



MINUTES
of the June 24, 2010
MANITOULIN-SUDBURY DSSAB BOARD MEETING
held in Espanola's 210 Mead Blvd. DSSAB Boardroom

- Present:** Gary Brown, Ray Chénier, Earle Freeborn, Les Gamble, Dennis Golden, Bruce Killah, Mike Lehoux, David Leonard, Al MacNevin, Jack McMillan, Morgan Pitfield, Shelley Quibell, Margaret Tuomi, Dean Wenborne
- Staff:** Fern Dominelli, Suzanne Bouchard, Connie Morphet, Michael MacIsaac, Donna Moroso
- Consultant:** Aurel Malo
- Delegation:** Mr. & Mrs. T.M. Tallon
- Media:** Craig Gilbert, Mid-North Monitor

1.0 CALL TO ORDER

The Chair called the meeting to order at 10:00 a.m.

2.0 ADOPTION OF AGENDA

The Agenda was amended to include a presentation by Mr. & Mrs. Tallon after the Closed Session.

Resolution No. 10-75

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

BE IT RESOLVED THAT the agenda be adopted as amended.

Carried

3.0 DECLARATIONS OF CONFLICT OF INTEREST

Les Gamble declared a conflict of interest regarding the Massey Ambulance Station.

4.0 CLOSED SESSION

Resolution No. 10-76

Moved by: D. Wenborne **Seconded by:** B. Killah

BE IT RESOLVED THAT the Board move into closed session at 10:05 a.m. to discuss Human Resources and Property matters.

Carried

Resolution No. 10-77

Moved by: B. Killah **Seconded by:** M. Pitfield

BE IT RESOLVED THAT the Board adjourn this closed session at 10:25 a.m.

Carried

CLOSED SESSION REPORT

During its Closed Session, the Board discussed:

- Human Resources Issues
- Property Issues

5.0 DELEGATION

Mr. & Mrs. T.M. Tallon made a short presentation to the Board asking for a review of what they consider to be an untenable situation at one of the DSB's Social Housing buildings. The Chair replied that the Board was aware of the matter and was dealing with it accordingly and hopefully this would help to alleviate the Tallon family's concerns.

6.0 MINUTES

6.1 [Adoption of Previous Board Minutes](#)

Resolution No. 10-78

Moved by: D. Golden **Seconded by:** M. Lehoux

BE IT RESOLVED THAT the Minutes of the May 27, 2010 Board meeting be approved. **Carried**

7.0 COMMITTEE REPORTS

7.1 Human Resources Committee

Committee Chair, Earle Freeborn reported that the Committee had met on June 23rd and discussed the following:

- New job descriptions
- Board Honoraria
- Chief Administrative Officer position

7.1.1 Board Honoraria

Resolution No. 10-79

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

BE IT RESOLVED THAT the Manitoulin-Sudbury District Services Board approve the following Honoraria and meeting attendance rates effective January 1, 2011;

Honoraria

Board Chair Honoraria	\$300 per month
Board Member Honoraria	\$ 25 per month
Committee Chair Honoraria	\$100 per month for Committee active in that month

Meeting Attendance

Board Meeting Attendance	\$125
All Committee Meetings	\$ 75
Travel on non meeting day	\$ 50
Conference Calls	\$ 25
Conferences	\$ 125

FURTHER BE IT RESOLVED THAT the Board Honoraria and meeting rates will be adjusted on an annual basis by the same percentage increase approved by the Board for wages of its administrative staff; and

FURTHER BE IT RESOLVED THAT a market study of Honoraria rates across DSSABs/CMSMs be conducted in the third year of each Board's term. The information will be used to determine the adequacy of the Board's Honoraria

and meeting attendance rates; and
FURTHER BE IT RESOLVED THAT the above be incorporated in the General Administration Manual section B.2.03 Honoraria By-Law & Rates. **Carried**

7.1.2 CAO Position

Resolution No. 10-80

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

WHEREAS the current CAO of the Board will not be returning to work due to his disability and illness; and

WHEREAS Fern Dominelli has been acting in the capacity of CAO for the Board since November 2009; and

WHEREAS Fern Dominelli has been employed with the Board in a senior management position since its inception in 1999; and

WHEREAS the Board has confidence in Mr. Dominelli's ability to perform the full scope of duties associated with the role of CAO;

BE IT THEREFORE RESOLVED THAT the Board wishes to appoint Mr. Dominelli to the Full-Time Permanent position of CAO for the Manitoulin-Sudbury District Services Board; and

BE IT FURTHER RESOLVED THAT the Board Chair shall offer the position to Mr. Dominelli at the second step of the salary grid for the CAO position and that an employment contract shall be executed and signed off by the Board Chair within 30 days of this Resolution. **Carried**

7.2 Property Committee

Committee Chair, Mike Lehoux reported that the Committee had met on June 23rd and discussed the following:

- EMS Station Tender Reviews for Foleyet and Little Current
- Massey EMS Station
- Vacant Social Housing Property in Foleyet

7.2.1 Foleyet Station Tender

Resolution No. 10-81

Moved by: M. Lehoux **Seconded by:** E. Freeborn

WHEREAS the Manitoulin-Sudbury DSB through J.L. Richards & Associates Limited has issued a tender for the construction of a Land Ambulance station in Foleyet; and

WHEREAS four (4) tenders were received for the construction of the Land Ambulance station on June 17, 2010 from various contractors; and

WHEREAS the tenders received ranged from a low of \$547,715 to a high of \$634,275; and

WHEREAS the amounts of the tenders submitted significantly exceed an amount the Board would have considered for the completion of this project;

BE IT RESOLVED THAT the Manitoulin-Sudbury District Services Board close the tenders for the construction of the Land Ambulance Station in Foleyet and that **no bidder** be awarded the contract. **Carried**

7.2.2 Foleyet EMS Station Request for Proposals

Resolution No. 10-82

Moved by: M. Lehoux **Seconded by:** E. Freeborn

WHEREAS the Manitoulin-Sudbury DSB through J.L. Richards & Associates

Limited has issued a tender for the construction of a Land Ambulance station in Foleyet; and

WHEREAS the Board closed the tenders without awarding the contract as the tenders submitted significantly exceed an amount the Board would have considered for the completion of this project; and

WHEREAS there is a clear need for appropriate accommodation for the Land Ambulance Station in Foleyet;

BE IT RESOLVED THAT the Manitoulin-Sudbury District Services Board direct staff to develop and issue a Request for Proposals (RFP) for the construction of appropriate accommodations for the Land Ambulance Station in Foleyet.

Carried

7.2.3 Little Current EMS Station Tender

Resolution No. 10-83

Moved by: M. Lehoux **Seconded by:** E. Freeborn

WHEREAS the Manitoulin-Sudbury DSB through J.L. Richards & Associates Limited has issued a tender for the construction of a Land Ambulance station in the town of Little Current; and

WHEREAS seven (7) tenders were received for the construction of the Land Ambulance station on June 17, 2010 from various contractors; and

WHEREAS Prosperi Co. Ltd. submitted a tender in the amount of \$687,450 plus applicable taxes and proposes to achieve Substantial Performance within 24 weeks from the date of acceptance; and

WHEREAS Prosperi Co. Ltd was the lowest bidder and is an established contractor and has the experience to complete the project;

BE IT RESOLVED THAT the Manitoulin-Sudbury District Services Board award the tender for the construction of the Land Ambulance station in Little Current to Prosperi Co. Ltd in the amount of \$687,450 plus applicable taxes; and

FURTHER BE IT RESOLVED THAT the Board approves an additional allocation of 10% (\$68,745) to staff as a contingency fund to be used for environmental, blasting, relocation costs and other unforeseen costs that may arise during construction.

Carried

7.2.4 Massey EMS Station

The Committee reviewed the Building Condition Assessment prepared by the Stonewell Group and directed staff to conduct further investigation in the results of the BCA and report back in September.

7.2.5 Vacant Social Housing Property - Foleyet

The property was listed for sale as of Friday June 18th at an asking price of \$9,500. Some inquiries have already been received.

7.3 Program Planning Committee

Committee Chair, Les Gamble reported that the Committee had met on June 23rd and discussed:

- EMS Response Time Standards
- EMS Rank & Insignia Issue Report
- Public Access Defibrillators

7.3.1 [EMS Response Time Standards](#)

Resolution No. 10-84

Moved by: L. Gamble Seconded by: D. Golden

BE IT RESOLVED THAT the Manitoulin-Sudbury District Services Board accept the EMS Response Time Standards Issue Report as presented.

Carried

7.3.2 [EMS Rank & Insignia Issue Report](#)

Resolution No. 10-85

Moved by: L. Gamble Seconded by: D. Golden

WHEREAS in May of 2008 a report was prepared for the Executive of the EMS Chiefs of Canada, entitled, "Rank & Insignia Project Team Report", where the goal of this report was to produce "common, unique and professionally distinctive management rank insignias and titles" for EMS Managers in Canada; and

WHEREAS six (6) out of the eight (8) Northern EMS providers surveyed are using at least a portion of the proposed system and our current managerial structure lends itself well to the proposed structure; and

WHEREAS these changes would represent an expense of under \$500 and based on the EMS forecasts can be absorbed into the current operating budget; and

WHEREAS there will be no change in salary, simply a title change; THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury District Services Board adopts the Emergency Medical Services Chiefs of Canada rank titles and Ontario version of the epaulette insignia; and

FURTHERMORE BE IT RESOLVED THAT the current titles would change from:

Current Title	New Title
EMS Director	EMS Chief
EMS Operations Manager	EMS Deputy Chief
Manager of Quality Assurance	Commander of Quality Assurance
Field Manager	Field Superintendent
Training Officer	Superintendent of Training
Paramedic	Paramedic

Carried

7.3.3 **Public Access Defibrillators (PAD)**

The DSB has placed a defibrillator in a school in Foleyet and it is a possibility that that school may not be reopening in the fall. The Committee asked that management look at relocation possibilities if the need arises. Management does have a maintenance schedule for all Public Access Defibrillators and will look at relocating them when required.

Resolution No. 10-86

Moved by: S. Quibell Seconded by: J. McMillan

BE IT RESOLVED THAT the Committee Reports be accepted.

Carried

8.0 NEW BUSINESS

8.1 [General Administration Manual](#)

Resolution No. 10-87

Moved by: J. McMillan Seconded by: A. MacNevin

BE IT RESOLVED THAT the Manitoulin-Sudbury District Services Board gives a third and final reading to the proposed General Administration Policy Manual, including revised Board Honoraria as outlined in Resolution No. 10-79; and BE IT RESOLVED THAT the General Administration Policies will take effect July 1, 2010; and

BE IT RESOLVED THAT the Board acknowledges its awareness of Procedures of those General Administration Policies identified in the document mentioned above. Carried

8.2 [Ontario Works Two-Year Plan](#)

Resolution No. 10-88

Moved by: E. Freeborn Seconded by: B. Killah

BE IT RESOLVED THAT the Manitoulin-Sudbury District Services Board accept the Ontario Works Two-Year Plan (2010-2011) as presented. Carried

8.3 [Social Assistance Review Advisory Council \(SARAC\)](#)

Fern explained that this Review was performed because of the continuing dissatisfaction with the existing approach to social services. He added that he thought that low-income health benefits should be addressed outside social services programs. Although not agreeing with the report in its entirety, Fern wanted the Board to be aware of the value of the Supportive Approaches to Innovative Learning (SAIL) training that the Ministry of Community and Social Services is providing to staff across the province. SAIL training stands to link these initiatives and contribute to the achievement of their objectives.

Resolution No. 10-89

Moved by: M. Pitfield Seconded by: D. Leonard

WHEREAS the Ontario government's poverty reduction strategy, entitled *Breaking the Cycle*, undertook to initiate: "A review of social assistance with the goal of removing barriers and increasing opportunity - with a particular focus on people trying to move into employment from social assistance"; and WHEREAS in December 2009, the Ontario government created the Social Assistance Review Advisory Council (SARAC) to report on the "scope and terms of reference that would guide the development of the social assistance review"; and

WHEREAS the Social Assistance Review Advisory Council (SARAC) submitted its report to the government of Ontario in May 2010 and "SARAC concludes that Ontario does not need a review solely of social assistance - it needs a comprehensive review of Ontario's income security system. Ontario Works and the Ontario Disability Support Program represent 23 percent of all provincial and federal income security program spending that serves working-age adult Ontarians. Social assistance is but one piece of a patchwork of income security, employment and social supports." and

WHEREAS the Social Assistance Review Advisory Council recommended that Ontario Income Security Review explore six strategic directions for reform and one of the strategic directions calls for "the re-engineering of long-term

coverage in Ontario Works as an opportunity planning program to support achieving full labour market potential through skills building, education, training, employment and related support.” and
WHEREAS the Ministry of Community and Social Services has endorsed and funded the Supportive Approaches to Innovative Learning (SAIL) training for all 47 CMSMs/DSSABs and SAIL is more than a curriculum; it is a strategic process to guide the application of staff competencies, knowledge, skills, and supporting behaviours for achieving success in program delivery and management which is in line with the SARAC strategic direction;
BE IT THEREFORE RESOLVED THAT the Manitoulin-Sudbury District Services Board congratulates the Minister of Community and Social Services for supporting SAIL and encourages the Ministry of Children & Youth Services (MCYS) and the Ministry of Municipal Affairs & Housing (MMAH) to adopt the SAIL curriculum as we move forward with the recommendation of SARAC; and
FURTHER BE IT RESOLVED THAT this Resolution be forwarded to MCSS, MMAH, MCYS, AMO, OMSSA, FONOM and NOSDA. Carried

8.4 Child Care Issue Report:

[New Infant Program at One Tot Stop - A. B. Ellis School](#)

- [MCYS Letter re Infant Program at A.B. Ellis School](#)
- [Endorsement Letter from A.B. Ellis School](#)

Resolution No. 10-90

Moved by: M. Lehoux Seconded by: D. Leonard

WHEREAS Child Care Providers will need to focus their attention on creating new infant and toddler spaces in order to ensure their viability during the implementation of the Full Day Learning Program; and

WHEREAS One Tot Stop has submitted a proposal to the DSB for the development of a new infant program to be located at their A.B. Ellis School site; and

WHEREAS Rainbow District School Board has agreed to this expansion and has allocated space for the new infant room with A.B. Ellis School; and
WHEREAS One Tot Stop has already received approval from the Director of the Ministry of Children and Youth Services (MCYS) for the plans for the room renovations and the new infant/toddler playground indicating that these plans are in compliance with the Day Nursery and Building Code requirements for an infant room;

BE IT RESOLVED THAT the Manitoulin-Sudbury District Services Board approves the Issue Report for the “New Infant Program at One Tot Stop - A.B. Ellis School”; and

FURTHER BE IT RESOLVED THAT the Board direct staff to approve the expenditure of \$60,000 plus applicable taxes to One Tot Stop for the renovation of the New Infant site at A.B. Ellis School; and

FURTHER BE IT RESOLVED THAT the Board direct staff to approve the expenditure of \$35,000 plus applicable taxes to One Tot Stop for the purchase of equipment and toys for the new infant site at A.B. Ellis School; and
FURTHER BE IT RESOLVED THAT funds are allocated from MCYS Child Care Stabilization Fund, ELCD Operating funds and Best Start Unconditional Grant as required within the rules set out for each funding envelope. Carried

8.5 [Summer Jobs for Youth Program 2010 - Expanded to District of Sudbury, Delivered by YMCA](#)

Fern reported that the Summer Jobs for Youth Program 2010 was expanded to include the whole Manitoulin-Sudbury District this year, however the Sudbury YMCA is looking after all of the Sudbury District municipalities. Municipalities have been informed.

8.6 [Regulations Approved for Official Name Change to Manitoulin-Sudbury District Services Board](#)

Fern confirmed that, after a lengthy delay, the Board's name has officially been changed to the Manitoulin-Sudbury District Services Board.

9.0 OTHER BUSINESS

9.1 Congratulations and Thanks

Earle Freeborn congratulated Fern Dominelli on his permanent appointment as CAO and recognized his work and dedication over the years. Board members gave Fern a round of applause. Fern, in turn, expressed his thanks for the support of his staff and recognized their hard work and dedication.

10.0 ADJOURNMENT

Resolution No. 10-91

Moved by: M. Pitfield

THAT we do now adjourn at 11:35 a.m. until the next regular meeting to be held in the DSSAB's Espanola Mead Boulevard Board Room on September 23, 2010 at 10:00 a.m.

Carried

Chair

CAO (Secretary-Treasurer
of the Corporation)