David Court informed Board members that, since the DSSAB has such great technology in place that is not being used to its fullest, there would be short presentations at the next few meetings to show Board members different useful tools that are available for their use. At this point, Iain Stephen made a short presentation pertaining to how Board members would be accessing documents for meetings in the future, starting with the October Board meeting.

7.0 COMMITTEE REPORTS CONT'D**7.2 Property Committee****7.2.1 Committee Terms of Reference****Resolution No. 09-73****Moved by:** M. Lehoux **Seconded by:** J. McMillan

THAT the Manitoulin-Sudbury DSSAB approves the Terms of Reference for the Property Committee. **Carried**

7.2.1 Alban Office Update

Committee Chair, Mike Lehoux, informed Board members that the DSSAB was asked to vacate the Ontario Works office in Alban and that the office had relocated at a cost saving.

7.3 Strategic Planning Committee**7.3.1 Committee Terms of Reference****Resolution No. 09-74****Moved by:** A. MacNevin **Seconded by:** D. Wenborne

THAT the Manitoulin-Sudbury DSSAB approves the Terms of Reference for the Strategic Planning Committee. **Carried**

7.3.2 Strategic Plan Recommendations Update

David Court informed Board members that the complete [Strategic Plan](#) will be posted on the website.

Resolution No. 09-75**Moved by:** A. MacNevin **Seconded by:** D. Golden

THAT the Manitoulin-Sudbury DSSAB accepts the Strategic Plan update as presented. **Carried**

7.3.3 Annual Meeting 2010 Discussion

Board members discussed the possibility of having an Annual General Meeting and the different shapes such meetings might take. This item will be discussed at the October Board meeting.

7.3.4 Policy re Reports/Minutes

David Court advised Board members that he had developed a policy which will help to streamline communications. The plan is to change the monthly program report format to a quarterly format; however the statistics portion of the reports will continue to be placed on the website on a monthly basis. Board meeting Minutes will be sent to Board members within ten days of the meeting. Board members will then have ten days to review and comment before the minutes are placed on the website, and then formally approved at the next Board meeting.

7.3.5 French Language Services Plan

Resolution No. 09-76

Moved by: A. MacNevin **Seconded by:** S. Quibell

WHEREAS the Board has developed a plan to ensure that the content and the intent of the French Language Services Act are followed in the delivery of services; and

WHEREAS the need for bilingual services has been recognized in program design and hiring since the inception of the Board and the Board already has significant and adequate number of bilingual employees; and

WHEREAS an analysis has occurred to assess the present FLS capacity pursuant to Provincial policies, procedures and standards and that analysis shows the requirements have been met for staffing;

THAT the Manitoulin-Sudbury DSSAB approves the French Language Services Plan. **Carried**

7.3.6 French Language Services Committee Terms of Reference

Resolution No. 09-77

Moved by: A. MacNevin **Seconded by:** D. Wenborne

THAT the Manitoulin-Sudbury DSSAB approves the Terms of Reference for the French Language Services Committee. **Carried**

7.3.7 Board Corporate Name

Resolution No. 09-78

Moved by: A. MacNevin **Seconded by:** J.-M. Chayer

In order to represent that the Board provides more than Social Services;

To clarify that many services are being directly delivered;

To ensure the consistency of signage across all Board operations;

THAT the Manitoulin-Sudbury District Social Services Administration Board proceed with a legal and formal name change to Manitoulin-Sudbury District Services Board and any corporate title and signage change to occur on a phased in basis. **Carried**

7.4 Finance Committee

7.4.1 Committee Terms of Reference

Resolution No. 09-79

Moved by: G. Brown **Seconded by:** A. MacNevin

THAT the Manitoulin-Sudbury DSSAB approves the Terms of Reference for the Finance Committee. **Carried**

7.4.2 Schedule for 2010 Budget

Committee Chair, Gary Brown, reported that the Finance Committee will be having an all-day meeting on October 14th and hopes to be able to present the

2010 Budget to the Board at the October Board meeting.

7.4.3 External Financial Review Update

Gary reported that the Finance Committee received a draft executive summary from KPMG at their meeting on September 23rd. It is hoped to have the final report presented to the Board at the October Board meeting.

LUNCH BREAK -- 11:55 a.m. The meeting reconvened at 12:30 p.m.

9.0 INTERIM ACTING CAO REPORT (verbal)

David Court updated Board members on the progress he has made regarding the matters that he had been asked to address. Some items are:

- Strategic Plan recommendations have mostly been fulfilled and some are ongoing;
- Job descriptions and Human Resources policies are expected to be completed by December 31st;
- Website is almost complete and is ongoing;
- Administration practices have been looked at and expected to be finalized by November 30th.

David thanked management staff for the great deal of work that he has asked of them.

10.0 MANAGEMENT REPORTS

The following Departmental Reports were circulated:

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

10.1 Children's Services Report

10.1.1 Child Care Worker Appreciation Day

Resolution No. 09-80

Moved by: E. Freeborn **Seconded by:** S. Quibell

WHEREAS thirty-five years of research confirms the benefits of high quality childcare for young children's intellectual, emotional, social and physical development and later life outcomes; and

WHEREAS child care promotes the well-being of children and responds to the needs of parents, child care workers and the broader community by supporting quality of life so that citizens can fully participate in and contribute to the economic and social life of their community; and

WHEREAS recent studies clearly show trained and knowledgeable Early Childhood Educators and child care workers are the most important element in quality child care;

THEREFORE BE IT RESOLVED THAT October 21, 2009 be designated the 8th annual "Child Care Worker & Early Childhood Educator Appreciation Day" in recognition of the influence, dedication and commitment of child care workers to children, their families and quality of life of the community; and

THAT the DSSAB also forward a copy of this resolution to children's services providers in its jurisdiction.

Carried

10.2 Ontario Works Report**10.2.1 Ontario Works Administrator Designation****Resolution No. 09-81**

Moved by: E. Freeborne **Seconded by:** L. Gamble

WHEREAS section 43 of the Ontario Works Act requires each Ontario Works Delivery Agent to appoint an administrator to oversee the administration of the Ontario Works Act and the provision of assistance in the delivery agent's geographic area; and

WHEREAS the approval of the Director of Ontario Works Branch, Ministry of Community & Social Services is required to appoint the administrator;

BE IT RESOLVED THAT the Manitoulin-Sudbury District Social Services Administration Board hereby appoint Fern Dominelli, Director of Social Services (pursuant to Section 43 of the Ontario Works Act) as the administrator for the Manitoulin-Sudbury District Social Services Administration Board. Further that we hereby request approval from the Director of Ontario Works Ministry of Community & Social Services (MCSS) for this appointment. **Carried**

10.2.2 Healthy Communities Policy Change & OW Last Month Rent**Resolution No. 09-82**

Moved by: D. Golden **Seconded by:** D. Wenborne

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 Policy Manual Section 10.1 "Healthy Communities Fund" and Section 7B.13 "Last Month's Rent" as identified in the September 2009 Employment Report; and

THAT the Board acknowledges its awareness of the changes being made to the (Administrative) Procedures of those Ontario Works Policies identified in the document mentioned above. **Carried**

11.0 FINANCE REPORT

Connie Morphet reported that the [2nd Quarter Report](#) is forecasting a year-end surplus of \$56,142.

Resolution No. 09-83

Moved by: E. Freeborn **Seconded by:** J. McMillan

THAT the Committee, CAO and Management Reports be accepted. **Carried**

12.0 CORRESPONDENCE**12.1 [Terms of Reference -
Human Services Integration Steering Committee](#)**

David Court reminded Board members that the Provincial-Municipal Fiscal and Service Delivery Review (PMFSDR) did not apply to financial matters only, but also to the service and accountability of service delivery. He indicated that the DSSAB should realize that this group will have a significant impact on the Board's programs in the coming years.

13.0 OTHER BUSINESS**13.1 Social Housing Services Corporation Board Member Nomination**

Ray explained that Gary Champagne had been the NOSDA representative on the SHSC Board for the past three years and that NOSDA is now seeking nominations for his replacement, starting January 2010. Board members agreed

that the Manitoulin-Sudbury DSSAB would not be putting forth a nomination for this position at this time.

13.2 Home for a Hero

Resolution No. 09-84

Moved by: E. Freeborn **Seconded by:** D. Wenborne

THAT the Board provide a donation to the Home for a Hero campaign in the sum of \$500.00. **Carried**

14.0 ADJOURNMENT

Resolution No. 09-85

Moved by: E. Freeborn

THAT we do now adjourn at 1:00 p.m. until the next regular meeting to be held in the DSSAB's Espanola Mead Boulevard Board Room on October 22, 2009. **Carried**

Chair

CAO (Secretary-Treasurer
of the Corporation)