



**of the January 23, 2014**  
**MANITOULIN-SUDBURY DSB BOARD MEETING**  
held in Espanola's 210 Mead Blvd. DSB Boardroom

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

**Regrets :** Mike Lehoux, Morgan Pitfield, Dennis Golden

**Staff:** Fern Dominelli, Donna Moroso, Connie Morphet, Mike Maclsaac, Patrick Wittmann, Melody Ouellette, Ehren Baldaulf

**Media:** Michael Erskin, Manitoulin Expositor

**1.0 CALL TO ORDER**

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

Les Gamble introduced Patrick Wittmann, Supervisor of Infrastructure and Asset Management.

**2.0 ADOPTION OF AGENDA**

**Resolution No. 14-01**

**Moved by:** Bruce Killah

**Seconded by:** André Byham

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 Board Member Introductions**

**5.0 2014 Board Elections**

**5.1 Chair Nominations & Election**

In standing with the DSSAB's Act's annual election requirements, Fern Dominelli, (CAO) presided over the election.

**Moved by:** Derek Stephens

**Seconded by:** Jack McMillan

THAT Les Gamble be nominated.

There were no other nominations.

**RESOLUTION 14-02**

**Moved by:** Derek Stephens

**Seconded by:** Jack McMillan

WHEREAS Regulation 278/98 of the District Social Services Administration Boards Act requires that at its first meeting after January 1 in each year, a Board shall appoint one of its members as Chair of the Board.

THEREFORE BE IT RESOLVED THAT Les Gamble is hereby appointed as Chair of the Manitoulin-Sudbury District Services Board for the year 2014.

**Carried**

Les Gamble assumed the Chair for the remainder of the meeting.

**5.2 Vice-Chair Nominations & Election**

Fern Dominelli, CAO, called for nominations for Vice-Chair.

**Moved by:** Les Gamble

**Seconded by:** Derek Stephens

THAT Bruce Killah be nominated.

There were no other nominations.

**Resolution 14-03**

**Moved by:** Les Gamble

**Seconded by:** Derek Stephens

BE IT RESOLVED THAT Bruce Killah is hereby appointed as Vice-Chair of the Manitoulin-Sudbury District Services Board for the year 2014.

**Carried**

**6.0 DSB Committees & Membership**

Fern Dominelli (CAO) proceeded to go through the list of Committees asking for volunteers to serve on each. Members for the 4 most active committees were selected; the remaining committees will be set up as needed. The results are:

**6.1 Program Planning Committee (max 5):** Jack McMillan, Lou Addison, Dennis Golden, Shawnda Martin-Cross, David Leonard, Les Gamble (ex officio)

**6.2 Human Resources Committee (max. 5):** Jack McMillan, Edgar Lovelace, Bruce Killah, Andre Byham, Derek Stephens, Les Gamble (ex officio)

**6.3 Property Committee (max. 5):** Lou Addison, Bruce Killah, David Leonard, Derek Stephens, Mike Lehoux, Les Gamble(ex officio)

**6.4 Finance Committee (max. 6):** Shawnda Martin-Cross, Jack McMillan, Paul Moffatt, Denis Turcot, Derek Stephens, André Byham, and Les Gamble (ex officio)

**6.5 Strategic Planning Committee (max. 4):** Membership to be established when required

**6.6 Emergency Planning Committee (max. 5):** Membership to be established when required

**6.7 French Language Services Committee (max. 3):** Membership to be established when required

**7.0 Closed Session**

**Resolution 14-04**

**Moved by:** Shawnda Martin-Cross

**Seconded by:** Lou Addison

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

**Carried**

**Resolution 14-05**

**Moved by:** Lou Addison

**Seconded by:** David Leonard

BE IT RESOLVED THAT the Board adjourn this closed session at 10:40 a.m.

**Carried**

**8.0 Business Arising from Closed Session**

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

**9.0 Minutes**

**9.1 Adoption of Minutes**

**Resolution No. 14-06**

**Moved by:** Andre Byham

**Seconded by:** David Leonard

BE IT RESOLVED THAT the [Minutes of the November 28, 2013](#) Board meeting be approved.

**Carried**

## 9.2 Business Arising from Minutes

There was no business arising from the Minutes.

## 10.0 New Business

### 10.1 DSB Signing Authority

#### Resolution 14-07

**Moved by:** Lou Addison

**Seconded by:** Denis Turcot

BE IT RESOLVED THAT the following persons shall have signing authority for the Manitoulin-Sudbury District Services Board, effective as of this date:

Board Member      Les Gamble

Board Member      Mike Lehoux

Board Member      Jack McMillan

Chief Administrative Officer  
Director of Finance & Administration  
Director of Integrated Social Services  
Chief of Emergency Medical Services  
Information Systems Manager

Fern Dominelli  
Connie Morphet  
Donna Moroso  
Mike Maclsaac  
Iain Stephen

FURTHER BE IT RESOLVED THAT each cheque be signed by two of the above-named persons, and as per the dictates of existing Board [3.03 Financial Approval Policy](#).

**Carried**

### 10.2 Apportionment

Board members received the [2014 Apportionment](#). The 2014 Apportionment invoices will be issued shortly.

### 10.3 TWOMO Election

The TWOMO election will be held this year. We will be looking at vote by mail for this election and we are also considering vote by internet. The vote by internet will increase the costs for the election but it may also increase voter turnout. Once all the details surrounding vote by internet are received it will be reviewed and a decision will be made at that time. The revision to the policy allows for the use of vote by internet if this option is chosen. The revision also appoints the CAO as returning officer for the TWOMO election. A procedure has also been added that outlines the process followed during the TWOMO election. The DSB is currently in the process of hiring a consultant to assist with the election.

**Resolution No. 14-08****Moved by:** André Byham**Seconded by:** Derek Stephens

BE IT RESOLVED THAT the Manitoulin-Sudbury DSB approves the revised [TWOMO Elections Policy](#) effective February 1, 2014.

**Carried****10.4 EMS Service Review Final Report**

Mike MacIsaac, Chief of EMS, walked the board through the [EMS Service Review Final Report](#) and the [EMS Service Review – Issue Report](#). This review occurs every 3 years and is an integral part of the process of re-issuing of a certificate to run an Ambulance Service in the Province of Ontario.

The review consisted of 7 findings that the EMS department has reviewed and acted accordingly. While the report and review focused on the negative findings it must be noted that we are seeing improvement year on year on performance (46% improvement from 2010).

The board raised the question of adding air ride installation on DSB ambulances. This may be a possibility, we could try this with one ambulance in 2014 as we are purchasing 3 new vehicles, and the board was reminded that cost is a factor.

**Resolution No. 14-09****Moved by:** Derek Stephen**Seconded by:** Lou Addison

WHEREAS the Manitoulin-Sudbury DSB Board has reviewed the Ambulance Service Review Final Report prepared by the Ministry of Health & Long Term Care (MOHLTC) Emergency Health Services Branch; and

WHEREAS the Ambulance Service Review Final Report states the Manitoulin-Sudbury DSB meets the certification criteria and the legislated requirements and will be issued a renewed Certificate to operate an ambulance service; and

WHEREAS the Manitoulin-Sudbury DSB Board has reviewed the Ambulance Service Review - Issue Report.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the [MOHLTC Ambulance Service Review - Final Report](#) and approves the [Ambulance Service Review - Issue Report](#).

**Carried**

### 10.5 EMS Investigations Report

Mike MacIsaac, Chief of EMS, walked the board through the [EMS Investigations Report](#). One of the concerns arising out of the Ambulance Service Review (but not detailed as a recommendation as there is no legislation relating to this issue) involved the usage of emergency warning system on emergency calls.

A review of the Patient Care Records revealed that 10 indicated that they were called for a code 4 call (critical) but did not use the emergency warning system (lights and sirens).

On the surface a majority of these 10 calls would not necessarily require the usage of warning systems (under 3 blocks away, patient walked into the station, call occurred in the middle of the night, call occurred down a rural road). All the calls were reviewed and patient care was not compromised.

Four (4) concerns were noted to which the DSB must provide answers; two regarded documentation, two were regarding patient care issues. Having reviewed each call and associated data we believe the concerns of the Ministry of Health and Long Term Care have been addressed.

#### **Resolution No. 14-10**

**Moved by:** Jack McMillan

**Seconded by:** Edgar Lovelace

WHEREAS the Manitoulin-Sudbury DSB Board has reviewed the Investigation Report prepared by the Ministry of Health & Long Term Care (MOHLTC) Emergency Health Services Branch Investigation Services; and

WHEREAS the Manitoulin-Sudbury DSB has reviewed the investigation report in detail and has responded to all the findings contained within the report with a detailed action plan.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the [Investigation Report](#) and directs staff to follow through with the [DSB Response and Follow Up Letter](#) to this report.

### 10.6 NELHIN Non-Urgent Patient Transfer Update

This pilot project has been extended until March 31, 2014. A new proposal for funding was approved however the funding request was reduced by 12%. Our hospital partners were able to commit some funding which reduces the funding loss from 12% to 4%.

The LHIN Steering Committee's consultants have found that the data they were collecting had holes. They were using the Ministry of Health and Long Term Care Ambulance Dispatch Data Access System data to capture EMS implications on non-urgent transfers. The consultants are now focusing on service derived

Electronic Patient Care Report data. This has pushed back the date for completion of the final report to March.

Question into Chapleau being viewed for a potential service, there is no data for Chapleau to Timmins to suggest as a route, not sure if Chapleau to Timmins could support a 5 day model.

The DSB was informed by the MOHLTC that 50/50 Land Ambulance funding cannot be used to fund a non-urgent patient transfer service as they are not considered an emergency service under the Land Ambulance Act.

### **10.7 Social Housing Smoke Free Building**

Donna Moroso, Director of Integrated Social Services, walked the board through the [Social Housing Smoke Free Building - Issue Report](#).

Second-hand smoke in rental units is a very complex issue. There are various factors to be considered. Increased cost to unit turnover, rights versus risks, balancing the rights of smokers and non-smokers alike, discrimination and Human Rights issues and health and welfare of all residents.

Within our housing portfolio, all common areas in apartment buildings are currently non-smoking as per the current Smoke-Free Ontario Act.

Current residents have been asked to complete a survey on their thoughts regarding a smoke-free policy. Results are being compiled and will determine the next steps by way of analyzing the demand for non-smoking buildings.

It is desirable to achieve a smoke-free environment in as many buildings as possible within the Social Housing Portfolio but we are not looking to terminate tenancies for this purpose. Once all survey results are known, staff will determine next steps.

#### **Resolution No. 14-11**

**Moved by:** Derek Stephens

**Seconded by:** Shawnda Martin-Cross

BE IT RESOLVED THAT the Manitoulin-Sudbury DSB approves the [Smoke Free Social Housing Buildings - Issue Report](#) and directs staff to action the recommendations contained within the report.

**Carried**

### **10.8 Access to DSB Properties**

Connie Morphet, Director of Finance & Administration, walked the board through the new Social Housing [Policy 7.11 Fire and Police Service Access to DSB Buildings](#).

The DSB will be providing Fire and Police services access to our buildings via an electronic keypad. Fire and Police will request and receive the keypad code from their associated dispatch to gain entry to the building when required.

Fire and Police will be allowed to access DSB buildings provided they are following and adhering to any legislation, regulations, authority, policies and procedures required of them in carrying out their normal duties.

Fire and Police service entry is being permitted in order to promote the safety of all tenants and staff.

**Resolution No. 14-12**

**Moved by:** Derek Stephens

**Seconded by:** Bruce Killah

WHEREAS the Manitoulin-Sudbury DSB Board has reviewed Policy 7.11 Fire and Police Service Access to DSB Buildings; and

WHEREAS the Manitoulin-Sudbury DSB is permitting Fire and Police service access in order to promote the safety of all tenants and staff.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB approves [Policy 7.11 Fire and Police Service Access to DSB Buildings](#).

**Carried**

**10.9 Ontario Government Vendor of Records**

A [Vendor of Record \(VOR\)](#) arrangement is a list of vendors selected through an open, competitive procurement process that allows one or more vendors to offer specific goods or services to buyers for a defined time period, with defined terms and conditions and pricing.

By making purchases through VOR arrangements, the DSB may be able to take advantage of advantageous pricing enabling potential savings; streamlined administrative processes that save time and meet our obligations to conduct procurements competitively; and access to pre-qualified list of vendors which provides assurance of vendor quality and capability.

The DSB staff is currently in the process of reviewing all the provincial government VOR's and determining which the DSB will take advantage of.

**10.10 Ministry of Municipal Affairs & Housing**

Donna Moroso, Director of Integrated Social Services, walked the Board through the [New Reporting Requirements](#) – Annual Housing and Homelessness Plan Public Reporting Effective January 1, 2014.

The new requirements allow maximum local flexibility while ensuring



accountability to the public through annual progress reporting.

One of the Service Manager commitments is to report annually to the public on the progress of our Housing and Homelessness Plans starting in 2015 based on previous calendar year activities.

### **10.11 Sudbury & District Health Unit – 2013 Nutritious Food Basket**

Donna Moroso, Director of Integrated Social Services, walked the board through the Sudbury & District Health Units report on the [2013 Nutritious Food Basket](#) program.

Each year the Sudbury & District Health Unit conducts the Nutritious Food Basket survey. It monitors the cost of healthy eating and includes 67 food items. The survey is based on Canada's Food Guide and actual food purchasing patterns of Canadians.

The [Nutritious Food Basket Scenarios](#) highlight the nutritional vulnerability of people who receive social assistance and those earning minimum wage.

The 2013 costing results continue to show that individuals and families living on social assistance, or low income, cannot afford healthy food after paying for housing and other necessities.

The Sudbury & District Health Unit is asking the DSB to urge the provincial government to ensure access to nutritious food, affordable housing and all other necessities for all Ontarians.

#### **Resolution No. 14-13**

**Moved by:** Paul Moffatt

**Seconded by:** Denis Turcot

WHEREAS the Sudbury & District Board of Health annually monitor the cost of healthy eating in the Sudbury & District Health Unit (SDHU) area in accordance with the Nutritious Food Basket Protocol and the Population Health Assessment and Surveillance Protocol per the Ontario Public Health Standards 2008; and

WHEREAS the 2013 costing results continue to show that individuals and families living on social assistance, or low incomes, cannot afford healthy food after paying for housing and other necessities.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB joins with the Sudbury & District Board of Health to continue to urge the provincial government to ensure access to nutritious food, affordable housing and all other necessities for all Ontarians; and

FURTHER BE IT RESOLVED THAT the Manitoulin-Sudbury DSB joins with the

Sudbury & District Board of Health in requesting the provincial government to implement the recommendations of the Healthy Kids Panel report that focus on reducing poverty and that address the food system; and

FURTHER BE IT RESOLVED THAT the Manitoulin-Sudbury DSB share the Sudbury & District Health Unit [Nutritious Food Basket 2013](#) with community agencies, boards, local MPPs, mayors and councils throughout the DSB area.

**Carried**

#### **10.12 Administrative Relief – SAMS**

Donna Moroso, Director of Integrated Social Services, walked the board through the Ministry of Community & Social Services commitment to [funding](#) for additional costs incurred due to the implementation of the Social Assistance Management System (SAMS).

The Ministry is committing to provide additional one-time 100% provincial funding in the amount of \$3 million. In the case of the Manitoulin-Sudbury DSB, we received \$28,800

The intent of the funding is to assist with the additional costs delivery agents will incur related to the SAMS implementation such as re-tooling peripherals, meeting technical specifications, organizational and business process changes, delivery of training, and other allowable Ontario Works administration costs.

Temporary workload reduction measures will take effect for a 9 month period, from January 2014 to September 2014 to allow for pre-implementation and post implementation activities. These reduction measures include extending participation deferrals from 3 months to 6 months and assigning fewer cases for Eligibility Verification Process (EVP) reviews.

#### **11.0 Other Business**

**NOSDA AGM** – The NOSDA Annual General Meeting will be held in Sault Ste. Marie from April 8-10 this year. We will provide the Board with more details once available.

#### **12.0 Next Meeting – February 27, 2014**

#### **13.0 Adjournment**

**13.0 Adjournment**

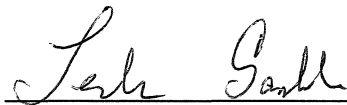
**Resolution 14-14**

**Moved by:** André Byham

**Seconded by:** Bruce Killah

BE IT RESOLVED THAT we do now adjourn at 11:45 a.m. until the next regular meeting to be held, in the DSB's Espanola Mead Boulevard Board Room on February 27, 2014.

**Carried**



Chair



CAO (Secretary-Treasurer  
of the Corporation)