



**MINUTES**  
**of the June 27, 2013**  
**MANITOULIN-SUDBURY DSB BOARD MEETING**  
held in Espanola's 210 Mead Blvd. DSB Boardroom

**Present:** Lou Addison, André Byham, Sonja Flynn, Les Gamble, Dennis Golden, David Leonard, Derek Stephens, Paul Moffatt, Shawnda Martin-Cross, Mike Lehoux, Edgar Lovelace, Jack McMillan, Denis Turcot, Bruce Killah

**Regrets :**

**Staff:** Fern Dominelli, Donna Moroso, Connie Morphet, Melody Ouellette, Mike Maclsaac

**Delegates:** Janet Gasparini, Executive Director Social Planning Council of Sudbury  
Mary Hannah M.A., HIFIS Community Coordinator

**Media:** Dawn Lalonde, Mid-North Monitor  
Alicia McCutcheon, Manitoulin Expositor

**1.0 CALL TO ORDER**

Chair, Les Gamble, called the meeting to order at 10:00 a.m.

**2.0 ADOPTION OF AGENDA**

**Resolution No. 13-62**

**Moved by:** Paul Moffatt

**Seconded by:** Dennis Golden

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 [Manitoulin-Sudbury DSB 10-Year Housing and Homelessness Plan](#)**

**[Social Planning Council Presentation](#)**

Janet Gasparini, Executive Director of the Social Planning Council of Sudbury and Mary Hannah, HIFIS Community Coordinator, provided a brief presentation regarding the 10-Year Housing and Homelessness Plan prepared for the DSB.

It was noted that NOSDA will be compiling all 10 plans to summarize the issues that are priorities facing the North.

**5.0 Closed Session**

**Resolution 13-63**

**Moved by:** Derek Stephens

**Seconded by:** Bruce Killah

BE IT RESOLVED THAT the Board move into closed session at 10:40 a.m.

**Carried**

**Resolution 13-64**

**Moved by:** Bruce Killah

**Seconded by:** Lou Addison

BE IT RESOLVED THAT the Board adjourn this closed session at 10:50 a.m.

**Carried**

**6.0 Business Arising from Closed Session**

During its Closed Session, the Board discussed Property and Human Resources Issues.

**7.0 Minutes**

**7.1 Adoption of Minutes for May 23, 2013**

**Resolution No. 13-65**

**Moved by:** Dennis Golden

**Seconded by:** Paul Moffatt

BE IT RESOLVED THAT the [Minutes of the May 23, 2013](#) Board meeting be approved.

**Carried**

**7.2 Business Arising from Minutes**

There was no business arising from the Minutes.

**8.0 Committee Reports**

**8.1 Finance Committee**

**8.1.1 DSB Surplus for the 2012 Calendar Year**

Mike Lehoux, Chair of the Finance Committee, provided the board an update of the Finance Committee Meeting.

### [Annual Budget Guidelines](#)

The Finance Committee reviewed the Annual Budget Guidelines. The purpose of the Annual Budget Guidelines is to provide guidance to the Board and staff related to the creation of the annual budget.

A draft 2014 budget should be completed for presentation to the Finance Committee by the day before the October 2013 Board Meeting at the latest.

The guidelines have been reviewed and there are no changes to be made to the guidelines for the 2014 Budget.

### [2013 Reserves Report](#)

Connie Morphet, Director of Finance and Administration, provided the board with a brief summary of the 2013 Reserves Report. The annual reserve report has been updated based on the 2012 audited financial statements.

### **Deferred Revenue**

Within the deferred revenue section there is an amount of \$1,024,822. This amount is the 100% provincially funded unconditional grant which was directed to the Board in the first year of the Best Start initiative.

The program was renamed Full-Day Early-Learning Kindergarten program which is managed by the Ministry of Education. The goal is to have the program for four and five-year-olds fully implemented in all schools by 2015-2016. This program also includes extended hours for before and after school care that will be directly run by the Boards of Education. Since the implementation of this plan will affect the viability of existing non-profit child care providers, these funds are still required to ensure municipalities are not negatively affected as indicated in the original Board resolution.

### **#1 Recommendation:**

**On an annual basis, the Board will reassess the advisability of continuing to hold these funds as deferred revenue based on the implementation of the Full-Day Early-Learning Kindergarten program and its impact on the viability of the non-profit child care providers.**

### Board Policy Working Reserves

The Manitoulin-Sudbury District Services Board by [Resolution #02-097](#) has adopted a policy to have working reserves set at 15% of the municipal share of the DSB's current operating budget. The above policy provides for a working reserve which is less than that provided for by the legislation.

2013 municipal share of the operating 2013 budget	<b>\$10,795,642</b>
15% Working Fund Reserve amount is	<b>\$1,619,346</b>

Based on the 2012 audit, the Board has Working Funding Reserves of \$265,403. The shortfall for the working reserves is \$1,353,943.

### #2 Recommendation:

**The Board reaffirms its existing policy related to the working fund reserve.**

### Committed Reserves

In addition to the Board's working reserve, there are a number of committed reserves. These have been established by legislation, Board resolutions or as a result of decisions reached as part of the budget process. These funds are set aside for a specific purpose/obligation and are used to meet those specific purposes/obligations. Each of the committed reserves is detailed in the report with the balances as of Dec. 31, 2012 summarized in the chart on Appendix A.

Staff are recommending the creation of a new Health Benefits Revolving Reserve to cover any over expenditure in the benefits budget.

As of July 1, 2011, the DSB has moved away from insurance based coverage to a self-funded benefits program which includes stop loss insurance in instances where one individual's claims exceed a threshold of \$10,000 annually. Since the introduction of this self-funded benefits coverage program, the DSB has seen some savings however since the costs associated with the program are based on actual expenditures by employees and their families, there is a risk that costs will vary significantly from year to year. Many organizations have moved to self-funded drug benefit programs. What they have found is the creation of a reserve for this purpose does alleviate the need for significant changes in year to year budgets as actual costs vary annually. The current annual cost for self-funded benefits is \$345,000 so we are recommending the creation of a revolving reserve to a maximum of \$100,000. The reserve would only be augmented when there is a year-end surplus in the benefits budget for any year.

**#3 Recommendation:**

**The Board establishes a Health Benefits Reserve (Revolving) starting the 2013 calendar year.**

**Resolution 13-66**

**Moved by:** Mike Lehoux

**Seconded by:** Jack McMillan

WHEREAS the DSB Finance Committee has reviewed the 2013 Annual Report on Reserves.

THEREFORE BE IT RESOLVED that the Manitoulin-Sudbury DSB approves the [2013 Annual Report on Reserves](#) and that staff be directed to action the recommendations contained with the report.

**Carried**

**DSB 2012 Surplus**

Mike Lehoux explained that the Finance Committee had a lengthy discussion about the current state of the DSB's reserves and the 2012 surplus which was \$215,902.

According to Board resolutions 02-097 approved in May 2002, the DSB working funds reserve should not exceed 15% of the municipal share of the DSB annual budget.

In 2013 the municipal share of the DSB operating budget was \$10,795,642 which would mean the maximum reserve amount would be \$1,619,346. As of December 31, 2012 the DSB working Funds Reserve balance was \$265,403.

The Finance Committee looked at any current or future costs that the DSB was aware of that have not been accounted for. The only cost that staff were aware of was the possible replacement of the EMS station in Mindemoya when the lease expires in 2017.

Additionally the 100% provincially funded unconditional grant of \$1,024,822 is currently being treated as deferred revenue until the impact on the viability of the non-profit child care providers is determined as the province implements Full-Day Early-Learning Kindergarten program.

Full-Day Early-Learning Kindergarten program should be fully implemented across Ontario in the 2015-16 school years and at that point a decision about these funds will be made.

Based on the above, the Finance committee is recommending that the 2012 surplus be returned to municipalities.

**Resolution 13-67**

**Moved by:** Mike Lehoux

**Seconded by:** Jack McMillan

WHEREAS the audited financial statements for the operating year ended December 31, 2012 recorded a surplus of \$215,902; and

WHEREAS the Board by [Resolution # 02-97](#) dated May 23, 2002 has approved a Working Funds Reserve to a maximum of 15% of the municipal share of annual operating budget, which based on the 2013 operating budget of \$10,795,642 would be a maximum of \$1,619,346; and

WHEREAS the current balance of the working funds reserve on December 31, 2012 is \$265,403 and this amount is \$1,353,943 under the allowable 15% maximum; and

WHEREAS the DSB Finance Committee has reviewed the [2013 Annual Report on Reserves](#) and based on the committee's review of the Reserves Report the committee is recommending to the Board that the 2012 surplus be returned to member municipalities.

THEREFORE BE IT RESOLVED THAT \$ 0 dollars be directed to the DSB's Working Reserve in order to bring it to the 15% that the Board has established; and

FURTHER BE IT RESOLVED THAT \$215,902 be distributed to the DSB's member municipalities as per the apportionment formula in place in the year 2012.

**Carried**

**8.1.2 Social Housing**

Connie Morphet, Director of Finance and Administration, walked the board through the [End of Operating Agreements-Issue Report](#) as discussed at the Finance Committee Meeting.

Manitoulin-Sudbury DSB currently receives Federal Funding and pays debentures for the public housing buildings through funding distributed by the Ministry of Municipal Affairs and Housing (MMAH). This report deals only with DSB owned and operated properties.

As debentures for public housing mature, the federal funding associated with the buildings is also being terminated due to the end of operating agreements.

The current federal funding for capital purposes of the public housing stock is approximately \$800 per unit, totaling \$225,867 annually.

The annual budget, for the capital repairs of the housing stock, has been static at \$325,657 for the past four years with the municipalities contributing an extra \$100,000 annually to maintain the capital requirements of the housing stock.

Ministry of Municipal Affairs and Housing has issued the [Annual Apportionment of Federal Funds by Social Housing Program for 2013 – 2017](#). The MMAH report indicates that Manitoulin-Sudbury will be negatively affected by the end of operating agreements starting in 2015. The next five year forecast that will be issued in 2017 will represent a significant decrease in the federal funding. For the purposes of this report, the Federal funding for 2018-2024 has been projected with debenture completions and corresponding capital funding reductions.

The chart details the funding changes net of debentures ending, with net losses in 2015 of \$7,953; in 2016 \$6,974; in 2017 \$27,902 and in 2020 \$13,224.

The effect of the End of Operating Agreements (EOA) on the annual federal funding for the Social Housing properties owned by the Manitoulin-Sudbury DSB is a decrease of \$56,053 by 2024. Currently the DSB spends \$325,567 on capital expenditures and this amount will be reduced by \$56,053 by 2024.

The Building Condition Assessment (BCA) that was prepared for Manitoulin-Sudbury DSB indicated that an additional \$79,880 is required annually to maintain the capital reserve for the housing buildings.

By 2024, the DSB will require an additional \$135,933 in municipal funding, which is the loss of \$56,053 in Federal Funding plus the already underfunded \$79,880, in order to maintain the capital infrastructure of its existing public housing stock.

Staff are recommending that the Finance Committee consider increasing the capital repairs budget on an annual basis to eliminate the \$135,933 shortfall over the next 11 years. This would require an additional \$12,358 annually from 2014 to 2024 to eliminate the shortfall.

**Resolution 13-68****Moved by:** Mike Lehoux**Seconded by:** André Byham

WHEREAS the DSB Program Planning Committee has reviewed the Social Housing End of Operating Agreements - Issue Report; and

WHEREAS the Program Planning Committee is concerned with the long term financial impact the end of operating agreements will have on the DSB ability to properly maintain the existing Social Housing properties and our legislated requirements under the Housing Services Act; and

WHEREAS the Program Planning Committee is recommending that this issue be reviewed and addressed by the DSB Finance Committee during the annual budget deliberations.

THEREFORE BE IT RESOLVED that the Manitoulin-Sudbury DSB approves the [Social Housing End of Operating Agreements - Issue Report](#); and

FURTHER BE IT RESOLVED THAT the DSB Board directs the Finance Committee to review the long term impacts of the Social Housing End of Operating Agreements and address the impact on the DSB's long term financial stability through the annual budget deliberations.

**Carried**

## **8.2 Program Planning Committee**

### **8.2.1 Social Housing 10-Year Housing & Homelessness Plan**

Lou Addison, Chair of the Program Planning Committee, provided a brief overview of the items discussed at the Program Planning Committee meeting.

Ontario Long-Term Affordable Housing Strategy requires a 10-Year Housing & Homelessness Plan by January 1, 2014. Plans are to be locally driven and respond to local need.

The Manitoulin-Sudbury DSB is responsible for producing a 10-Year Housing & Homelessness Plan for 18 municipalities and two unorganized territories.

Recognizing a Housing First Model-Stable and permanent housing is considered to be the first step in a person's journey toward stability in multiple aspects of life.

The Manitoulin-Sudbury DSB contracted the Social Planning Council of Sudbury (SPCS) to lead the development of the plan.

The key priorities of the plan were informed by Community Profile Data (Statistics Canada) and by community consultations with:

- 12 focus groups within six communities
- Several telephone/e-mail interviews (open-ended questions)

Participants included:

- Social and non-profit housing tenants; persons in low income living in market rent; service providers/community agency workers; board members, mayors and other municipal representatives.

The issues at the forefront of Stable Housing/Living:

- Widespread geography - access to services and amenities further compromised by limited transportation options and diluted information flow
- Lack of housing that is affordable for people in low income
- Staggering senior and aging population who require affordable housing with regular supports
- Lack of known supports in place for at-risk youth/no service connections to schools
- Housing is part of a larger context, impacted by the state of the labour market and accessibility to education

In this 85 page report, the key priorities identified:

1. Understand and Respond to the District's Demographic
2. Strong Emphasis on Seniors Required – Housing and Supports
3. Implement Strategies to Support Overlooked Populations – Aboriginals, Youth, and Individuals who are Homeless
4. Address Gaps in Services that Contribute to Homelessness
5. Imperative Action on Improving Transportation Accessibility Required
6. Employment and Training Opportunities
7. Energy Efficiency and Sustainable Housing
8. Innovation and Efficiency with Affordable Housing
9. Increase Opportunities by Increasing Knowledge Dissemination
10. Spearhead Integrated Service Delivery
11. Increased Advocacy Role for Civic Leaders
12. Increase Program Evaluation
13. Closely Monitor the Release of RFPs and Funding Opportunities

The Program Planning Committee is recommending that the board approve the plan in principle pending review and feedback by municipalities, stakeholders and the province by Sept. 6, 2013. The DSB Board will consider final approval at the September 26, 2013 Board meeting.

**Resolution 13-69****Moved by:** Lou Addison**Seconded by:** Sonja Flynn

WHEREAS the DSB Program Planning Committee has reviewed the 10-Year Housing and Homelessness Plan and Housing and Homelessness - Issue Report; and

WHEREAS the Program Planning Committee is recommending that the Issue Report be approved by the Board; and

WHEREAS the DSB Program Planning Committee is recommending that the 10-Year Housing and Homelessness Plan be approved in principle by the Board and that the report be shared with member municipalities, stakeholders and the province for their review and feedback by September 6, 2013.

THEREFORE BE IT RESOLVED that the Manitoulin-Sudbury DSB approves the [10-Year Housing and Homelessness Plan - Issue Report](#); and

FURTHER BE IT RESOLVED THAT the DSB Board approves the [10-Year Housing and Homelessness Plan](#) in principle and that the Board's final approval will be considered at the Sept 26, 2103 Board meeting once input is received from member municipalities, stakeholders and the province.

**Carried**

### **8.2.2 New Child Care Funding Model**

The Ministry of Education indicates that with the new funding formula, the following objectives were considered in the development of the new model:

- Efficiency
- Responsiveness
- Predictable and Transparent
- Quality
- Accountability

The new funding formula comes with increased flexibility which will allow the DSB to allocate funds in a manner that will stabilize the child care system.

As a result of these significant changes, DSB staff has met with our non-profit child care providers to develop a new funding model. We remain committed to supporting each of our child care providers in the invaluable work they do to support children, families, and the economy of our communities. Recognizing the value of their work, knowledge, and experience, the purpose of the meetings was to collaborate on the development of a new system of support which has turned the focus, from a system of complicated and restrictive grants and allocations, to a simplified system involving an Operating Budget that will better support our local child care system.

A few changes and new policies that are a result of these consultations with the child care agencies are:

#### **Special Needs Resourcing**

The Manitoulin-Sudbury DSB currently contracts out to Child and Family Centre for Special Needs Resourcing.

The Special Needs Resourcing program allows an agency to provide a range of services to children with special needs. Special Needs Resource services are available at no additional cost to parents.

Currently, Child and Family Centre have 1.34 Full Time Equivalent (FTE) Special Needs workers to cover the Manitoulin-Sudbury DSB jurisdiction. Staff are proposing an additional full time Special Needs Worker which would total 2.34 FTE's.

In addition, the enhanced staffing component of the Special Needs program will remain at last year's utilization levels but the new funding will allow Non-profit Child Care providers to bill their actual cost of additional staff required to assist with special needs children.

The DSB is also increasing hours for a part time staff to full time hours for the support person to the Special Needs worker in Chapleau.

### **General Operating Grant**

The purpose of the funding is to support affordable fees for services, stabilize service levels, and to improve access to high quality early learning services for children and families.

Service providers have the discretion to use the operating grant for expenses which include, but is not limited, staff wages and benefits (over mandatory requirements for minimum wage plus Mandatory Employment Related Costs), lease and occupancy costs, utilities, administration, transportation for children, resources, nutrition, supplies, and maintenance.

Any in-year child care funding surpluses will be used to address existing general operating expense pressures throughout the Manitoulin-Sudbury DSB jurisdiction. The Manitoulin-Sudbury DSB may, in-year, move dollars in order to meet negotiated, measurable service targets, and to address other volume and caseload pressures, in accordance with the Ontario Child Care Service Management and Funding Guidelines.

### **Repairs and Maintenance**

The Manitoulin-Sudbury DSB will provide Repairs and Maintenance funding to non-profit child care service providers in alignment with community priorities. Funding is intended to support the needs of the child care system and preserve existing child care programs. In addition, Repairs and Maintenance funding is used to support licensed non-profit child care service providers and non-profit private home day care agencies to maintain compliance with the licensing requirements under the *Day Nurseries Act*.

The expenditure of funds shall be allocated on a claims basis and based on priority and funding availability. Priorities will ensure that any providers facing an emergency situation are considered first.

### Capacity Building Funding

The Manitoulin-Sudbury DSB will provide Capacity Building funding to non-profit child care service providers in order to support and promote quality programs. Quality programs are child-centered and allow safe enriching environments and experiences for children to engage in creative and meaningful exploration and learning. Capacity building funding is intended to support the professional development of, but is not limited to, child care supervisors, program staff, resource teachers/ consultants, special needs resourcing staff, cooks, home child care providers, home visitors and boards of directors.

Capacity Building funding will be calculated based on the following:

- An amount of funding will be designated for each FTE Staff and multiplied by the total number of FTE's employed at a child care centre.
- The Manitoulin-Sudbury DSB reserves the right to adjust the amount of funds designated to each FTE staff based on funding pressures and service targets.
- Based on pressures and available funds, the DSB may continue to consider one time funding requests from the professional development committee.

### Play Based Material and Equipment Funding

The Manitoulin-Sudbury DSB will provide Play Based Material and Equipment Funding to non-profit child care service providers based on priority and available funds. Funding is intended to help child care operators to create and maintain enriching environments that are developmentally appropriate. In addition, funds are intended to promote children's exploration and learning through play, consistent with the principles of the Early Learning Framework. Play Based Material and Equipment funding may also be used to purchase non-consumable supplies/equipment that supports the regular operation of the child care program.

The expenditure of funds shall be allocated on a claims basis and based on priority and funding availability.

#### **Resolution 13-70**

**Moved by:** Lou Addison

**Seconded by:** Bruce Killah

WHEREAS the Manitoulin-Sudbury DSB is responsible for administering the [Ontario Child Care Service Management and Funding Guidelines](#) as prescribed by the Ministry of Education; and

WHEREAS the DSB Program Planning Committee has reviewed the new and revised policies established in order to administer Child Care Service Management and Funding Guidelines; and

WHEREAS the Program Planning Committee is recommending approval of these policies by the by Board.

THEREFORE BE IT RESOLVED that the Manitoulin-Sudbury DSB approves policy [2.1 General Operating Grant](#) effective January 1, 2013 which replaces policy 2.1 Wage Subsidy; and

FURTHER BE IT RESOLVED THAT the Board approves policy [10.1 Repairs and Maintenance](#) effective January 1, 2013 which replaces policy 10.1 Health & Safety; and

FURTHER BE IT RESOLVED THAT the Board approves policy [10.2 Capacity Building Funding](#) and policy [10.3 Play Based Material & Equipment Funding](#) effective January 1, 2013; and

FURTHER BE IT RESOLVED THAT the Board revokes policy 2.2 Wage Improvement effective January 1, 2013.

**Carried**

### **8.2.3 Emergency Medical Services**

Mike Maclsaac, Chief of EMS, provided a brief overview of the [Updated EMS 5 Year Staffing Plan](#).

Two years ago in June 2011 the [EMS 5 Year Staffing Plan](#) was approved in principle by the Board recognizing a model of enhancement aimed at providing a more appropriate response where deemed beneficial. The enhancement model provided for increased on-site Ambulance coverage in 7 of 8 bases where there was a mix of on-site and on-call coverage.

The first step of the plan called for full 24 hour on-site coverage in Mindemoya. The move occurred in the fall of 2011. The next move was to move staffing in Massey to a full 24 hour on-site coverage and that was to occur during the 2013 budget year. During budget deliberations it became apparent that under the current economic climate it would be extremely difficult to absorb the costs associated with proceeding with the next step of the plan.

DSB staff made a commitment to review the plan on a regular basis, looking to the most current data and analysis of the ongoing trends. This new updated report does just that.

2011 and 2012 data was reviewed. The results show that we still have the same issues in the stations that we had in 2012. In fact the crews are now busier than ever while on call.

## Recommendations

Four options with varying degrees of aggressiveness for the future were presented in the report and discussed at the Program Planning Committee.

Within this report we have attempted to provide a variety of options that represent differing levels of municipal investment. There must be a balance in responsiveness to medical emergencies, Health & Safety of both the communities and employees, and overall cost effectiveness. It is with these factors in mind that the 4 options are being made for progress into the future.

Serious consideration must be given to the enhancement of the stations as listed within the report. To assess the order of increased staffing, we must look at call volumes which tell the story in terms of how sick people are and how hard our employees are working. We need to be responsive within our busiest communities with the new response time standard making it ever more important. We also need to be aware of our responsibilities to our employees. We have to be mindful that the increase in call volumes particularly during on-call hours can lead to hours of work and Health & Safety implications.

Similar to the last plan, it is important to note that while this report provides for a 5 year plan, as time progresses it is essential to re-evaluate the needs of the communities we serve. Evaluations into staffing levels as per the DSB Strategic Plan are to be held yearly and it is our intention to evaluate the successes of this plan and make change where necessary.

Enhancing staffing under the options listed in the report will have the greatest effect in the areas of greatest need. The final mix of staffing will provide for better response times and less reliance on, on-call staffing which is proving to be ineffective with our increase in call volumes.

### Resolution 13-71

**Moved by:** Lou Addison

**Seconded by:** Mike Lehoux

WHEREAS the Manitoulin-Sudbury DSB Board approved a [5 Year EMS Staffing Plan](#) in June 2011; and

WHEREAS the DSB Program Planning Committee has reviewed the Updated 5 Year EMS Staffing Plan; and

WHEREAS the DSB Program Planning Committee is recommending that the Updated 5 Year EMS Staffing Plan be approved in principle by the Board and that the implementation of the Updated EMS 5 Year Staffing Plan would rest with the Finance Committee as it deliberates the budget on an annual basis.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB Board approves the [Updated 5 Year EMS Staffing Plan](#) in principle and that the implementation of the Updated EMS 5 Year Staffing Plan would rest with the Finance Committee as it deliberates the budget on an annual basis.

**Carried**

## **9.0 New Business**

### **9.1 Ministry of Health & Long Term Care (MOHLTC)**

The CAO and Board Chair received a letter from the MOHLTC on June 19<sup>th</sup> detailing our 50/50 and First Nation funding for 2013. The MOHLTC has used the base of DSB 2012 budget and applied an increase of 1.5%. The resulting budget base for 2013 has increased the 50/50 funding by \$326,742 and FN funding by \$131,897. We are still awaiting the announcement on 2013 TWOMO funding.

Although this appears to be good news and re-affirms the Ministry's commitment to 50/50 funding albeit a year late, we want to wait for confirmation of the TWOMO funding so that we are in a better position to determine the accuracy of our 2013 budget estimates.

### **9.2 NE LHIN Patient Transfer Service Pilot**

We now have been operating for 16 weeks but for this report the stats are from a period of 12 weeks from March 11 to May 31.

The average duration of a patient transfer is 4 hours and 5 minutes. We are averaging 2.33 transfers per day and that includes both one way and two ways transfers. In total we have moved a total of 133 patients. (that includes 57 one way and 76 two way trips). Total ongoing costs were \$44,575 for the 12 week period while the pilot project had budgeted \$66,515. Total cost including pro-rated start-up (3/6 of total start-up costs) is \$68,568, budgeted \$92,038. The total cost per hour is \$78.81. The ongoing cost per hour is \$51.24 and the pilot project had estimated \$63.96/hour ongoing.

We have logged only 870 hours of vehicle coverage versus the 960 hours budgeted at 40 hours per week per vehicle. We have spent 437 hours moving patients with 325 hours of down time. For a Unit Hour Utilization is 0.625. In comparison to this, Toronto EMS experiences between 0.5 to 0.85 UHU.

#### Highest utilization

- Espanola Regional Hospital & Health Centre – 39
- Manitoulin Health Centre Little Current Site – 33
- Manitoulin Health Centre Mindemoya Site – 27

In comparison to EMS non-urgent activity for the same time period last year without a non-urgent alternative:

- EMS **non-urgent** inter-facility calls
  - 2012 – 375
  - 2013 – 166
  - Decrease of 50%
  
- EMS **urgent** inter-facility calls
  - 2012 – 166
  - 2013 – 130
  - Decrease of 22%

To date the Non-Urgent Patient Transfer pilot is doing well and staff will provide the Board with regular updates.

### **9.3 Community Gardening Events**

#### **Community Container Gardening Event for Espanola:**

The Manitoulin-Sudbury District Services Board and the LaCloche Best Start Hub hosted its second annual Family Container Gardening Event on Saturday June 1, 2013 from 10:00 am - 1:00 pm at the Red McCarthy Ball Fields Pavilion. This Community Event was open to families with children to learn basic container gardening skills with the help of the Espanola Horticultural Society. We had 26 adults and 33 children, a total of 59 on a rainy day.

#### **Community Container Gardening Event for Chapleau:**

The Manitoulin-Sudbury District Services Board and the Sudbury North Best Start Hub hosted a Family Container Gardening Event on Saturday May 25, 2013 from 10:00 am - 1:00 pm at the 78-80 Pine Street Parking Lot. This Community Event was also open to families with children to learn basic container gardening skills. We had 42 adults and 39 children, a total of 81 in attendance for this event.

Both of these events had children create a fun container garden, a free BBQ was also available. The DSB's Emergency Medical Services paramedics were on site at both events and they provided children and the public with a tour of the ambulances.

In order to control costs, local business owners were made aware of the event and were very generous in their donations (Espanola). Also, a vast majority of the plants used for both events were grown by either children of the daycare (Chapleau) or JK classes at a local school (Espanola).

#### **9.4 Jobs for Youth**

The Ministry of Children and Youth Services has given the Manitoulin-Sudbury the funding allocation to deliver the Jobs for Youth program on Manitoulin Island for its 5<sup>th</sup> consecutive year.

There was an abundance of applications from employers and students this year.

- 81 students who applied
- 81 employers who applied
- 47 students placed - only received funding allocation to place 40.

The 47 students will begin their Pre-Employment Training on July 2 for 3 days which will be done at the Missionary Church in Mindemoya. Once completed, they will then begin to work with the employers on July 8 for a total of 7 weeks with a possibility of part-time work from September to March 2014.

For the remainder of our DSB jurisdiction (Española, LaCloche, Sudbury East and Sudbury North), the YMCA of Sudbury received the allocation to deliver the Jobs for Youth program.

#### **9.5 EMS Ministry of Health & Long Term Care (MOHLTC) Service Review**

MOHLTC Ambulance/Service Review Team was at the Manitoulin-Sudbury DSB June 18 & 19. Prior to their visit the EMS team was given a self-assessment checklist to use as a reference to prepare. Within the self-assessment checklist were over 220 reference points that would be reviewed from an administrative perspective. Additionally, there was a comprehensive checklist for the stations.

Over the 2 days the review team reviewed vehicle and equipment maintenance/repair records, employee qualification files, Policy & Procedure documents, and internal documents utilized to provide proof of compliance with what is expected in all applicable standards & legislation.

The draft report will be available within 60-90 days. Within that recommendations are made and a follow-up visit is scheduled with a MOHLTC Inspector.

#### **10.0 Other Business**

**Ornge Helipad Update** – an issue was raised in the media stating that Ornge was going to suspend night landings, due to a “black hole” approach (lack of lighting on the helipads). Ornge is arranging for extra training for their pilots to address this situation. On June 17 the Central Ambulance Communication Centre (CACC) was notified that Ornge was suspending night landings. CACC was advised to continue requesting helicopters where deemed necessary and Ornge would make decisions on a case by case basis. To date there have been no recommendations from Ornge regarding lighting on helipads.

**11.0 Next Meeting – September 26, 2013**

**12.0 Adjournment**

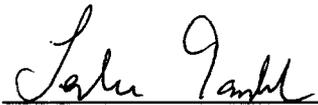
**Resolution 13-72**

**Moved by:** André Byham

**Seconded by:** David Leonard

BE IT RESOLVED THAT we do now adjourn at 12:20 p.m. until the next regular meeting to be held, in the DSB's Espanola Mead Boulevard Board Room on September 26, 2013.

**Carried**

  
\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
CAO (Secretary-Treasurer  
of the Corporation)