



MINUTES
of the May 27, 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, Dean Wenborne

Regrets: Margaret Tuomi

Staff: Fern Dominelli, Suzanne Bouchard, Michelle Bond, Michael MacIsaac, Donna Moroso

Consultant: David Court

Media: Craig Gilbert, Mid-North Monitor
Micheal Erskine, Manitoulin Expositor

1.0 CALL TO ORDER

Chair Ray Chénier called the meeting to order at 10:00 a.m.
Ray introduced Michelle Bond, Finance Supervisor, who was representing the Finance Department.

2.0 ADOPTION OF AGENDA

Resolution No. 10-58

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

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. 10-59

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

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

Carried

Resolution No. 10-60

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

BE IT RESOLVED THAT the Board adjourn this closed session at 11:00 a.m.

Carried

CLOSED SESSION REPORT

During its Closed Session, the Board discussed:

- Human Resources Issues
- Property Issues

5.0 MINUTES

5.1 [Adoption of Previous Board Minutes](#)

Resolution No. 10-61

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

BE IT RESOLVED THAT the Minutes of the April 15, 2010 Board meeting be approved. Carried

5.2 Business Arising from Minutes

5.2.1 Early Learning Program Update

Fern reported that on April 27th the province passed the Full-Day Learning Statute Law Amendment Act which amends the Education Act to mandate that all School Boards offer full-day learning for four- and five-year-olds. The ELP Program will be implemented at École St-Joseph and A.B. Ellis Public School in September 2010. Although no final decision has been made for the 2011-12 school year, the following schools have been identified to participate: Sacré-Coeur in Chapleau, St-Antoine in Noëlville and Central Manitoulin in Mindemoya.

5.2.2 [Child Care Transferred from MCYS to MOE](#)

Fern reported that the province has decided to transfer Child Care responsibility from the Ministry of Children and Youth Services to the Ministry of Education. This will be done in phases, starting with Policy & Program responsibilities. For the DSSAB, this will mean one additional provincial Ministry to deal with, meaning having to learn the way the MOE operates.

5.2.3 [Child Care Program Stabilization Funding](#)

Fern reported that the DSSAB will receive \$58,000 in Child Care stabilization funding to assist Child Care providers with the transitional impact that the Early Learning Program will have on them. This funding only allows \$1,600 for capital expenses, and in order for Child Care Centres to focus on the younger age group (0 to 3.8 years) they will definitely require additional capital dollars to renovate. The MCYS needs to revisit this decision to allow DSSABs the flexibility to use the stabilization dollars in a manner that meets the needs of their local service providers.

Resolution No. 10-62

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

WHEREAS the Ministry of Children and Youth Services (MCYS) has announced Child Care Stabilization funding for Child Care Providers in order to ensure the viability of providers during the implementation of the Full Day Learning Program; and

WHEREAS the Manitoulin-Sudbury DSSAB has been allocated \$58,000 in Child Care Stabilization Funding which is good news for Child Care Providers in our jurisdiction; and

WHEREAS the Ministry of Children and Youth Services has only allocated \$1,600 or 2.8% of the entire \$58,000 for capital funding; and

WHEREAS Child Care Providers will need to focus their attention on creating new infant and toddlers spaces which will require capital improvements because of the onerous licensing requirements in the Day Nurseries Act;

BE IT RESOLVED THAT the Ministry of Children and Youth Services (MCYS) allow

CMSM/DSSABs, the Child Care Service System Managers, the flexibility to use the Child Care Stabilization funding in a manner that best suits the local needs of their Child Care Providers; and
FURTHER BE IT RESOLVED THAT this Resolution be forwarded to AMO, OMSSA, FONOM and NOSDA. **Carried**

6.0 QUARTERLY REPORTS

6.1 [CAO Activity Report](#)

Fern referred Board members to the circulated CAO Activity Report and highlighted three items:

- The DSSAB has received an additional \$330,000 as part of the Affordable Housing Program (AHP) Northern Repair Component.
- The decision by the Province of Ontario to permanently fully fund the gap left by the cancellation of the Canada/Ontario Early Learning and Child Care Agreement of 2006 means this DSSAB will receive an additional \$381,360 in 100% provincial funding.
- Employment Ontario has selected the Manitoulin-Sudbury DSSAB Chapleau Office location as delivery agent for the new Employment Ontario full suite of Employment Services effective August 1, 2010.

Dean Wenborne congratulated Fern on his excellent report and expressed his liking for the new quarterly reporting format.

Resolution No. 10-63

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

BE IT RESOLVED THAT the CAO's Activity Report be accepted. **Carried**

7.0 NEW BUSINESS

7.1 Board Member Honoraria

David Court reported on the Report on Board Honoraria that he had been asked to do as a result of the DSSAB's 2009-2011 Strategic Plan.

Resolution No. 10-64

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

BE IT RESOLVED THAT the Board approve the Board Honoraria Report in principle and that it be included in the General Administration Manual to be dealt with at the June Board meeting. **Carried**
(8 yeas; 4 nays)

7.2 Human Resources Policy and Procedures Manual

7.2.1 Revised Since Second Reading

7.2.1.1 C-3-13 Group Benefits

Fern reported that Policy C.3.13 Group Benefits had been revised to clarify the existing practice.

7.2.1.2 C-4-12 Cell Phone Use

This new policy ensures that staff will comply with the new Ontario Legislation against "distracted driving".

Resolution No. 10-65

Moved by: D. Leonard Seconded by: A. MacNevin

BE IT RESOLVED THAT the Manitoulin-Sudbury District Social Services Administration Board gives a third and final reading to the proposed changes to the Human Resources Policy and Procedures Manual; and
BE IT RESOLVED THAT the revised Human Resources Policies will take effect July 1, 2010; 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**

7.2.2 General Administration Manual (3rd Reading)

This item was deferred to the June 24, 2010 Board meeting.

7.3 [TWO Election Guidelines](#)

Fern outlined three recommendations contained in the Report on TWOMO Election Process:

- That the Board contract out the 2010 TWOMO election process and if feasible use the previous external contractor for this work. All costs to be limited to the maximum \$20,000 grant.
- That the CAO be deputized as the Returning Officer for the TWOMO Elections.
- That the 2010 TWOMO election proceed using Canada Post mail-in vote process if feasible and that the appropriate updated by-law be passed.

7.3.1 Report on TWOMO Election Process

Resolution No. 10-66

Moved by: M. Lehoux Seconded by: M. Pitfield

BE IT RESOLVED THAT the Manitoulin-Sudbury DSSAB approves the Report on 2010 TWOMO Elections Process as presented and further approves the implementation of the recommendations contained within this report. **Carried**

7.3.2 [TWOMO Election By-Law](#)

Resolution No. 10-67 Moved by: D. Golden Seconded by: S. Quibell
By-Law authorizing the use of alternative voting and counting methods commonly referred to as vote by mail.

WHEREAS the District Social Services Administration Boards Act and its regulations do not define the election process for members representing territory without municipal organization; and
WHEREAS the Ministry of Community and Social Services has issued a Resource Guide setting out the Ministry's key requirements for running elections; and
WHEREAS the Resource Guide specifies that a by-law must be passed to authorize the use of alternative voting and counting methods;
NOW THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSSAB hereby enacts as follows:

1. THAT the alternative voting method of "vote by mail" is hereby authorized for the purpose of electing members representing territory without municipal organization.
2. THAT the Returning Officer shall adapt forms and procedures in keeping with the Ministry's key requirements set out in the Resource Guide.
3. THAT this by-law will remain in force until repealed. **Carried**

8.0 COMMITTEE REPORTS

8.1 Human Resources Committee

Committee Chair, Earle Freeborn reported that the Human Resources Committee had met on May 26th and recommended that the Board approve the following Resolutions.

8.1.1 OPSEU Collective Agreement

Resolution No. 10-68

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

WHEREAS the Collective Agreement between the Manitoulin-Sudbury DSSAB and OPSEU Local 679 expired on December 31, 2009; and

WHEREAS the Board had authorized the CAO, HR Consultant, and other designated managers to negotiate the renewal of the Collective Agreement including the signing of the Memorandum of Settlement on behalf of the Board; and

WHEREAS the parties have signed a Memorandum of Settlement on April 27, 2010; and

WHEREAS the parties are unanimously recommending ratification of this Memorandum of Settlement to their respective principals; and

WHEREAS the two Board members who acted in an advisory capacity to the negotiating committee have reviewed and are recommending for ratification the terms of the Memorandum of Settlement;

BE IT THEREFORE RESOLVED THAT the Board ratifies the Memorandum of Settlement between Manitoulin-Sudbury DSSAB and OPSEU Local 679 dated April 27, 2010 and authorizes, subject to the ratification by the employees represented by OPSEU the signing of a new Collective Agreement that expires on December 31, 2011. Carried

8.1.2 Management Compensation

Resolution No. 10-69

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

BE IT RESOLVED THAT the Board accepts the Human Resources Committee recommendation that salary scales of the Board's non-bargaining unit personnel be increased as approved in the 2010 calendar budget. These adjustments will be effective as of January 1, 2010 for all non-bargaining unit employees who are in the employ of the Board as of the date of this resolution. Carried

8.2 Finance Committee

Committee Chair, Gary Brown reported that the Finance Committee had met earlier in the day and had discussed the First Quarter Financial Report, Building Condition Assessments and Insurance Tendering.

8.2.1 1st Quarter Financial Statement

The 1st Quarter Financial Statement shows a projected year-end surplus of \$165,006.

Resolution No. 10-70

Moved by: G. Brown Seconded by: M. Pitfield

BE IT RESOLVED THAT the 2010 1st Quarter Financial Report be accepted.

Carried

8.2.2 Building Condition Assessments (BCA)

As approved by the Board in its Annual Report on Reserves in October 2009, Building Conditions Assessments are being performed on all DSSAB-owned properties in order to create a multi-year consolidated capital repair plan by September 2010.

Resolution No. 10-71

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

BE IT RESOLVED THAT the Board approves its Finance Committee's recommendation to draw \$71,643.64 plus applicable taxes from its Social Housing Federal Capital Reserves Fund in order to pay for the Board approved Building Condition Assessments on 18 Social Housing properties; and FURTHER BE IT RESOLVED that \$28,886.24 plus applicable taxes be drawn from its Working Funds Replacement Reserve in order to pay for the Board approved Building Condition Assessments on 2 DSSAB administrative properties and 6 Emergency Medical Services (EMS) Ambulance stations. **Carried**

8.2.3 Insurance Tendering

The Committee reviewed the "Tendering Audit, Financial and Insurance Policy" which reads: "Establish a tendering schedule for insurance services on a maximum cycle of five years with the next tender going out in 2011." The committee decided the DSSAB should look at tendering the Insurance directly with the insurance companies where possible and staff were directed to start the process for a decision by the new Board in 2011.

Acceptance of Committee Reports

Resolution No. 10-72

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

BE IT RESOLVED THAT the Committee Reports be accepted. **Carried**

9.0 CORRESPONDENCE

9.1 [Durham Region Resolution re Special Diet](#)

Fern reported that the 2010 Provincial Budget has proposed the elimination of the Social Assistance Special Diet Allowance and a new Nutritional Supplement Program to be managed by the Ministry of Health and Long-Term Care. The Durham Region Resolution asks the Province to continue to administer the Special Diet Program for Social Assistance Recipients through the Ministry of Community and Social Services.

Resolution No. 10-73

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

BE IT RESOLVED THAT the Manitoulin-Sudbury DSSAB send a letter to Premier Dalton McGuinty supporting the attached Durham Region Resolution regarding the elimination of the Special Diet Allowance for Ontario Works and Ontario Disability Support Program recipients who have medical conditions which require special diets. **Carried**

10.0 ADJOURNMENT

Resolution No. 10-74

Moved by: J. McMillan

THAT we do now adjourn at 12:07 p.m. until the next regular meeting to be held in the DSSAB's Espanola Mead Boulevard Board Room on May June 24, 2010 at 10:00 a.m.

Carried

Chair

CAO (Secretary-Treasurer
of the Corporation)