



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  
**June 26, 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, Dale Van Every

**Staff:** Gary R. Champagne, CAO  
Suzanne Bouchard, E.A. (Recording Secretary)  
Connie Morphet, Director of Finance  
Peter Bradley, Housing Services Manager  
Dan Hammond, Land Ambulance Services Director  
Karen Dominick, Community Programs Supervisor

**Absent:** Ray Vaillant

**Press:** Cheryl Waugh

**1.0 CALL TO ORDER**

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

New Member - The Chair introduced and welcomed new Board member, Mr. Jim Gerhart, Reeve of the Township of Nairn & Hyman.

Condolences - The Chair expressed the Board's condolences to Dale Van Every on the death of his brother.

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

**Resolution No. 03-69 Moved by:** Jack Barr **Seconded by:** Vince Lacroix  
THAT the Board move into closed session to discuss Human Resources and Property matters. **Carried**

**Resolution No. 03-70 Moved by:** Jack Barr **Seconded by:** Dale Van Every  
THAT the Board adjourn this closed session at 11:05 a.m. **Carried**

**3.0 ADOPTION OF AGENDA**

**Resolution No. 03-71 Moved by:** Ray Chénier **Seconded by:** Willy Léveillé  
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 May 22, 2003**

**Resolution No. 03-72 Moved by:** Earle Freeborn **Seconded by:** Jack Barr  
THAT the minutes of the May 22, 2003 Board meeting be approved. **Carried**

**5.2 Business Arising from the April 24, 2003 Board Minutes****5.2.1 Hagar EMS Station Staffing** - discussed In Camera**5.2.2 Signing Authority Replacement**

The Chair reported that there was the need for a Board member to replace Janet Whissell as a Board Signing Authority and he suggested that Jim Gerhart be that replacement.

**Resolution No. 03-73 Moved by:** Vince Lacroix **Seconded by:** Marcel Rancourt  
THAT Jim Gerhart shall have signing authority for the Manitoulin-Sudbury District Social Services Administration Board, effective June 26, 2003. **Carried**

**6.0 ACTION ITEMS****6.1. Business Arising from In-Camera Session****6.1.1 Human Resources**

- i. **Hagar EMS Station Staffing** - the Board's In Camera discussion and deliberations of its Administration's presentation and analysis of the Report on the matter was followed by the following Open Session resolution.

**Resolution No. 03-74 Moved by:** Earle Freeborn **Seconded by:** Ray Chénier  
THAT the Board accept the EMS Committee's recommendation that:

1. The existing staffing pattern for Hagar remain the same for now.
2. The calls to this area be monitored and evaluated as part of the entire DSSAB.
3. If and when an enhancement opportunity/requirement presents itself, driven by either the DSSAB, or the MOHLTC, that this area be assessed as part of the entire DSSAB's EMS requirements.
4. Once we take on the Direct Delivery of ambulance services in 2004, that different service delivery models are evaluated as possible alternatives, which may increase our response capability but not require any additional funding.

**Carried****ii. Human Resources Manager**

**Resolution No. 03-75 Moved by:** Ray Chénier **Seconded by:** Jack Barr  
THAT the Board accept its CAO's recommendation that Dexter Adams be appointed to the H.R. Manager's position and that he be paid at the level of the position's salary scale which is reflective of his applicable years of relevant prior management experience.

**Carried****iii. EMS Quality Assurance Manager**

**Resolution No. 03-76 Moved by:** Ray Chénier **Seconded by:** Earle Freeborn  
THAT the Board accept its CAO's recommendation that Cindy Dubé be appointed to the EMS Quality Assurance Manager's position and that she be paid at the level of the position's salary scale which is reflective of her applicable years of relevant prior management experience.

**Carried****iv. EMS Field Manager's Position**

**Resolution No. 03-77 Moved by:** Ray Chénier **Seconded by:** Ken Ferguson  
 THAT the Board accept its CAO's recommendation that Anne Elliott be offered the EMS Field Manager's position at the level of the position's salary scale which is reflective of her applicable years of relevant prior management experience. **Carried**

### 6.1.2. Property Matters

#### i. Second Avenue Property

The Chair reported that the contractors' submissions to the Call for Tender had been received and discussed. It was shared that if the Board was to proceed with the estimates received and the Option 3 (new building skin and brick façade) building upgrades discussed the cost of the Second Avenue turnkey venture could be in the neighbourhood of \$87/sq.ft in lieu of the approx. \$74/sq.ft. anticipated. It was also shared that the additional sums required these additional costs, should the Board agree to same, would be drawn from available EMS and Property Reserves.

Given the construction and occupancy time lines available the Board decided to call on an Ad hoc Committee consisting of Vince Lacroix, Ken Ferguson, Gary Brown and Frank Gillis, and those others who wished to attend, to meet with the CAO and Peter Bradley at the close of this Board meeting to study the revised costing and determine the Second Avenue property work and cost option the DSSAB would act on. It was agreed that the Committee's conclusions would be considered Board approval and would be communicated to all Board members as soon as possible after said meeting.

## 7.0 REPORTS

### 7.1. Board Committee Reports

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

Ray Chénier reported that Dexter Adams, the new HR Manager is scheduled to begin on July 7, 2003 and that one of his first assignments will be to plan to see further H.R. Committee discussed policies prepared and the DSSAB's Human Resources Policies Manual completed.

#### 7.1.2. EMS Transition Committee Report

Earle Freeborn reported on the Committee's prior evening meeting. He noted that while it was not part of the Committee's Terms of Reference as a 'Transition' Committee, the Committee, per the Board's instruction, did study the Hagar EMS Station Staffing presentation in light of the municipality of St. Charles staffing enhancement request raised at the last Board meeting. The Committee's recommendation on the matter was earlier identified as Resolution no. 03-74.

Reporting on the progress of the EMS Direct Delivery Work Plan, Earle noted that:

- though previously provided, the revised copy of the EMS Direct Delivery Transition work plan and schedule that the Committee is monitoring all progress against will be distributed to all Board members;
- the transition work is basically progressing according to schedule.

### 7.2. CAO Report

#### 7.2.1. Operational Management Reports

##### 7.2.1.1. Children's Services Report

**Algoma-Manitoulin Riding Early Years Plan Report** – Pat Best followed up on In Camera identified ethical concerns re: the role of the Ministry of Community, Family and Children's Services (MCFCS) in the recent community circulation of the "final" Algoma-Manitoulin Early Years Plan.

The concerns discussed lie in:

- the accuracy of the Plan circulated given its omission of the Letters of Concern emanating from the Manitoulin and Sudbury district portions of the riding that our DSSAB understood would be part of the "final" Plan, and
- the appropriateness of having the Plan in question circulated in May under the November 21, 2002 Community Champions' cover letter that accompanied the larger package forwarded to the Minister. Such leaves the impression that the Plan, as circulated, is complete and supported by all three Community Champions.

Responding to Mrs. Best's inquiry, Karen Dominick added that the community circulated Plan also failed to include other corrections identified to the Ministry during the draft stages of the report.

The CAO confirmed that the DSSAB was one of a list of participants across the riding that the "final" Algoma-Manitoulin Ontario Early Years Centre Plan had been sent to.

**Resolution No. 03-78 Moved by:** Leslie Gamble **Seconded by:** Pat Best  
 THAT the Manitoulin-Sudbury DSSAB forward a letter to the Ministry of Community, Family and Children's Services indicating this DSSAB's concerns re: this matter, and THAT the DSSAB's CAO be instructed to forward a copy of said letter to the same community participants to whom the "final" Algoma-Manitoulin Riding Ontario Early Years Centre Plan was distributed. **Carried**

#### **7.2.1.2 EMS Report**

There were no questions regarding the EMS Report.

#### **7.2.1.3. Social Housing Services Report**

Leslie Gamble asked whether there were any other DSSABs that are also experiencing challenges similar to those our DSSAB is experiencing in its attempts to dispose itself of its properties in Sultan & Foleyet. The CAO replied that there were none to his knowledge and that other DSSABs were watching us with a keen interest given the precedent we were in some ways setting.

#### **7.2.1.4. Ontario Works**

There were no questions regarding the Ontario Works Report. The CAO drew the members' attention to the circulated Ontario Works Three Year Plan (2003 – 2005) that had been distributed to them for information purposes. He encouraged members to raise any questions they may have at the next meeting when Fern Dominelli would be present.

#### **7.2.1.5. Finance & Administration**

The CAO reported that the financial situation is good, that we are still operating well within budget and that there were no significant anomalies or concerns to highlight. He noted that the 2<sup>nd</sup> Quarter Report will be available for review at our next Board meeting.

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

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

**i- InterMinisterial-DSAAB Working Group** - The CAO reported that NOSDA is doing a good job considering the diverse areas covered and the limited resources at its disposal. He cited, as an accomplishment, the success that NOSDA has had in getting the unique situation of the North's Consolidated Service Managers, known as DSSABs, recognised by the province, through its In Principle commitment to an InterMinisterial-DSSAB Working Group Table whose mandate it is to focus on the governance and administrative infrastructure concerns particular to DSSABs. He reported that this

Committee's first meeting is scheduled for the Fall.

**ii – NOSDA Annual Meeting – Kenora – September 8,9 &10<sup>th</sup> , 2003 –**

The next annual meeting of NOSDA will be held in Kenora on the dates noted. The Chair invited members to give thought to attending. In so noting he reminded members of the policy which speaks to limiting the costs to the attendance of two Board members.

**iii – NOSDA Secretariat -** The CAO spoke to the onerous workload demands that went to the CAO who accepted to act as the NOSDA Secretary. He indicated that such had been the subject of discussion at the recently held NOSDA CAOs & Commissioners Group meeting with it believed that member DSSAB/CMSM consideration would again have to be given to the shared and dedicated funding of a secretariat or research analyst with the possibility that such funding be attached to a body such as FONOM or NOMA. He noted that a resolution to this effect may be put forward at the annual NOSDA meeting.

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

The CAO indicated that he is sitting as a member of the SHSC's Service Managers Advisory Committee. He indicated that the Committee's role is to be a sounding board to the SHSC's Board and Administration re: those policy operational matters that the SHSC would like to see critiqued by a fairly diverse and representative group of Service Managers from across the province.

Referring to previous and recently forwarded e-correspondence provided to members on the SHSC, the CAO pointed out that he encouraged members to learn more about and ask more about the SHSC given its legislated mandate as a province wide, Service Manager (47 CMSMs/DSSABs) controlled Corporation established to pool the forces and the capital of the Social Housing providers through collective approaches that effectively and positively impact the bottom line social housing costs that are ultimately payable by Service Managers via the municipal property tax assessments in tier jurisdictions.

The SHSC's potential and importance as the legislated body responsible for the province wide bulk purchase of such social housing necessities as gas, electricity and insurance, the management of identified Non-Profit Housing Providers capital reserves investments, and mortgage renewals, the SHSC's potential and importance to our DSSAB and its bottom line is not to be ignored.

**7.2.2.3. MCFCS led Governance & Accountability Presentation**

The MCFCS has asked to meet with each of the province's DSSABs regarding governance and accountability issues. This InterMinisterial presentation comes on the heels of DSSAB requests to hear how the changes to the Municipal Act impact upon DSSABs. It also comes as a result of differing comments as to whether or not DSSABs should continue to have MCFCS as their Lead Ministry or whether DSSABs should not, like their CMSM counterparts, have the MMAH as their lead Ministry. Accompanying MCFCS personnel as part of the presentation are representatives from the MMAH and MNDM. An electronic copy of the content of the issues addressed in the Presentation was circulated to all Board members. The presentation to our DSSAB will likely be at its September Board meeting.

**Resolution No. 03-79 Moved by:** Pat Best **Seconded by:** Leslie Gamble  
 THAT the DSSAB's Operational Management and Strategic Issues Reports be accepted. **Carried**

**8.0 CORRESPONDENCE**

**8.1 Loughheed's Limited**

A letter from Loughheed's Limited re the DSSAB's indigent funeral costs policy was distributed to Board members. The CAO has been instructed to acknowledge receipt of same.

**9.0 UPCOMING CONFERENCES & EVENTS**

**9.1. NOSDA Conference – September 8, 9, 10, 2003, Kenora**

**10.0 NEXT MEETING & ADJOURNMENT**

**Resolution No. 03-80 Moved by:** Ray Chénier **Seconded by:** Ken Ferguson

THAT we do now adjourn at 11:45 a.m. until the next regular meeting to be at the call of the Chair, at a location to be determined. **Carried**

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Chair

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Chief Administrative Officer  
(Secretary Treasurer of the Corporation)