



Minutes
of the February 22, 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, Paul Schoppmann

Regrets : Michael Levesque, Ted Lovelace

Staff : Fern Dominelli, Donna Stewart, Amy Sonnenburg, Melody Ouellette, Robert Smith, Ehren Baldauf

Media:

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. 18-13

Moved by: Vern Gorham

Seconded by: Al MacNevin

BE IT RESOLVED THAT the agenda be adopted.

Carried

3.0 Declarations of Conflict of Interest

There were no declarations of conflict of interest.

4.0 Closed Session

Resolution 18-14

Moved by: Bill Baker

Seconded by: Dean Wenborne

BE IT RESOLVED THAT the Board move into closed session at 10:00 a.m.

Carried

Resolution 18-15

Moved by: Bill Baker

Seconded by: Jim Rook

BE IT RESOLVED THAT the Board adjourn this closed session at 10:55 a.m.

Carried

5.0 Business Arising from Closed Session

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

6.0 Adoption of Minutes

Resolution No. 18-16

Moved by: Dean Wenborne

Seconded by: David Leonard

BE IT RESOLVED THAT the Minutes of the [January 25, 2018](#) Board meeting be approved.

Carried

7.0 Committee Reports

Program Planning Committee

During the February 21, 2018 Program Planning Committee meeting, David Leonard, was selected as Chair.

David Leonard, walked the Board through the items discussed at the meeting.

7.1 Review Board Governance Policies

The Program Planning Committee reviewed the Terms of Reference and are not recommending any changes at this time.

The Committee reviewed the following Board Governance Policies and Human Resources policy:

[B.2.01 Board Procedural By-Law](#) – no changes recommended.

[B.2.03.A Honoraria By-Law](#) – no changes recommended.

[B.2.03.B Roles of Board Members](#) – no changes recommended.

[B.2.04 Travel By-Law](#) - Section 10 reads: “A maximum of two Board members shall habitually be expected to attend conferences and seminars where elected Board member attendance is normally expected. The paid attendance of more than two Board members shall require the prior approval of the Board. The Board’s prior

approval will also be required in those instances where the CAO seeks to have more than two DSB employees (including himself/herself) also in attendance.” The Program Planning Committee recommended removal of section 10 as this is not required.

[Human Resources Policy C.2.09: Travel Expenditure](#) – Under Accommodation Expense Page 6 reads: “Employees will be reimbursed for \$35 per night for private accommodations.” The Program Planning Committee recommended increasing this to \$75.

[B.2.03.C Annual Evaluation Tool](#) and the [B.2.03.D Committee Meetings Evaluation Tool](#) – the Committee felt that these 2 evaluation tools were developed based on the needs of the day when created in 2010 and are no longer required, therefore the Committee has recommended these be revoked and eliminated.

The policies will be revised as per Committee recommendations and will be brought back to the Board in March for review.

7.2 Road Safety and Electronic Patient Call Reporting

Rob Smith, Chief of Paramedic Services, walked the Board through the Road Safety and Electronic Patient Call Reporting – Issue Report.

In 2011, Paramedic Services brought forward a plan to migrate to Zoll Road Safety, a GPS/AVL and Driver Feedback system for the Paramedic fleet. This solution was proposed to allow remote tracking of vehicle positioning and transmission of data to the Central Ambulance Communication Centre (CACC).

In 2009, Manitoulin-Sudbury DSB contracted with Zoll Canada to deliver the Zoll e-PCR solution. Since that time, and until 2017, the service had not explored any alternative options for electronic call reporting in the Paramedic industry.

Over the past year, staff have worked to ensure the Board has been aware of ongoing challenges with effective operation of the Zoll Road Safety (AVL/Driver Feedback) system, challenges that had been ongoing since the initial installations in late 2014.

Manitoulin-Sudbury DSB Paramedic Service originally contracted with Zoll Canada to supply and install their Road Safety system in October 2011 but delays in system development meant that installation was held until late 2014. Since that time, many system challenges resulted in delays with “go live” designation. The reasons captured within this report support the need to move to a product that can offer success and reduce organizational risk.

Staff informed the Board that there was a need to explore alternative vendors to address ongoing issues with product suitability, and in November 2017, a trial program with Ferno-AceTech was initiated. This product has a significant footprint

across Ontario. The trial has proven successful, being problem free since its installation.

In November, staff also implemented a trial of the Interdev I-Medic solution, to determine potential for improved efficiency over the current Zoll e-PCR the solution. In January of 2018, the trial was expanded, and the outcomes have been extremely positive, considering both front end and reporting capacity. Additionally, 45 Paramedic Services in Ontario utilize the Interdev product.

With respect to costing, Ferno-AceTech's quote to transition to their product was \$168,230 including the DSB share of HST. This total includes \$24,033 that would be attributed to the Wikwemikong First Nations budget so the DSB net one-time cost will be \$144,200.

The budgetary impact for migration to the Interdev's I-Medic product is higher than Zoll e-PCR. The current annualized cost for Zoll e-PCR is \$25,633 with \$5,660 attributed to the Wikwemikong First Nation Budget. The Interdev solution has an annualized cost of \$51,962 by 2022, of which \$7,423 is attributed to the Wikwemikong First Nations budget. The vendor has proposed a staged annual increase of \$5,265 per year over a 5-year period.

The additional costs, in part, is due to the fact that the Interdev's I-Medic solution provides for management of all 28 laptops by the vendor and not by DSB IT staff. Additionally, the vendor has waived \$90,000 in implementation costs normally attached to new contracts. Costs associated with migration to Interdev I-Medic will be managed within existing operational budget.

The evolution of technology intended to support driver behaviours and allow for real time monitoring of vehicle location and performance, has resulted in the introduction of system into Paramedic Service fleets across North America. A decision made in 2011 by the Manitoulin-Sudbury DSB Board, based upon advice from Paramedic Services, and based upon expected vendor capacity, led to the installation of a product that has not evolved in a manner to achieve the expectations of this organization.

The trial program of Interdev I-Medic has been a significant success. Costs associated with movement to this product have been examined and such a move will benefit the service. As such staff recommends changing the electronic call reporting system to Interdev I-Medic and the 2018 costs will be managed within the 2018 budget.

Staff are recommending that the Program Planning Committee recommend to the Board that they approve a transfer of \$144,200 from the DSB Working Funds Reserve to pay for the Ferno-AceTech product. The remaining \$24,033 will be attributed to the Wikwemikong First Nations budget which will be reimbursed by the MOHLTC at 100%.

Resolution 18-17**Moved by:** David Leonard**Seconded by:** Al MacNevin

WHEREAS the Program Planning Committee has reviewed the Road Safety and Electronic Patient Call Reporting - Issue Report and recommends approval to the Board.

THEREFORE BE IT RESOLVED that the Manitoulin-Sudbury DSB approves the [Road Safety and Electronic Patient Call Reporting - Issue Report](#) and;

FURTHER BE IT RESOLVED that the Manitoulin-Sudbury DSB approve the transfer of \$144,200 from the DSB Working Funds Reserve to pay for the one-time costs associated with the implementation.

Carried**7.3 Chapleau Non-Urgent Patient Transportation**

Rob Smith, Chief of Paramedic Services, walked the Board through the Chapleau Non-Urgent Patient Transportation – Issue Report.

Manitoulin-Sudbury DSB Paramedic Service continues to be challenged to maintain balanced emergency coverage due to regionalization of health systems and long-distance land ambulance transportation. While these system stressors exist throughout our area, the impact on the municipality of Chapleau is particularly problematic.

In each instance of transport from Chapleau to Timmins, there is a coverage loss in Chapleau of seven (7) hours. The remote geography of Chapleau results in a specific challenge due to the next closest ambulance response being from Foleyet (99KM) or in Wawa (140KM).

Paramedic Services has attempted to implement a number of strategies with hospital partners, Ornge (Ontario's Air Ambulance Agency) and the MOHLTC, Emergency Health Services Branch (EHS-B). These efforts have been aimed at mitigating negative emergency coverage impacts when Paramedic Service personnel are assigned to transport Non-Urgent Patients from Chapleau to tertiary care facilities for diagnostic testing, or treatment.

In October of 2012, Manitoulin-Sudbury DSB and Services de Santé de Chapleau Health Services proposed to the LHIN a joint [Non-Urgent Interfacility Patient Transportation Project](#) that would see upstaffing Paramedic resources to ensure municipal coverage. This [plan](#) was approved by the Manitoulin-Sudbury DSB Board in November of 2012.

In 2014, the Northeast LHIN published a [Restructuring Plan](#) that proposed upstaff funding of Paramedic Services in Chapleau to facilitate long distance patient transportation while ensuring municipal emergency coverage. Since publication of the LHIN Plan in 2014, funding has not been approved by the very same NE-LHIN.

In 2015, efforts were initiated by Paramedic Services to have both the Ministry of Health and Long-Term Care, and Ornge issue Chapleau an exemption to the arbitrary guideline that precludes nonurgent patients from being transported by air if the one-way distance is less than 240KM. This was something done for the communities of Wawa and Atikokan. It should be noted that there has been pressure to have a similar exemption for patients being transported from Kenora to Winnipeg.

Challenges surrounding maintenance of balanced emergency coverage under similar circumstances to Chapleau in southern Ontario were recognized and addressed by the LHIN and fully funded by hospitals and the Province.

Manitoulin-Sudbury DSB Paramedic Service is responsible for the delivery of prehospital care to the citizens of each community in our catchment area. The current model of regional referral centers negatively impacts on the community of Chapleau by leaving the citizens without immediate Paramedic Services. An assessment of the current landscape suggests that only Chapleau and Kenora are subject to extended transport times (between 200 KM and 240 KM), thus would benefit from an air ambulance exemption already in place for Wawa and Atikokan. Our efforts to mitigate the impact on the community over the past 2 ½ years have been acknowledged but have not been resolved.

Staff are recommending that the Program Planning Committee recommend to the Board that the Board Chair request a meeting with the Minister of Health and Long-Term Care to discuss and resolve longstanding issues pertaining to the transportation methods for Non-Urgent Patient transportation to and from the Chapleau Hospital.

Resolution 18-18

Moved by: David Leonard

Seconded by: Bruce Killah

WHEREAS the Program Planning Committee has reviewed the Chapleau Non-Urgent Patient Transportation - Issue Report and recommends approval to the Board.

THEREFORE BE IT RESOLVED that the Manitoulin-Sudbury DSB approves the [Chapleau Non-Urgent Patient Transportation - Issue Report](#) and;

FURTHER BE IT RESOLVED that the Board Chair request a meeting with the Honourable Eric Hoskins, Minister of Health and Long-Term Care to discuss and resolve longstanding issues pertaining to the transportation methods for Non-Urgent Patient transportation to and from the Chapleau Hospital.

Carried

8.0 New Business

8.1 CAO Fourth Quarter Activity Report

Fern Dominelli, CAO, walked the board through the CAO Quarterly Report. This report will be shared with member municipalities who are encouraged to add it to Council agenda packages.

Resolution 18-19

Moved by: Paul Schoppmann

Seconded by: Vern Gorham

BE IT RESOLVED THAT the [2017 CAO Fourth Quarter Activity Report](#) be approved as presented.

Carried

8.2 2017 Fourth Quarter Financial Report

Amy Sonnenburg, Finance Supervisor, walked the Board through the 2017 4th Quarter Unaudited Financial Report, which is forecasting a year-end surplus of \$173,641.

Due to increasing [WSIB NEER](#) costs as noted in the December 31, 2017 statement, it was suggested that the DSB needs to consider adding a budget line for WSIB NEER to future budgets in order to plan for these costs.

Resolution 18-20

Moved by: Ken Duplessis

Seconded by: Ray Dufour

BE IT RESOLVED THAT the [2017 Fourth Quarter Unaudited Financial Report](#) be approved as presented.

Carried

8.3 Ministry of Advanced Education and Skills Development (MAESD)

Donna Stewart, Director of Integrated Social Services, walked the Board through the New Incentives: Employment Service and Youth Job Connection Programs.

On December 6, 2017, the DSB received a [letter](#) from MAESD outlining new initiatives to promote economic growth and lower costs for small businesses. As part of this work, the government is investing \$124M over three years in new incentives to help small businesses and employers hire and retain youth aged 15-29. This will help small businesses better compete, grow and invest, while helping our young people find meaningful employment and take their first steps towards building a career.

These incentives will be delivered through the existing Employment Ontario network, specifically, through the Employment Service and Youth Job Connection programs, starting on January 1, 2018.

Employers will receive a maximum of \$2,000 to hire and retain youth as follows:

For Employment Service (ES) assisted service youth clients matched with a small business (less than 100 employees):

- between January 1, 2018 and March 31, 2018, a \$1,000 retention payment at 3 months followed by a \$1,000 retention payment at 6 months
- after April 1, 2018, \$1,000 upon hiring followed by an additional \$1,000 retention payment at 6 months in the job.

These payments would be for employers who are not benefiting from a current incentive through ES.

For the Youth Job Connection (YJC) program a retention payment of \$1,000 would be payable after 3 months with a further \$1,000 payable after 6 months to incentivize small and large employers to retain multi-barriered (homelessness, lack of labour market experience, low levels of education etc.) youth for placements made after January 1, 2018.

This retention payment would be in addition to existing employer incentives eligible under YJC.

The DSB does deliver the Employment Ontario Programs in the Sudbury North (Chapleau) area and has not yet received its allocation for this program to date. The Employment Ontario Programs are delivered by Collège Boréal in Sudbury East and Cambrian College in LaCloche and Manitoulin. Employers are encouraged to approach these Employment Ontario offices to see if they qualify.

8.4 Housing Policy

Donna Stewart, Director of Integrated Social Services, walked the Board through the revision made to the Centralized Waiting List and Tenant Selection Policy.

The original version of the policy used the term “High Need Household Income Limit”, the chart used by the DSB for this policy according to regulations is called the “High Need Household Chart”, not “High Need Household Income Limit”. The policy was corrected to reflect the correct name.

Resolution 18-21

Moved by: Eric Russell

Seconded by: Jim Rook

WHEREAS the Program Planning Committee has reviewed the revision to the Centralized Waiting List and Tenant Selection Policy and recommends approval to the Board.

THEREFORE BE IT RESOLVED that the Manitoulin-Sudbury DSB approves the [Centralized Waiting List and Tenant Selection](#) Policy contained within the Social Housing Policy Manual.

Carried

8.5 Ministry of Health & Long-Term Care (MOHLTC)

Amy Sonnenburg, Finance Supervisor, walked the Board through the approved submitted Wikwemikong Budget for 2017-2018 and subsequent funding increases as detailed in a [letter](#) dated January 26, 2018 from the MOHLTC.

The Wikwemikong 2017/18 Budget includes one-time funding of \$286,162 to support the purchase of a new ambulance; paving and concrete work and for any shortfall of 2016/17 operating costs. The one-time expense of new generator was not approved at this time, a Business Case for the generator will be resubmitted for the 2018/19 Budget process.

The letter also includes an increase of the requested \$192,094 base funding to the budget for ongoing regular increases for management allocation and program support, both amounts represent 13.1% of the Paramedic Services costs for these expenses.

This allocation is \$74,099 more than the previous budget and will be reflected in the 2019 DSB Budget.

The base budget increase also includes \$49,609 for WSIB NEER which represents 13.1% of the original estimated NEER of \$378,694. The final NEER for 2017 is \$1,064,296 and 13.1% is \$139,423 and staff will pursue the MOHLTC for the remaining \$89,814.

Additional funding in the amount of \$23,074, was also received from the MOHLTC for Paramedic Services in the TWOMO areas. A [letter](#) was received dated January 29, 2018 detailing the TWOMO funding for 2017 and the reduction of 50-50 funding due to TWOMO.

MOHLTC has used the base 2016 DSB Budget less First Nation Funding and calculated 19.9% as TWOMO Funding.

The resulting TWOMO calculation for 2017 has increased the TWOMO funding by \$46,149.

TWOMO Funding is the amount that was budgeted for 2017. The 50-50 Funding is reduced by \$23,075 (50% of the TWOMO)

This re-affirms the Ministry's acknowledgement that TWOMO funding is at the current year base budget, even if it is a year late.

8.6 Municipality of Killarney

Fern Dominelli, CAO, updated the Board on discussions with the Municipality of Killarney regarding issues at the Paramedic Services Base.

On December 22, 2017 the DSB received a [letter](#) along with Killarney Council Resolution 17-465. The DSB had raised concerns with the council regarding the paramedic ambulance station because of our visit in late fall 2017 to explore potential opportunities surrounding the building functionality. The letter detailed clarification for each item discussed during the visit.

A [letter](#) was sent by the CAO to the Killarney Clerk Treasurer advising the municipality of the Board's position.

The DSB has since been in conversation with the Clerk-Treasurer and the town is in the process of obtaining estimates for all the required work and both organizations will be in a better position to make decisions at that point.

8.7 Ministry of the Environment and Climate Change

Amy Sonnenburg, Finance Supervisor, walked the Board through the new [GreenON](#) Program which is for Social Housing buildings with under 100 units. Previous programs only funded those Social Housing buildings with over 100 units.

The province of Ontario has provided energy retrofit programs to social housing providers in the past 5 years. The programs were administered by the Ministry of Housing and include SHARP, SHEEP, SHAIIP, etc. These retrofit programs targeted many housing types that were not common in northern Ontario. As such, most residences with under 100 units were ineligible. This new program targets apartment buildings under 100 units in size.

The Green Ontario Fund (GOF) is a not-for-profit provincial agency funded through proceeds from Ontario's carbon market. The GOF has enlisted Housing Services Corporation (HSC) to provide administrative support for the GreenON Social Housing program.

Single social housing apartment buildings with less than 100 units are eligible. They can be low-rise or high-rise buildings. They can be privately-owned buildings (non-profits or co-ops) or municipally-owned (Local Housing Corporations) as long as they are subject to a transferred housing program under the Housing Services Act. Non-apartment building types such as stacked townhouses, row houses, detached or semi-detached homes are not eligible for this program.

Eligible retrofits include:

- Replacing building heating and/or cooling systems and associated sub-components of these systems including mechanical insulation
- Upgrading exterior or interior insulation
- Solar walls
- Upgrading building windows and/or exterior doors
- Upgrading building lighting systems including converting to light-emitting diode (LED) lighting systems, lighting controls or sensors
- Re-cladding or upgrading building envelopes
- Retrofits that utilize latest low-carbon and carbon-free energy technologies/systems
- The costs of required building energy audits

Service Managers are required to submit a business case to Housing Services Corporation (HSC). Service Managers that receive a funding allocation will then hold their own local competitive selection processes for their local housing providers. Business cases are due by March 28, 2018 at 5:00 p.m. to HSC.

An independent Evaluation Committee comprised of industry experts will be responsible for reviewing the business cases and making recommendations on funding allocations to HSC.

The Board will be provided with the DSB Business case at the March 2018 meeting.

8.8 AED Life Save – Killarney

Rob Smith, Chief of Paramedic Services, reported to the Board of the use of an AED in Killarney that saved a life.

Manitoulin Sudbury DSB in conjunction with community partners has successfully purchased and deployed over 140 AED's over the course of the last 10 years. This program had been made possible through donations from the Heart & Stroke Foundation of Ontario, the Provincial and Federal Governments, and the DSB.

Paramedic Services Chief Robert Smith stated that the rapid actions of those involved directly contributed to a life being saved, and their actions should be commended. He added that immediate initiation of CPR and rapid use of the AED are paramount to successful outcomes.

According to the Canadian Heart and Stroke Foundation, every year, about 40,000 Canadians experience a sudden cardiac arrest (SCA); one victim every 12 minutes. SCA can strike without warning, affecting people of all ages and all degrees of fitness. When treating sudden cardiac arrest, speed of intervention is essential. If CPR and early defibrillation can be initiated in the first few minutes of a cardiac arrest, survival rates can reach up to 75%. Each passing minute leads to a reduction in survival by 7% to 10%. As witnessed in this incident, teaching Canadians CPR and deploying AEDs through public access defibrillator (PAD) programs has the potential to save thousands of lives.

A [Press Release](#) was distributed to local news agencies and radio stations.

9.0 Other Business

10.0 Next Meeting – March 22, 2018

11.0 Adjournment

Resolution 18-22

Moved by: Al MacNevin

Seconded by: Bill Baker

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 March 22, 2018.

Carried



Chair



CAO (Secretary-Treasurer
of the Corporation)