



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 in its Espanola Office Boardroom  
**August 28, 2003**

**Present:** Jack Barr, Pat Best, Gary Brown, Ray Chénier, Ken Ferguson  
Earle Freeborn, Les Gamble, Jim Gerhart, Frank Gillis, Vince Lacroix,  
Willy Léveillé, Marcel Rancourt

**Staff:** Gary R. Champagne, CAO  
Suzanne Bouchard, E.A. (Recording Secretary)  
Connie Morphet, Director of Finance  
Dexter Adams, Human Resources Manager  
Fern Dominelli, Director of Social Services

**Regrets:** Ray Vaillant, Dale Van Every

**Press:** Cindy Laundry, Mike Erskine

**1.0 CALL TO ORDER**

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

Board members were introduced to the three new staff members who joined the DSSAB's Administrative Management ranks over the summer. They are:

Dexter Adams, Human Resources Manager;

Cindy Dubé, Manager of Quality Assurance, EMS; and

Ray Taylor, Operations Manager, EMS.

The Chair noted that Anne Elliott, Southwest Field Manager, EMS, would be starting at the beginning of December.

**2.0 CLOSED SESSION – H.R. & Property Matters**

**Resolution No. 03-81 Moved by:** Willy Léveillé **Seconded by:** Ken Ferguson  
THAT the Board move into closed session to discuss Human Resources and Property matters.

**Carried**

**Resolution No. 03-82 Moved by:** Ray Chénier **Seconded by:** Vince Lacroix  
THAT the Board adjourn this closed session at 10:30 a.m.

**Carried**

**3.0 ADOPTION OF AGENDA**

**Resolution No. 03-83 Moved by:** Ray Chénier **Seconded by:** Vince Lacroix

THAT the agenda be adopted as presented.

**Carried**

#### **4.0 DECLARATIONS OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest declared.

#### **5.0 MINUTES**

##### **5.1. Adoption of Minutes of June 26, 2003**

**Resolution No. 03-84 Moved by:** Earle Freeborn **Seconded by:** Marcel Rancourt

THAT the minutes of the June 26, 2003 Board meeting be approved.

**Carried**

##### **5.2 Business Arising from the June 26, 2003 Board Minutes**

###### **5.2.1. In-Camera Report**

###### **5.2.1.1 Algoma-Manitoulin Riding Early Years Plan Resolution Update**

Board members were briefed on the gist of the discussions held with Ministry of Community, Family and Children's Services (MCFCS) Regional Office officials re: the Board's identified ethical concerns re: said Office's role in the recent (May, 2003) community wide circulation of the Algoma-Manitoulin riding Early Years "final" Plan.

It is the Regional Office's contention that it honoured its commitment by including the Manitoulin and Sudbury district Letters of Concern in the riding's Early Years Plan "submission" forwarded to the Minister under the cover of the November 2002 letter signed by all three Community Champions.

It has suggested that our concern lies in the semantic differences between what they are calling the "Plan submission" to the Minister and the "Final Plan" distributed to the community, in May of 2003; both of which were accompanied by the same November, 2002 cover letter.

They have suggested that any misunderstandings can be addressed by having a copy of the "Final Plan submission" forwarded to the Minister also circulated to the riding's community participants.

Discussions of the CAO's recommendation that the Board not act on last month's Resolution No. 03-78 concluded with the Board concurring with Pat Best's recommendation that the DSSAB postpone acting on last month's Resolution No.03-78 by at least one month to see what transpires on the matter between now and then.

**5.2.1.2 EMS Labour Negotiations -** R. Chénier reported that there was In-Camera discussions of the HR Committee update on the recommended next steps on this front.

**5.2.1.3 CUPE Collective Agreement Negotiations –** R. Chénier reported that there was In-Camera discussion of the HR Committee discussions re: the recommended next steps on this front.

**5.2.1.4 CUPE Grievances Update -** R. Chénier reported that there was In Camera discussion of the HR Committee update on the status of the two previously discussed grievances.

**5.2.1.4 Land Ambulance Stations Properties –** E. Freeborn reported that there was In Camera discussion of the EMS Transition Committee discussions re: the Espanola Land Ambulance station lease.

## 6.0 ACTION ITEMS

### 6.1. TWOMO Elections

The CAO reported that MCFCS has made it clear that the DSSAB has “no option” but to assume responsibility for the management of the TWOMO DSSAB member election process. MCFCS has indicated that it will provide us up to \$15,000 to cover the involved costs. As was the case some three years ago, the CAO will be the Returning Officer and the services of an individual retained to act as Deputy Returning Officer.

## 7.0 REPORTS

### 7.1. Board Committee Reports

#### 7.1.1. H.R./Policy Committee Report

**Human Resources Policies** - Committee Chair Ray Chénier reported that the draft Human Resources Policies were presented to the Committee and are being provided to the Board for 1<sup>st</sup> and 2<sup>nd</sup> reading.

**EMS Policies** – Ray Chénier reported that the draft EMS policies that our DSSAB has to submit to the MOHLTC for DSSAB Certification purposes are also being provided to the Board for 1<sup>st</sup> and 2<sup>nd</sup> reading.

**DSSAB Policies & Procedures Manual** - Committee Chair Ray Chénier pointed out that both the H.R. and the EMS policies would be housed in their respective sections of the overall DSSAB Policies & Procedures Manual that is currently being developed to cover Policies applicable to all of the DSSAB’s operations.

Mr. Chénier alerted Board members to the format of the Human Resources policies. He reminded members that they would only be approving the DSSAB Policies *not already spelled out by the Government, and as such only those Policies that the Board had the discretion to approve*. He reminded members that while the Board is the body responsible for the approval of all discretionary DSSAB Policies, it is not responsible for the approval of the Procedures identified in the P&P Manual. He pointed out that the Procedures included in the Policy format are for administrative purposes only and as such fall within the discretion of the Board’s Administration. He noted that the Procedures for the most part represent the “Best Practice” guidelines that Administration expects to see followed in the efficient management of the Policy in question.

Mr. Chénier asked that the Board members review the policies and, if they have any questions or concerns, that they contact Dexter Adams in the next two to three weeks so that concerns, if any, can be raised at the Board’s September meeting.

Mr. Chénier pointed out that the Committee supported the Administration’s plan to share the draft H.R. Policies with all employees for their comments prior to the Board’s final reading. Responding to Board member queries, Mr. Chénier noted this is being done to provide all employees the opportunity to express any major concerns they might see with any given policy and that it was definitely not a matter of giving away management’s right to set policy or a question of negotiating the policies with the Union. Discussion took place with respect to the public availability of the policies and procedures if posted on the website. Access to procedures could be password protected if desired.

**Resolution No. 03-85 Moved by:** Jack Barr **Seconded by:** Earle Freeborn  
 THAT the Board approve the recommendation of the H.R./Policy Committee to approve First and Second Reading of the proposed Human Resources Policies, as listed in the attached addendum.\*

**Carried**

\* Note – The addendum in question consists of the draft HR Policies provided to the HR Committee and circulated by E-Mail to all Board Members.

**Resolution No. 03-86 Moved by:** Ray Chénier **Seconded by:** Jack Barr  
 THAT the Board accept the minutes of the H.R./Policy Committee meeting held on June 26<sup>th</sup>, 2003. **Carried**

**Resolution No. 03-87 Moved by:** Ray Chénier **Seconded by:** Jack Barr  
 THAT the Board accept the verbal report of the H.R./Policy Committee meeting held on August 27<sup>th</sup>, 2003. **Carried**

#### 7.1.2. EMS Transition Committee Report

**i. EMS Direct Delivery Transition Workplan Update** - Committee Chair Earle Freeborn reported that in addition to those relevant matters already addressed In-Camera, Noting that the Committee was pleased to report that developments were unfolding as planned and identified in the Transition Workplan, Mr. Freeborn chose to expand upon the Workplan's "Certification Process" developments.

**i.a. -The DSSAB's EMS Certification** - Committee Chair E. Freeborn reported that the Committee is satisfied with the Certification package prepared by the DSSAB's Administration. He noted that the seven EMS Policies identified in Resolution 03-88 are a required part of the Certification document that the DSSAB, like all bodies seeking EMS certification, must provide to the Ministry of Health & Long-Term Care (MOHLTC) at least 60 days prior to assuming EMS direct delivery responsibilities. He noted that while the Policies in question are primarily administrative in nature, it is the MOHLTC's requirement that they be adopted by the governing body of the body seeking accreditation. Earle noted that the EMS Transition Committee, like the H.R./Policy Committee, was satisfied with the Policies. He noted the Committee's recommendation that the Certification document be forwarded to the MOHLTC with a cover letter indicating that third reading and final approval of the Policies therein will likely occur at the Board's September 25<sup>th</sup>, 2003 meeting. Mr. Freeborn reported that copies of the EMS Certification document are being E-Mailed to all members.

**Resolution No. 03-88 Moved by:** Earle Freeborn **Seconded by:** Jack Barr  
 THAT the Board approve the recommendation of the H.R./Policy Committee to approve First and Second Reading of the proposed Emergency Medical Services Policies that must be submitted to the Ministry of Health & Long-Term Care as part of the DSSAB's EMS Certification package, namely:

Mission, Vision & Values

Legislative Policies:

Security of Information & Documentation

Skills Training & Inventory (HRI)

Compliment of Strength

Quality Assurance

Vehicles & Equipment

CACC Directives

**Carried**

**Resolution No. 03-89 Moved by:** Earle Freeborn **Seconded by:** Jack Barr  
 THAT the Board accept the minutes of the EMS Transition Committee meeting held June 25, 2003.

**Carried**

**Resolution No. 03-90 Moved by:** Earle Freeborn **Seconded by:** Jack Barr  
THAT the Board accept the verbal report of the EMS Transition Committee meeting held on August 27<sup>th</sup>, 2003.

**Carried****7.2. CAO Report****7.2.1. Operational Management Reports****7.2.1.1. Children's Services Report**

There were no questions re: the circulated August Report.

**7.2.1.2 EMS Report**

There were no questions regarding the August EMS Report.

**7.2.1.3. Social Housing Services Report**

Further to the circulated August report, Pat Best asked the CAO to take her back to the need to proceed with individual well installations in Sultan. The CAO reported that the individual wells were required on each of the properties being severed:

- o as a means of reducing the ongoing prohibitive cost of the water system now in place and required as a result of our ownership of six or more housing units; and
- o because of the requirement to see a well available to each of the severed properties in order to enable us to proceed with our continued plan to sell the housing units (and severed properties) in question and replace them by "subsidized rents" in other areas in our jurisdiction where such may be a response cost-effective way of addressing our present public housing obligations via housing "other than the directly managed public housing stock" we now have

The CAO added that he had provided members with additional e-correspondence regarding Urban Native Housing developments (and funding) in Espanola.

**7.2.1.4. Ontario Works**

Further to the circulated Ontario Works Report, the CAO alerted the Board of the MCFCS Northern Regional Office's plans to see each of the Region's DSSABs (and the City of Greater Sudbury CSM) equipped with videoconferencing capabilities.

**Videoconferencing** - Noting that while he had very little information to share on the matter since he, like other DSSAB CAOs, had not been contacted by the Regional Office re: this initiative, Gary pointed out that DSSAB CAOs had managed to secure a first meeting (teleconference early next week) with the Regional Office on the matter. He indicated that he was relatively confident the Ministry would address the concerns and unanswered questions that this DSSAB's Administration, like others, have re: this dossier thus leaving him better positioned, come the Board's September meeting, to more thoroughly brief them on the matter.

**7.2.1.5. Finance & Administration**

**a. Quarterly Financial Report** - There were no questions re: the circulated Quarterly Financial Report.

**b. Power Dams and Apportionment** - The CAO noted that, in keeping with the Board's commitment to do so, the Finance Department has commenced to survey member municipalities with respect to their power dams in their jurisdictions. The object is to prepare a paper, for the Board's consideration, re: the implications of including

power dams in the DSSAB's municipal cost apportionment formula.

**c. Additional Urban Native Housing funding** – The CAO noted that the Ministry of Municipal Affairs and Housing (MMAH) had increased the DSSAB's Urban Native Housing allocation. He noted that Connie and Peter are in the process of analysing the sufficiency of the additional funding in light of our legislated financial obligations on the Urban Native Housing front. A more detailed report on the matter will be provided at the next Board meeting.

**d. Additional Child Care Administration funding** - The CAO reported that MCFCS has granted our DSSAB an additional \$8,500 to help address our longstanding issue with the flaw in the Child Care Administrative Fee formula that does not see our DSSAB attributed any provincial sums to deal with the administrative responsibilities tied to the Wage Subsidy and Resource Centre portions of the Child Care portfolio. Though we are still left with an unsubsidized shortfall that our member municipalities are responsible for, this is a step in the right direction and a possible indication that the MCFCS is starting to act on its acknowledged legitimacy of the additional dollars needed to carry through with our approved three year child care plan.

**e. Board Liability Insurance Coverage Resolution** - The CAO reported that the DSSAB's public insurance broker has recommended that the Board adopt the herein liability insurance coverage resolution to erase any possible misinterpretation as to the Board's clear expectations re: the liability insurance coverage it has with the Guarantee Company of North America vis-à-vis the coverage afforded to its Board members, employees and volunteer workers for incidents that they may be involved in with their personal vehicles while on DSSAB business.

**Resolution No. 03-91 Moved by:** Ray Chénier **Seconded by:** Earle Freeborn  
Be it hereby resolved that the Manitoulin-Sudbury District Social Services Administration Board accepts the agreement of the Guarantee Company of North America to insure the liability assumed by this Resolution as follows:

The Manitoulin-Sudbury District Social Services Administration Board hereby:

1. Assumes the liability for bodily injury to or death of any person or damage to or destruction of property of others, imposed by law upon:
  - a) Board Members, Employees or Volunteer Workers of the Manitoulin-Sudbury Social Services Administration Board for liability which arises out of the use or operation by such person of a licensed motor vehicle, or
  - b) the owner of any licensed motor vehicle, for liability which arises out of the use or operation of such licensed motor vehicle by Board Members, Employees or Volunteer Workers of the Manitoulin-Sudbury District Social Services Administration Board.
2. Declares that such assumption of liability be subject to the following limitations, exclusions and conditions:
  - a) This assumption of liability applies only to the use or operation of a licensed motor vehicle in Canada or the United States of America by Board Members, Employees or Volunteer

Workers on behalf of Administration attendance at the Manitoulin-Sudbury District Social Services Board including travel to and from work and meetings.

b) This assumption of liability applies only in excess of existing insurance carried by the owner of the licensed motor vehicle which was being used or operated by Board Members, Employees or Volunteer Workers at the time of the accident and does not apply unless the licensed motor vehicle which was being used or operated by such person at the time of the accident is insured for not less than the minimum Third Party Liability Limit required by The Insurance Act for the Province of Ontario.

c) This assumption of liability is subject to the agreements, conditions, terms and limit of liability insured in the Non-Owned Automobile Policy issued by the Guarantee Company of North America and shall terminate whenever such Non-Owned Automobile Policy is terminated.

**Carried**

**f. Human Resources Manager Workplan** - The CAO referred Board members to the circulated Workplan that Dexter Adams had provided him re: the key matters on his plate over the coming months.

### **7.2.2. Strategic Issues Report**

#### **7.2.2.1. NOSDA Update**

Frank Gillis, Vince Lacroix and Gary Champagne will be representing the DSSAB at the upcoming NOSDA September 8-10, 2003 meeting in Kenora.

#### **7.2.2.2. Social Housing Services Corporation (SHSC)**

The CAO underlined that while he was sending members a great deal of information on the SHSC it stemmed from the growing importance of the SHSC and its decisions on the DSSAB's Housing portfolio "bottom line". He reminded the Board that he is sitting as a member of the SHSC's Service Managers Advisory Committee and that, come 2005, there is the opportunity for our DSSAB to have a representative sitting as a member of the SHSC's Board of Governors given the SHSC's constitutional assurances that at least two of its Service Manager Board members will be from the North.

**Resolution No. 03-92 Moved by:** Vince Lacroix **Seconded by:** Pat Best  
THAT the CAO's Operational Management and Strategic Issues Reports be accepted.

**Carried**

## **8.0 CORRESPONDENCE**

### **8.1 Municipality of Billings re Ambulance Tires**

The CAO reported that the incident referenced in the letter from the Municipality of Billings was looked into long ago. The DSSAB was and is satisfied that the allegations were unfounded and has indicated such in its response. We continue to monitor the compliance of our contracted operators and find no reason to suspect that Rainbow North, the contracted land ambulance service provider on the Island, continues to

monitor the roadworthiness and safety of its ambulance tires and that it is in keeping with established MOHLTC expectations re: such matters.

### **8.2. County of Lennox & Addington re Dental Care**

The CAO asked Fern Dominelli to expand on the validity of the Lenox & Addington (CMSM) concerns re: the unfairness and needed changes to the availability of Dental Care Services provided and covered via our Ontario Works and ODSP legislation. He spoke to the DSSAB Administration's recommendation that our DSSAB resolve to lend its support to Lennox & Addington and so indicate to the Minister.

**Resolution No. 03-93 Moved by:** Earle Freeborn **Seconded by:** Ken Ferguson  
That the DSSAB's Administration be directed to write a letter to the Minister of Community, Family and Children's Services, indicating this DSSAB stood in agreement with and support of the County's Resolution CC-03-114.

**Carried**

### **8.3. Baldwin Township Fire Department Request**

The Chair prefaced the discussion by indicating that the vehicle disposal procedures in the Board's Policy governing same were followed without success. The DSSAB still has the three surplus vehicles on its books.

During the discussion of the vehicle donation request, it was noted that:

- earlier donation requests from Espanola, Gogama and a Search and Rescue organisation had been refused;
- the vehicles had been made available to municipalities and no submissions had been received from any, including the Township of Baldwin;
- if it was a question of donating a vehicle to a municipality, other municipalities might also express an interest if they knew such was a possibility;
- Baldwin Township did not indicated any interest in the vehicle via the route of its Municipal Clerk;
- the indication of a possible payment without an amount specified was no guarantee of any payment for the vehicle,
- if the Board wants to consider the possibility of making vehicles available to non-profit organisations without charge, it should do so by way of a policy amendment.

**Resolution No. 03-94 Moved by:** Gary Brown **Seconded by:** Willy Léveillé  
THAT surplus vehicles not disposed of by way of the Disposal of Vehicles Policy be advertised for sale in The Auto Trader.

**Carried**

## **9.0 NEW BUSINESS**

### **9.1. Governance & Accountability**

The MCFCS, MNM and MMAH will be invited to hold their requested "Governance and Accountability" consultations with our Board at our next meeting. The CAO reminded members that he had forwarded them a June 25, 2003 document re: same that they may wish to refer to in preparation for the presentation's Q&A discussions.

The purpose of the consultations stems from the changes to the Municipal Act and the NOSDA expressed concerns re: the need to see a Government-wide, cross-Ministry consistent approach to the issues particular to DSSABs as CMSMs; i.e. – the core Central Administration funding necessities of DSSABs that should not be thrown into a free-fall as a result of any one Ministry's decision to move to a "Cost-per-Case funding formula". Since the presentation/discussion could take as long as two hours, members are asked to note the meeting may run until mid-afternoon.

## **9.2. Other –**

### **9.2.1 Chapleau Housing Concern**

Referencing the calls he is receiving from an individual who is on our public housing waiting list - and the calls he is receiving from her Church group that is also advocating on her behalf - Earle Freeborn shared his concerns re: the adequacy of the DSSAB's ability to provide timely housing assistance to those who require same and who qualify for same. He appreciated:

- that the DSSAB had a well established and well thought out prioritized waiting list policy, and
- that with the Sultan and Foleyet unit still on the books the DSSAB was not yet in a position to get its private subsidised rents programs into gear.

Mr. Freeborn asked the CAO to take another look at the particulars of the case at hand and see if there was an avenue the DSSAB could pursue to assist this individual. The CAO undertook to look into the situation.

## **10.0 UPCOMING CONFERENCES & EVENTS**

**10.1 ONPHA Annual Conference—November 14, 15, 16, 2003, Toronto**

**10.3. 2003 Counties & Regions, Single Tier Municipalities and DSSABs Annual Conference, October 5 to 8, 2003**

### **NEXT MEETING & ADJOURNMENT**

**Resolution No. 03-96 Moved by:** Jack Barr **Seconded by:** Ray Chénier

THAT we do now adjourn at 11:30 a.m. until the next regular meeting to be held on September 25, 2003 in the Espanola DSSAB Office Boardroom at 10:00 a.m.

**Carried**

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Chair

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Chief Administrative Officer  
(Secretary Treasurer of the Corporation)