



**MINUTES**  
**of the March 25, 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, Al MacNevin, Jack McMillan, Morgan Pitfield, Shelley Quibell, Margaret Tuomi, Dean Wenborne

**Regrets:** David Leonard

**Staff:** Fern Dominelli, Suzanne Bouchard, Connie Morphet, Michael MacIsaac, Peter Bradley, Donna Moroso

**Consultants:** David Court

**Media:** Michael Erskine, Manitoulin Expositor

**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. 10-36**

Moved by: A. MacNevin Seconded by: M. Pitfield

BE IT RESOLVED THAT the agenda be adopted.

**Carried**

**3.0 DECLARATIONS OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest.

**4.0 CLOSED SESSION**

**Resolution No. 10-37**

Moved by: B. Killah Seconded by: M. Tuomi

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

**Carried**

**Resolution No. 10-38**

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

BE IT RESOLVED THAT the Board adjourn this closed session at 10:45 a.m.

**Carried**

**CLOSED SESSION REPORT**

During its Closed Session, the Board discussed:

- Human Resources Issues
- Financial Issues

**Resolution No. 10-39**

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

BE IT RESOLVED THAT the Manitoulin-Sudbury DSSAB approve the re-organization proposal as submitted and the CAO be authorized to implement the re-organization as soon as feasible. **Carried**

**5.0 MINUTES****5.1 Adoption of Previous Board Minutes****Resolution No. 10-40**

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

BE IT RESOLVED THAT the Minutes of the February 25, 2010 Board meeting be approved. **Carried**

**5.2 Business Arising from Minutes****5.2.1 Child Care Manual Changes (3<sup>rd</sup> Reading)****Resolution No. 10-41**

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

BE IT RESOLVED THAT the Manitoulin-Sudbury District Social Services Administration Board gives third and final reading to the proposed changes to the Children's Services Policy Manual in sections F.5.2 Policy Rate Guide and [Appendix C Rates for Child Care](#); and

BE IT RESOLVED THAT the Policy be in effect retroactive to January 1, 2010; and

BE IT RESOLVED THAT the Board acknowledges its awareness of the changes being made to the (Administrative) Procedures of those Children's Services Policies identified in the document mentioned above. **Carried**

**5.3 Ontario Works Incentive Funding Update**

Fern reminded Board members that the Province had reduced the DSSAB's Incentive Funding from \$58,561 to \$33,300 for the year 2010. This decision has since been reversed and Fern expressed thanks to local and province-wide newspapers for the excellent job they did reporting this issue, which he felt placed pressure on the Province to reverse the decision.

**6.0 NEW BUSINESS****6.1 Human Resources Policy and Procedures Manual**

Ray thanked the Human Resources Committee for all the work they did to create the new HR Policy Manual; existing policies have been updated and many new policies have been added.

**Resolution No. 10-42**

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

BE IT RESOLVED THAT the Manitoulin-Sudbury District Social Services Administration Board gives a first and second reading to the proposed changes to the Human Resources Policy and Procedures Manual; and

BE IT RESOLVED THAT the Board acknowledges its awareness of the changes being made to the (Administrative) Procedures of those Human Resources Policies identified in the document mentioned above. **Carried**

**7.0 COMMITTEE REPORTS****7.1 Property Committee**

Committee Chair, Mike Lehoux, reported that the Property Committee had met that morning and discussed:

- the purchase of property for new EMS Stations in Foleyet and Little Current;
- the transfer of Chapleau property to the town of Chapleau;
- the Sudbury-East DSSAB office space;
- vacant property owned in Foleyet.

**Resolution No. 10-43**

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

BE IT RESOLVED THAT the Manitoulin-Sudbury DSSAB authorizes the CAO to sell the one remaining Social Housing property in Foleyet which is no longer required by the DSSAB. Any proceeds from the sale of this vacant lot will be transferred to the Social Housing Capital Reserve. **Carried**

**7.2 Finance Committee**

Committee Chair, Gary Brown, reported that the Finance Committee had met on March 24<sup>th</sup> and discussed:

- the Finance and Administration Policy Manual, specifically: Procurement Policy, Opening/Evaluating/Awarding Short-Form and Public Tenders, Qualified Contractors/Service Providers List, Procurement Card Policy, C.A. MacMillan Place Summary of Obligations;
- Social Housing Building Values;
- EMS Reserves.

**Resolution No. 10-44**

**Moved by:** G. Brown **Seconded by:** B. Killah

WHEREAS the Ministry of Health and Long Term Care (MOHLTC) will not allow transfers to Reserves as an expense, other than transfers to the EMS Severance, Vehicle or Equipment Reserves; and

WHEREAS the 2008 EMS Expenses to maintain all 2008 MOHLTC Funding must include transfers to the Vehicle Reserve instead of the EMS MOHLTC / Municipal Reserves; and

WHEREAS MOHLTC will not allow transfers out of EMS Severance Reserve unless for EMS Severance expense; and

WHEREAS the 2009 Reserves Report transfers \$750,000 from the DSSAB's Working Reserve, and transfers \$298,538 from the EMS Severance Reserve both into a newly created EMS Capital Building Reserve;

BE IT THEREFORE RESOLVED THAT the Board approves the Finance Committee's recommendation to transfer \$230,625 out of the DSSAB's Working Funds Reserve into the EMS Reserves; \$28,136 into EMS MOHLTC / Municipal Working Reserves and \$202,489 into the EMS Patient Care Equipment and Vehicle Reserves; and to not create the EMS Capital Building Reserve and thus not transfer the \$750,000 from the DSSAB's Working Reserve and the \$298,538 from the EMS Severance Reserve. **Carried**

### 7.3 Emergency Planning Committee

Dennis Golden was elected Chair. He reported that the first meeting of the Committee was held on March 24<sup>th</sup>. Discussion included:

- Review of Terms of Reference;
- The DSSAB's Emergency Response Plan and recommendation that the Plan be sent to all member municipalities with a covering letter explaining that it would be discussed at the DSSAB Annual General Meeting.

#### Resolution No. 10-45

Moved by: D. Golden Seconded by: S. Quibell

BE IT RESOLVED THAT the Manitoulin-Sudbury DSSAB approves the [Terms of Reference](#) for the Emergency Planning Committee. Carried

#### Resolution No. 10-46

Moved by: D. Golden Seconded by: G. Brown

BE IT RESOLVED THAT the Manitoulin-Sudbury DSSAB accepts its Emergency Planning Committee's recommendation to give its first and second readings for the proposed Emergency Response Plan and that the draft plan be distributed to member municipalities for discussion at the DSSAB Annual General Meeting. Carried

#### Resolution No. 10-47

Moved by: M. Tuomi Seconded by: M. Lehoux

THAT the Committee reports be accepted. Carried

## 8.0 OTHER BUSINESS

### 8.1 April Board Meeting and Annual General Meeting

Due to a Domtar shutdown, there is very little accommodation space available on the night of April 22<sup>nd</sup>. It was therefore decided to move the April Board Meeting and the Annual General Meeting to April 15<sup>th</sup>.

## 9.0 ADJOURNMENT

### Resolution No. 10-48

Moved by: M. Lehoux

THAT we do now adjourn at 11:10 a.m. until the next regular meeting to be held in the DSSAB's Espanola Mead Boulevard Board Room on April 15 , 2010 at 2:00 p.m.

Carried

---

Chair

---

CAO (Secretary-Treasurer  
of the Corporation)