



Minutes
of the January 25, 2018
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, Jim Rook, Dean Wenborne
- Regrets :** Michael Levesque, Ted Lovelace, Paul Schoppmann
- Staff :** Fern Dominelli, Donna Stewart, Connie Morphet, Melody Ouellette, Tim Beadman, Paul Myre
- Media:** Robin Burridge, 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. 18-01

Moved by: Bill Baker

Seconded by: Ray Dufour

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

Jim Rook was welcomed back to the Board.

5.0 2018 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.

Fern asked for nominations for the Chair. Les Gamble was nominated by Dean Wenborne. There were no other nominations. Les accepted the nomination with thanks to his nominator.

RESOLUTION 18-02

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 2018.

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. David Leonard was nominated by Bruce Killah. There were no other nominations. David accepted the nomination with thanks to his nominator.

Resolution 18-03

Moved by: Jim Rook

Seconded by: Dean Wenborne

BE IT RESOLVED THAT David Leonard is hereby proclaimed as Vice-Chair of the Manitoulin-Sudbury District Services Board for the year 2018.

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 5 committees were selected; the remaining committees will be set up as needed. The results are:

6.1 Program Planning Committee (max 5): Al MacNevin, David Leonard, Dean Wenborne, Bruce Killah, Eric Russell, Les Gamble (ex officio)

6.2 Human Resources Committee (max. 5): Bruce Killah, Vern Gorham, David Leonard, Ken Duplessis, Ray Dufour, Les Gamble (ex officio)

6.3 Property Committee (max. 5): Dean Wenborne, Bill Baker, Vern Gorham, Bruce Killah, Ken Duplessis, Les Gamble (ex officio)

6.4 Finance Committee (max. 6): David Leonard, Bill Baker, Al MacNevin, Vern Gorham, Dean Wenborne, Paul Schoppmann, Les Gamble (ex officio)

6.5 Strategic Planning Committee (max. 4): Jim Rook, Al MacNevin, Dean Wenborne, Bruce Killah, Les Gamble (ex officio)

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 18-04

Moved by: Al MacNevin

Seconded by: Ken Duplessis

BE IT RESOLVED THAT the Board move into closed session at 10:05 a.m.

Carried

Resolution 18-05

Moved by: Bruce Killah

Seconded by: Eric Russell

BE IT RESOLVED THAT the Board adjourn this closed session at 10:25 a.m.

Carried

8.0 Business Arising from Closed Session

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

9.0 Adoption of Minutes

Resolution No. 18-06

Moved by: Vern Gorham

Seconded by: Al MacNevin

BE IT RESOLVED THAT the Minutes of the [November 23, 2017](#) Board meeting be approved.

Carried

10.0 New Business

10.1 DSB Signing Authority

Resolution 18-07

Moved by: Dean Wenborne

Seconded by: Bill Baker

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	Fern Dominelli
Director of Finance & Administration	Connie Morphet
Director of Integrated Social Services	Donna Stewart
Chief of Paramedic Services	Robert Smith
Information Systems Manager	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

10.2 347 Second Avenue Construction Completion

Connie Morphet, Director of Finance and Administration, walked the Board through the 347 Second Avenue Construction Completion – Issue Report.

In April 2017, the Board was advised of significant issues at the 347 Second Ave. administration building. The Board approved the 347 Second Avenue – Issue Report which recommended accepting the Contractor #1 bid for construction work.

Work started at the end of September 2017. Some unforeseen conditions were found such as electrical wiring deficiencies, joist end blocking deficiencies, deteriorated framing and deteriorated steel sub structure. Repairs were made to all deficiencies to the satisfaction of the engineer and to meet the Ontario Building Code (OBC).

The construction timeline was maintained throughout the project, despite challenges related to weather during the fall project. The contractor documented completion of the project on December 5th. The completed works were approved by the Engineer and the Town of Espanola inspector ([Letter of Conformity 347 Second Ave Espanola, Town of Espanola letter of Ontario Building Code compliance](#)).

The additional work that was approved by the board, window replacement and front door replacement was completed on January 12, 2018 and passed inspection by the Town of Espanola. Carpet replacement will be considered after the spring thaw to make sure there is no water entry into the building.

In September 2017, the Board approved \$165,151 including taxes for the completion of this work. The total cost for all the work at 347 Second Avenue was \$162,314 including taxes, therefore staff are recommending that the Board approve a transfer of \$162,314 from the Working Fund Reserve in the 2017 year-end to pay for these costs.

Resolution 18-08**Moved by:** Vern Gorham**Seconded by:** Dean Wenborne

WHEREAS the Manitoulin-Sudbury DSB Board approved [Resolution #17-59](#) in September 2017, that directed staff to action the recommendations in the [347 Second Avenue Tender - Issue Report](#); and

WHEREAS the 347 Second Avenue Tender – Issue Report estimated the cost of renovations to be \$162,295 plus applicable taxes; and

WHEREAS the Manitoulin-Sudbury DSB Board reviewed the 347 Second Avenue Construction Completion - Issue Report which contains the final costs of construction at \$162,314 and the Board is recommending approval of this report.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB approves the [347 Second Avenue Construction Completion – Issue Report](#) and directs staff to action the recommendations contained within the report; and

FURTHER BE IT RESOLVED THAT the Manitoulin-Sudbury DSB direct staff to transfer the total cost of the renovations to a maximum of \$162,314 from the Working Fund Reserve in the 2017 year-end.

Carried**10.3 Board Discussion and Policy Review**

Fern Dominelli, CAO, walked the Board through items that should be reviewed in preparation for the new Board in 2019.

[Previous Strategic Plan](#)

The Board directed the Strategic Planning Committee be established to review the need for a Strategic Plan. The CAO will compile Strategic Plans from other DSB's for review at first meeting.

The Board directed the Program Planning Committee to review the following:

- [Board Procedural By-Law](#)
- [Honorary By-Law](#)
- [Roles of Board Members](#)
- [Travel By-Law](#)
- [Annual Evaluation Tool](#)
- [Committee Meetings Evaluation Tool](#)

10.4 Multi-Year Accessibility Plan

Donna Stewart, Director of Integrated Social Services, walked the Board through the [Multi-Year Accessibility Plan](#).

This Multi-Year Accessibility Plan outlines the policies and actions that the Manitoulin-Sudbury District Services Board will implement to improve opportunities for people with disabilities.

The Manitoulin-Sudbury DSB is committed to creating an environment that allows all people to maintain their dignity and independence. The Manitoulin-Sudbury DSB believes in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner and will do so by preventing and removing barriers and meeting accessibility requirements under the Accessibility for Ontarians with Disabilities Act.

The intent of this Multi-Year Accessibility Plan is to assist in recording requirements under the Accessibility for Ontarians with Disabilities Act (AODA) key areas: Customer Service, Information and Communication, Employment, Design of Public Space, and Transportation.

The Manitoulin-Sudbury DSB currently have policies in place to adhere to the Accessibility Standards of the AODA. There are compliance rules for 2025, but they don't pertain to retrofitting every building up to 2025 accessibility building codes.

As we move forward with any renovations, the DSB will ensure AODA compliance.

Resolution 18-09

Moved by: David Leonard

Seconded by: Ken Duplessis

WHEREAS the Manitoulin-Sudbury DSB has reviewed the Multi-Year Accessibility Plan and is recommending approval of this report to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB approves the [Multi-Year Accessibility Plan](#) and is recommending and directs staff to action the recommendations contained within the report.

Carried

10.5 Ministry of Housing

Connie Morphet, Director of Finance and Administration, walked the Board through the Innovation, Evidence, and Capacity Building Funding (IEC) – Issue Report.

DSB Staff have been engaged with a PhD candidate from the University of Guelph since November of 2016. The relationship developed from a mutual concern with rising utility costs, an interest in energy efficiency improvements for social housing

providers and the challenges associated with the federal and provincial retrofit programs over the course of the past 5 years.

The IEC Fund was a call for grant applications that would provide in total \$1 million aiming to increase local sector capacity, encourage an evidence-based orientation and support the capacity of the system under the key themes of the Long-Term Affordable Housing Strategy Update. The maximum grants are \$100,000 and the eligible organizations included:

- Not-for-profit organizations
- Municipal associations
- Registered Charities
- Municipalities
- DSSABs, and
- Other public bodies (e.g. academic institutions and school boards).

The Manitoulin-Sudbury DSB submitted its grant application in May 2017, titled Affecting Policy and Program Development through an Investigation into Housing Retrofit Programs and the Sustainable Supply of Housing. In December 2017, the DSB was notified via [letter](#) that our grant application was approved.

The research will begin in March 2018 and be completed by February 2019. The project seeks to unlock the massive potential for energy savings in the social housing sector by building sector-wide capacity for planning and implementing energy upgrades including developing best-practice guidelines for Northern Ontario providers; improving sector-wide readiness when responding to Government Grant programs; and informing government policy and program development for future energy retrofit programs so that Northern Ontario housing providers gain eligibility to social housing retrofit programs.

Resolution 18-10

Moved by: Jim Rook

Seconded by: Al MacNevin

WHEREAS the Manitoulin-Sudbury DSB has reviewed the Innovation, Evidence, and Capacity Building Funding– Issue Report and is recommending approval of this report to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB approves the [Innovation, Evidence, and Capacity Building Funding– Issue Report](#) and is recommending and directs staff to action the recommendations contained within the report.

Carried

10.6 Ministry of Housing

Donna Stewart, Director of Integrated Social Services, updated the Board on the [response letter](#) from the Minister of Housing, Peter Milczyn in regard to our [letter](#) requesting a reassessment of our Home For Good submission.

It indicated that the ministry is unable to commit to our request for \$42,000 in Home for Good operating funding, to match funding from the North East Local Health Integration Network.

Funding under Year 1 and Year 2 of the HFG has been allocated to participating Service Managers.

Decisions for Year 3 funding of an additional \$25 million have not been made.

10.7 Sudbury & District Health Unit

Donna Stewart, Director of Integrated Social Services, discussed the Sudbury & District Health Unit [letter](#) to Premier Wynne regarding Food Insecurity and Nutritious Food Basket Costing.

Annually, the Sudbury District Health Unit is required by the Ministry of Health and Long-Term Care to measure the cost of healthy eating in accordance with the Nutritious Food Basket Protocol per the 2008 Ontario Public Health Standards.

Year after year, the Sudbury & District Health Unit measures the cost of healthy eating using the Nutritious Food Basket survey tool. Year after year, the local results of the survey show that people living in households with a limited income struggle to pay rent, bills and to put healthy food on the table. For many people living in households of low-income, the choice is not between a generic and name brand product, but rather between eating and going hungry.

The Sudbury District Health Unit recently reviewed their 2017 data from the annual Nutritious Food Basket Survey and concurred that to further support food security, additional income policies and standardized approaches to monitoring food costs are needed at both the provincial and federal levels.

Dr. Sutcliffe, indicated in her letter to Premier Wynne that she was very pleased to share their sincere appreciation for two recent provincial policy decisions in support of food security, a serious public health concern. The basic income pilot, which includes a commitment to work with First Nations communities, and the commitment to increase the minimum wage rate are two key policy initiatives that are expected to significantly support food security for Ontarians.

Resolution 18-11**Moved by:** Jim Rook**Seconded by:** Ray Dufour

WHEREAS the Sudbury & District Board of Health has monitored the cost of healthy eating on an annual basis 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 draft Standards for Public Health Programs and Services 2017 do not include the Nutritious Food Basket Protocol which is a concern because food costing data gathered by public health units each year is important for policy and program development; and

WHEREAS the Canadian Community Health Survey's Household Food Security Survey Module (HFSSM) is a measure of food security but is not always a mandatory core module; and

WHEREAS regular and consistent monitoring of household food insecurity is essential for evidence-informed policy decision making; and

WHEREAS the Sudbury & District Board of Health requests that social assistance rates be increased immediately to reflect the cost of the Nutritious Food Basket and local housing costs; and

WHEREAS the Sudbury & District Board of Health advocate to the Province to ensure continued consistent local surveillance and monitoring of food costing by public health units through the continuation of a Nutritious Food Basket Protocol and Guidance document.

THEREFORE BE IT RESOLVED the Manitoulin-Sudbury DSB agrees with regular and consistent monitoring of the Nutritious Food Basket and local housing costs in order to make evidence-based policy decisions at a provincial and local level; and

FURTHER THAT the Manitoulin-Sudbury DSB share this motion and supporting materials with DSB member municipalities.

Carried**10.8 Municipality of Killarney**

Fern Dominelli, CAO, discussed a letter from the Killarney Council which included a [Resolution #17-465](#) regarding issues at the Paramedic Services Base in Killarney and the proposed solutions.

The DSB raised concerns with the council regarding the paramedic ambulance station because of a visit in late fall 2017 to explore potential opportunities surrounding the building functionality.

The council's resolution is clear that the municipality is not interested in selling the station to the DSB. Council did approve the installation of a new main entrance door at the front of the building in their 2018 budget.

The DSB requested the installation of a new automatic transfer switch to tie the Paramedic Service Ambulance Station into the generator located at the Water Treatment Plant, this has been deferred by Council to the 2018 Finance Committee and they would like to hear the reasons for requesting this connection.

The request to change the two existing 10-foot doors to one 20-foot door to better accommodate the ambulance which only has 2 inches of clearance on each side, is not being considered at this time as it would be a substantial expense that would involve significant modifications as well as the involvement of a structural engineer.

The DSB has contacted Hydro One and they confirmed that the Municipality of Killarney was impacted by 34 power outages in 2016 and 2017 total, with durations greater than 2 hours at least 22 times. As an emergency service, Paramedic Services is required to be response ready at all times. Power outages can negatively impact on response readiness as communications devices have limited battery backup, medical devices utilize power to charge them, emergency vehicles utilize shoreline power for charging, and station life safety/comfort items require power for operation.

The installation of a single large garage bay door will have challenges in relation to engineering and design costing, but it must be noted that the current door design is operationally problematic, as the current design allows for only 2 inches of room either side of the vehicle. The overall width of an ambulance is 117". Historically, a Type 2 van style ambulance had a narrower foot print, but that those ambulances are no longer certified in Ontario. As such, changing out ambulances to facilitate the garage entrance is not an option. Obviously, the current situation is not ideal and despite any effort to mitigate, there will be continued risk for damage to both emergency vehicle and the station.

The current all-inclusive lease agreement is for a five (5) years expiring December 31, 2019. The DSB does recognize the municipalities financial realities and the that is why the possibility of purchasing the property was raised. The DSB needs council to understand, that over the long term, the DSB will require that these items be addressed for the DSB to continue operating a Paramedic Service from this building. As the lease does expire at the end of 2019, we will need some commitment from the municipality that these items will be addressed.

The Board directed the CAO to write a letter to the Municipality of Killarney outlining the reasons for requesting the connection to the generator and the rationale behind the new larger garage door. The letter to the municipality should indicate that there needs to be a commitment from the municipality that these items will be addressed before the next lease is signed.

10.9 DSSAB Act Review

Fern Dominelli, CAO, discussed [The District Social Service Administration Board Governance and Accountability Review: Summary of Observations for Manitoulin-Sudbury](#) which was shared with member municipalities.

Further to the DSSAB Act Review it was announced in a [letter](#) dated December 12, 2017 from the Assistant Deputy Ministers, Erin Hannah and Richard Steele that the province enacted regulatory amendments relating to the method of apportionment of costs for mandated services that may impact municipal levies.

"For the period beginning December 11, 2017 and ending December 31, 2018, the board shall use the method of cost apportionment for Ontario Works, housing and land ambulance services that the board was using on December 10, 2017.

These provisions also apply to costs for child care services in districts where there is not otherwise an agreement in place among all municipalities respecting the method of apportionment for child care services."

To date we have not seen a report from the consultant. There is nothing on the legislative agenda for the spring of 2018 so it is doubtful this matter will be dealt with before the next provincial election

11.0 Other Business

ROMA

Delegation with the Minister of Housing, Honourable Peter Milczyn to discuss capital funding for small northern, rural and remote communities. The Chair asked Minister Milczyn to consider base funding for all 47 Service System Managers, so they could build Affordable Housing. The Manitoulin-Sudbury DSB only receives \$325,000 annually, we would need to combine 9-12 years of funding for one project. While the portable housing benefit is great tool, the need for capital due to lack of available housing is also needed.

Delegation with the Minister of Labour, Honourable Michael Flynn on the WSIB rates, NEER payments, Post Traumatic Stress Disorder (PTSD), Chronic Stress and the need to ensure the rates are reasonable. It was stressed that the Minister needs to support rural, remote and Northern communities with resources to support staff and to prevent PTSD.

Also discussed that the province needs to ensure the programs it funds that provide services at the new minimum wage receive a 21% funding increase to offset the changes to Bill 148. Without increased funding the youth that take part in the programs would receive reduced hours of work.

12.0 Next Meeting – February 22, 2018

14.0 Adjournment

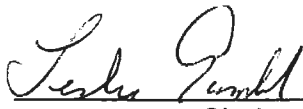
Resolution 18-12

Moved by: Vern Gorham

Seconded by: Al MacNevin

BE IT RESOLVED THAT we do now adjourn at 11:35 a.m. until the next regular meeting to be held, in the DSB's Espanola Mead Boulevard Board Room on February 22, 2018.

Carried



Chair



CAO (Secretary-Treasurer
of the Corporation)