



**Minutes**  
**of the January 26, 2017**  
**MANITOULIN-SUDBURY DSB BOARD MEETING**  
held in Espanola's 210 Mead Blvd. DSB Boardroom

- Present:** Bill Baker, Vern Gorham, Les Gamble, Bruce Killah, David Leonard, Al MacNevin, Ray Dufour, Ken Duplessis, Eric Russell, Paul Schoppmann, Ned Whyntott, Michael Levesque, Dean Wenborne
- Regrets :** Ted Lovelace
- Staff :** Fern Dominelli, Donna Moroso, Connie Morphet, Mike MacIsaac, Melody Ouellette
- Media:** Robin Burrige, 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. 17- 01**

**Moved by:** Bruce Killah

**Seconded by:** Bill Baker

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**

New board members, Vern Gorham, Mayor, Township of Baldwin along with Ray Dufour and Ken Duplessis, Town of Espanola Councillors, were introduced to the board.

**5.0 2017 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:** Bruce Killah

**Seconded by:** Dean Wenborne

THAT Les Gamble be nominated.

There were no other nominations. Les accepted the nomination with thanks to his nominators.

**RESOLUTION 17- 02**

**Moved by:** Bruce Killah

**Seconded by:** Dean Wenborne

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 proclaimed as Chair of the Manitoulin-Sudbury District Services Board for the year 2017.

**Carried**

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

**5.2 Vice-Chair Nominations & Election**

Les Gamble, Board Chair, called for nominations for Vice-Chair.

**Moved by:** Al MacNevin

**Seconded by:** Ray Dufour

THAT David Leonard be nominated.

There were no other nominations. David accepted the nomination with thanks to his nominators.

**Resolution 17- 03**

**Moved by:** Al MacNevin

**Seconded by:** Ray Dufour

BE IT RESOLVED THAT David Leonard is hereby proclaimed as Vice-Chair of the Manitoulin-Sudbury District Services Board for the year 2017.

**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):** David Leonard, Michael Levesque, Bruce Killah, Al MacNevin, Dean Wenborne, and Les Gamble (ex officio)
- 6.2 **Human Resources Committee (max. 5):** Bruce Killah, Eric Russell, Ken Duplessis, Paul Schoppmann, David Leonard, and Les Gamble (ex officio)
- 6.3 **Property Committee (max. 5):** Vern Gorham, Ned Whynott, Dean Wenborne, Bill Baker, Ken Duplessis, and Les Gamble (ex officio)
- 6.4 **Finance Committee (max. 6):** David Leonard, Eric Russell, Ned Whynott, Bill Baker, Dean Wenborne, Ray Dufour, 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 Board Delegations

### **Michael Cullen, Executive Director, United Way Sudbury and Nipissing Districts**

Michael Cullen gave a brief presentation to the board outlining the 211 service. 211 information allows access to community, social, non-clinical health and related government services. For smaller rural and remote municipalities, the 211 service can be setup as an equivalent 311 service that larger municipalities utilize.

This multilingual service is capable of serving in more than 150 languages, allows around the clock access. The database is available to the public online at [www.211ontario.ca](http://www.211ontario.ca).

Examples of 211 calls are: health services, immigrant services, food banks, housing centres, senior services, social assistance, parenting and family programs, disability support programs, and much more.

Mr. Cullen also discussed the United Way’s partnership with Union Gas: The Home Weatherization Program. This program allows home owners to get a free energy assessment. If the home owner qualifies the program will install insulation in the basement, walls and attic of their home. This program has already assisted 6,700 homes in Ontario.

The Board, through the Chair, directed the CAO to send a letter to all 18 member municipalities explaining 211 and its benefits along with contact information for Michael Cullen, Executive Director, United Way Sudbury and Nipissing Districts.

**8.0 Closed Session**

**Resolution 17- 04**

**Moved by:** David Leonard

**Seconded by:** Michael Levesque

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

**Carried**

**Resolution 17-05**

**Moved by:** Ken Duplessis

**Seconded by:** Ray Dufour

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

**Carried**

**9.0 Business Arising from Closed Session**

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

**10.0 Minutes**

**10.1 Adoption of Minutes**

**Resolution No. 17- 06**

**Moved by:** Bill Baker

**Seconded by:** Eric Russell

BE IT RESOLVED THAT the Minutes of the [November 24, 2016](#) Board meetings be approved.

**Carried**

**10.2 Business Arising from Minutes**

There was no business arising from the Minutes.

**11.0 New Business****11.1 DSB Signing Authority****Resolution 17- 07****Moved by:** Dean Wenborne**Seconded by:** Paul Schoppmann

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 Vern Gorham

Board Member Ken Duplessis

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

Fern Dominelli  
 Connie Morphet  
 Donna Stewart  
 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****11.2 DSB Apportionment 2017**

Connie Morphet, Director of Finance and Administration, walked the board through the [2017 Apportionment](#).

The DSB used a modified default formula as apportionment is distributed to the municipalities based on confirmed weighted assessment from each municipality and includes payments in lieu and power dam assessments.

The 2017 Apportionment invoices will be issued to municipalities shortly.

**11.3 Ministry of Health & Long Term Care**

Mike MacIsaac, Chief of Paramedic Services, walked the Board through the Ambulance Service Review Final Report.

In June 2016, the MOHLTC Ambulance Service Review Team visited DSB operations. Over the course of two days, the team reviewed vehicle, equipment maintenance/repair records, employee qualification files, Policy and Procedures, and other relevant internal documents/databases utilized to provide proof of compliance with expectations centering on all applicable standards and legislation.

In the field, they reviewed the contents of the ambulance, paramedic activity, patient care, and station requirements.

In total, the review team noted 8 observations, or opportunities for improvement to which the DSB responded. The details of the observations can be found within the [Ambulance Service Review Final Report](#).

While not fully noted within the report were comments from the exit meeting in June. Two parts wherein staff must take pride are in the areas of Incident Reporting and Qualification Records. It was noted by the reviewers that it was unheard of that all audited Patient Care Records requiring an Incident Report had them completed. In terms of Qualification Records, one area that has been a continual pressure for this department has been the maintenance of paramedic qualifications. With the implementation of a homegrown electronic system, Paramedic Services has been able to achieve 100% compliance in an area that is extremely hard to achieve perfection.

#### **Resolution 17- 08**

**Moved by:** Al MacNevin

**Seconded by:** Dean Wenborne

WHEREAS the Manitoulin-Sudbury DSB has reviewed the draft results of the Ambulance Service Review - Issue Report and is recommending approval of this report to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB approves the [Ambulance Service Review - Issue Report](#) and directs staff to action the recommendations contained within the report.

**Carried**

### **11.4 Ministry of Housing**

#### **11.4.1 Promoting Affordable Housing Act**

Donna Stewart, Director of Integrated Social Services, walked the Board through the Ministry of Housing, Promoting Affordable Housing Act, 2016.

On December 8, 2016, the DSB received a [letter](#) from Minister of Housing Ballard advising staff that Bill 7, the Promoting Affordable Housing Act, 2016 received Royal Assent.

The Promoting Affordable Housing Act makes important and meaningful changes to the Housing Services Act, 2011 and the Residential Tenancies Act, 2016 by:

- Giving local service managers more choice in how they deliver and administer social housing programs and services;
- Encouraging more inclusive communities and strengthening tenant rights by preventing unnecessary evictions from social housing and creating more mixed-income housing;

- Gathering data about homelessness in Ontario to work towards its goal of ending chronic homelessness by 2025; and
- Allowing tenants in social housing to retain more of their income without having to face higher rents or eviction

These amendments support Ontario's update to the Long-Term Affordable Housing Strategy announced in March 2016. The update focuses on making housing programs more people-centred and co-ordinated, and provides municipalities with flexibility to meet local needs.

With the passing of the Promoting Affordable Housing Act, 2016, service managers will have the authority to provide consent for the transfer of most social housing properties. This change will provide greater flexibility for service managers in meeting local housing needs and streamline the approval process.

A Ministerial Directive has been issued to outline the details related to service manager consent for the transfer of social housing projects. Service managers will be required to follow the Ministerial Directive when considering giving consents.

The Ministerial Directive is in effect as of January 1, 2017. Prior to the planned January 1, 2017 implementation date, the ministry provided Service Managers with a [Guide](#) that highlights the increased autonomy and flexibility the Province is providing to Service Managers in social housing administrative matters, and notification requirements.

### **Ministerial Directive**

On December 20, 2016, the Minister of Housing issued the following Ministerial Directive and is in effect for January 1, 2017:

Pursuant to the Housing Services Act, of 2011, the Minister of Housing hereby directs that, in considering whether to grant consent for the transfer of a housing project or land where it is located:

The Service Manager shall ensure that:

- a) residents of the housing project are advised of, and consulted on, the proposed transfer, and
- b) any identified adverse impacts on residents are appropriately mitigated.

The Service Manager shall also ensure that net financial proceeds generated from the transfer will be used to support the delivery of a transferred housing program or in furtherance of another housing-related purpose contemplated in the Service Manager's housing and homelessness plan.

#### 11.4.2 Community Homelessness Prevention Initiative (CHPI)

Donna Stewart, Director of Integrated Social Services, walked the Board through the update to CHPI guidelines.

On December 22, 2016, the DSB received a [letter](#) from the Ministry of Housing in regards to the CHPI Program Guidelines. The guidelines provide a framework for the CHPI and are designed to assist service managers with the delivery of the program in their local communities. The first program guidelines came into effect in 2012 when the program was initially implemented. Since then, there have been several changes.

These changes are reflected in the updated CHPI Program Guidelines and are as follows:

1. The Provincial Context section has been updated to reflect recommendations made from the Poverty Reduction Strategy, Expert Advisory Panel on Homelessness, Long-Term Affordable Housing Strategy Update, and Policy Statement: Service Manager Housing and Homelessness. A section on Indigenous Engagement has also been included in the Guidelines.
2. The Program Objectives have been updated to include the evolving nature of the provincial context, while maintaining the original intent of the program.
3. A revised Funding Model and Service Manager allocations section has been added to explain the funding model and reflect the new investments into the CHPI.
4. Two additional sections have been added to the Guidelines: Risk Management and Service Manager Capacity Assessment and Development. These sections have been included to assist in planning for the CHPI and achieving the program outcomes.
5. Information on homeless enumeration has been included in the guidelines.
6. The Housing with Related Supports Standard, Performance Indicators Guide and Business Cases for Housing Allowances and Minor Home Repairs have also been added to the Guidelines.

The updated CHPI Program Guidelines will come into effect on April 1, 2017 and replace the first Program Guidelines released in 2012. The CHPI Program Guidelines form part of the Service Manager Service Agreement. Once the updated Program Guidelines have been finalized, Service Managers will be required to sign a sign-back letter acknowledging the changes in CHPI.

The ministry is providing Service Managers with a draft of the updated Program Guidelines to identify any potential gaps or areas that may need further clarification before they are finalized.

### **11.5 Ministry of Education – Early Learning**

Donna Stewart, Director of Integrated Social Services, gave the board a brief update on Ontario Early Years Child and Family Centres (OEYCFC) and the implementation of the Ministry of Education's Early Years initiatives under the [Journey Together: Ontario's Commitment to Reconciliation with Indigenous Peoples](#).

On February 19, 2016, the Premier announced the provincial plan for moving forward with the integration and transformation of child and family programs to establish Ontario Early Years Child and Family Centres by 2018. These centres will be managed locally by CMSMs/DSSABs as part of our existing responsibility for the service system management of child care and other human services.

Staff are working with the Best Start Network and our Data Analysis Coordinator to develop a community plan for OEYCFC's. Over the coming months, we will be meeting with existing service providers, conducting a local needs assessment using community surveys and focus groups. We will be submitting our community plan to MEDU in May 2017. The plan will be presented to the board in upcoming months.

In addition to OEYCFC planning, staff submitted a capacity funding proposal to MEDU to support the implementation of the Ministry of Education's Early Years initiatives under *The Journey Together: Ontario's Commitment to Reconciliation with Indigenous Peoples*.

The initiative is intended to enhance access to culturally relevant, Indigenous-led Early Years programs and services off reserve. On November 3, 2016 we were provided with a funding application template with a due date of November 30, 2016. Staff worked with Kenjegin Teg Educational Institute (KTEI) to develop a capacity building proposal intended to engage in meaningful, collaborative discussions across our district.

The Manitoulin-Sudbury DSB received confirmation on January 19, 2017 that our proposal was approved and we will receive the full allocation of \$49,800. Aboriginal Cultural Competency Learning sessions and family engagement activities will be held across the district. It is expected that the learning sessions and family engagement activities will lead to the development of a proposal for expanded access to culturally relevant child care and child and family programs off reserve.

Staff will be working with KTEI to organize events across the district to engage stakeholders. The activities and corresponding proposal must be complete by May 31, 2017.

12.0 Other Business

13.0 Next Meeting – February 23, 2017

14.0 Adjournment

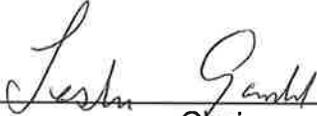
**Resolution 17- 09**

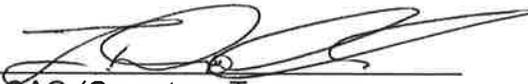
**Moved by:** Bruce Killah

**Seconded by:** David Leonard

BE IT RESOLVED THAT we do now adjourn at 12:00 p.m. until the next regular meeting to be held, in the DSB's Espanola Mead Boulevard Board Room on February 23, 2017.

**Carried**

  
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Chair

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