



Minutes
of the March 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, Michael Levesque
- Regrets :** Ted Lovelace
- Staff :** Fern Dominelli, Donna Stewart, Connie Morphet, Kristin McFarlane, Robert Smith, Ehren Baldauf
- Media:** Michael Erskine – 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. 18-23

Moved by: Al MacNevin

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 Closed Session

Resolution 18-24

Moved by: Michael Levesque

Seconded by: David Leonard

BE IT RESOLVED THAT the Board move into closed session at 10:03 a.m.

Carried

Resolution 18-25

Moved by: Bill Baker

Seconded by: Ray Dufour

BE IT RESOLVED THAT the Board adjourn this closed session at 10:50 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. 18-26

Moved by: Bruce Killah

Seconded by: Bill Baker

BE IT RESOLVED THAT the Minutes of the [February 22, 2018](#) Board meeting be approved.

Carried

7.0 Committee Meetings

Strategic Planning Committee

7.1 Review Strategic Planning

Meeting postponed until April 2018.

Program Planning Committee

Program Planning Committee Chair, David Leonard, gave the Board a brief update on the items discussed at the March 21, 2018 meeting, which included review of Board Governance Policies, Child Care Quality Assurance Report, Homeless Enumeration, Social Infrastructure Fund, GreenON, Paramedic Services Fleet Maintenance and Paramedic Response Time Standard.

7.2 Policy Revisions

The Program Planning Committee reviewed the following Board governance policies and Human Resources policy; Board Procedural By-Law, Honoraria By-Law and Roles of Board Members. There were no recommended changes to these policies.

General Administration Policy 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 is recommending removal of section 10 as this is not required. There has never been an issue with Board members attending conferences or seminars. In addition, the CAO should have the flexibility to determine how many staff are required to attend meetings, seminars and/or conferences based on items being discussed and approved travel budgets. In addition, the committee is recommending a change to the first paragraph in this policy requiring Board members to remit expenses with 30 days instead of the 7 days currently listed in the policy.

The Program Planning Committee is also recommending that the Human Resources Policy C.2.09 Travel Expenditures, under Accommodation Expense "Employees will be reimbursed for \$35 per night for private accommodations" be increased to \$75 effective January 1, 2019.

The Committee felt that General Administration Policies B.2.03.C Annual Evaluation Tool and B.2.03.D Committee Meetings Evaluation Tool be revoked. The tools were developed back in 2010 and are no longer relevant.

Resolution No. 18-27

Moved by: David Leonard

Seconded by: Jim Rook

WHEREAS the Program Planning Committee has reviewed the revisions to General Administration Policy B.2.04 Travel By-Law and Human Resources Policy C.2.09 Travel Expenditures and is recommending approval to the Board.

WHEREAS the Program Planning Committee has reviewed the General Administration Policy 2.03.C Annual Performance Evaluation Tool and 2.03.D Committee Meetings Evaluation Tool and is recommending these policies be revoked.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Program Planning Committees recommendation and approves the revisions to policy [B.2.04 Travel By-Law](#) contained within the General Administration Policy Manual and [C.2.09 Travel Expenditures](#) contained within the Human Resources Policy Manual **effective January 1, 2019** and;

FURTHER BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Program Planning Committees recommendation and revokes policy [B.2.03.C Annual Performance Evaluation Tool](#) and policy [B.2.03.D Committee Meetings Evaluation Tool](#) contained in the General Administration Policy Manual.

Carried

7.3 Child Care Quality Assurance Report

Donna Stewart, Director of Integrated Social Services, walked the Board through the Child Care Quality Assurance Report.

The Manitoulin-Sudbury DSB provides funding and program support to 9 agencies who deliver 17 Child Care programs and 4 EarlyON centres, with extensive outreach, throughout the Manitoulin-Sudbury DSB jurisdiction.

The Manitoulin-Sudbury District Services Board is committed to quality programs for all children. High quality programs respect diversity, equity, and inclusion and should value the language and cultural needs of our communities. Child care programs should be inclusive of and accessible to children with a range of abilities.

Over the last two years the Manitoulin-Sudbury DSB has been assessing program quality in the child care programs across our district. Program reviews were done in 2015/16 and again in 2016/17.

The reviews have confirmed that in most cases the children were found to be safe, nutritious snacks and meals were provided to the children, the minimum Ministry of Education guidelines appeared to be met, the children appear to be happy and content and all programs have an abundance of high quality equipment and furnishings.

After each site visit, the programs received a summary of the visit along with recommendations to support continued growth. Follow up visits are needed to ensure programs are supported in their efforts to grow.

A fulsome Quality Assurance Program would include regular site visits, ideally once per month per site and ongoing mentorship and professional learning opportunities.

Resolution 18-28

Moved by: David Leonard

Seconded by: Ken Duplessis

WHEREAS the Manitoulin-Sudbury DSB Program Planning Committee has reviewed the Child Care Quality Assurance Report and the Quality Assurance - Issue Report and is recommending approval of these reports to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Program Planning Committees recommendation to approve the [Child Care Quality Assurance Report](#) and the [Child Care Quality Assurance - Issue Report](#) and directs staff to action the recommendations contained within the report.

Carried

7.4 Homeless Enumeration

Donna Stewart, Director of Integrated Social Services, walked the Board through the Homeless Enumeration – Issue Report.

As part of the Province's efforts to end chronic homelessness by 2025 and the long-term goal to end homelessness, Service Managers are required to conduct local enumeration of people experiencing homelessness.

In May 2017, the Board approved an [Issue Report](#) to issue a Request for Proposals to seek eligible proponents to complete the Homelessness Enumeration. Carol Kauppi who is a Director, Centre for Research in Social Justice and Policy and for the Poverty, Homelessness and Migration from Laurentian University was the successful proponent of the RFP process.

The Manitoulin-Sudbury DSB staff and Ms. Kauppi have determined that the method used to conduct the enumeration will be a Period Prevalence Count Method. Period Prevalence Count involves a coordinated, multi-day count of homeless persons and accesses them through a variety of service organizations that are likely to be used by persons experiencing homelessness.

The area enumerated was based on the vastness of the catchment to ensure that the area was well represented. Particular interest was paid to areas containing a shelter, hospital and/or foodbank to assist in provision of wholesome data.

The municipalities chosen to represent 47% of the catchment population. (13,821 of the 29,581). This is over the 30% recommended but does capture each of the 4 Regions of the catchment area.

The communities enumerated are as follows: Espanola, Little Current, Chapleau, Noëlville, Mindemoya, Markstay and Foleyet. A list of enumeration locations, dates and times are available in the Issue Report.

Data will be collected from people experiencing forms of homelessness and hidden homelessness using a structured questionnaire to gather information from them regarding forms of homelessness. The survey will be conducted over 7 consecutive days in each study community beginning in the week of April 16 to 22, 2018. Some agencies have agreed to conduct the survey on days other than that week as there is an event going on that would be beneficial for the project.

The results of the enumeration will be carefully analyzed to determine the impact on the current Housing and Homeless Plan. Once the results are analyzed, the Plan will be weighed on the potential impact on ending chronic homelessness, and determinations made on where effective changes could better impact results. Upon completion of the Enumeration, the Plan will need to be reviewed to determine if and where any priorities should be shifted.

The Manitoulin Sudbury DSB staff are asking that Mayors in the communities being enumerated assist by encouraging their community partners to participate. A letter from the DSB Chair will go out to the Mayors asking for their support to ensure the success of the project. For the community of Foleyet, staff are recommending that David Leonard DSB Board member from Foleyet be asked to assist with this effort.

Resolution 18-29**Moved by:** David Leonard**Seconded by:** Vern Gorham

WHEREAS the Manitoulin-Sudbury DSB Program Planning Committee has reviewed the Homeless Enumeration - Issue Report and is recommending approval of this report to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Program Planning Committees recommendation to approve the [Homeless Enumeration - Issue Report](#) and directs staff to action the recommendations contained within the report.

Carried**7.5 Social Infrastructure Fund**

Donna Stewart, Director of Integrated Social Services, walked the Board through the Social Infrastructure Fund – Issue Report.

The Social Infrastructure Fund program will be delivered under the Social Housing program and is a joint initiative between the provincial and federal government that will provide over \$640 million for housing over three years ending March 31, 2019.

The Manitoulin-Sudbury District Services Board has been administering the Investment in Affordable Housing (IAH) program through the following three components: Direct Shelter Subsidy, Ontario Renovates and Home Ownership since its inception in 2011. The cumulative IAH expenditures on these components within the Manitoulin-Sudbury DSB since 2011 is just over \$2.5M.

The Manitoulin-Sudbury DSB will invest the additional \$191,000 into the Direct Shelter Subsidy Program to help more families achieve affordable housing in the district. As of March 1, 2018, there are 181 families receiving the Direct Shelter Subsidy across the Manitoulin-Sudbury District.

The additional funding of \$191,900 will create an additional 10 Direct Shelter Subsidies for seven years through to March 31, 2025. This effectively creates an additional 10 affordable housing units that allow tenants to remain in their existing rental accommodations.

Resolution 18-30**Moved by:** David Leonard**Seconded by:** Paul Schoppmann

WHEREAS the Manitoulin-Sudbury DSB Program Planning Committee has reviewed the SIF Program Delivery Funding Plan – Issue Report and is recommending approval of this report to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Program Planning Committees recommendation and approves the [Social Infrastructure Fund - Issue Report](#) and is recommending and directs staff to action the recommendations contained within the report.

Carried**7.6 GreenON Business Case**

Connie Morphet, Director of Finance and Administration walked the Board through the GreenON Social Housing Business Case – Issue Report.

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

Single social housing apartment buildings (low or high-rise) with less than 100 units are eligible. The buildings eligible for GreenON Social Housing Program funding within the service area have a high need for energy retrofit funding.

The funding being requested by the Manitoulin-Sudbury DSB for 19 buildings is estimated at \$4,163,701. The magnitude of funding required to reduce a significant amount of Greenhouse Gas emissions is such that these projects cannot be accomplished without assistance from programs such as the GreenON fund.

Service Managers are required to submit a business case to the Housing Services Corporation, who will evaluate submissions and determine which Consolidated Municipal Service Managers and District Social Services Administration Boards will receive funding allocations. Consolidated Municipal Service Managers and District Social Services Administration Boards that receive a funding allocation will then hold local competitive selection processes for their local housing providers. Based on any allocations approved, the DSB will determine which of the projects will proceed under the GreenON program funding.

Applicants will be informed the week of April 16, 2018 as to whether they will receive a funding allocation. Funding allocations will be provided after June 30, 2018 and disbursed in stages. All eligible work must be completed no later than March 31, 2021.

Resolution 18-31**Moved by:** David Leonard**Seconded by:** Eric Russell

WHEREAS the Manitoulin-Sudbury DSB has Program Planning Committee has reviewed the GreenON Business Case – Issue Report and is recommending approval of this report to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Program Planning Committees recommendation and approves the [GreenON Social Housing Business Case – Issue Report](#) and is recommending and directs staff to action the recommendations contained within the report.

Carried**7.7 Paramedic Services Fleet Maintenance**

Robert Smith, Chief of Paramedic Services, walked the Board through the Fleet Maintenance – Issue Report.

Manitoulin Sudbury DSB Paramedic Service, has a Regulatory responsibility for development and adherence to a fulsome fleet maintenance program, something that the Ministry of Health and Long-Term Care, as our regulator, focuses on.

Manitoulin Sudbury DSB Paramedic Services has historically contracted fleet maintenance to a number private garages, but since 2016, Paramedic Services has been exploring strategies to manage increasing fleet maintenance costs and diminishing vendor capacity.

To this end, Paramedic Services initiated discussion with the City of Greater Sudbury's Fleet Services focusing on the potential for a service agreement capturing both Preventative Maintenance and repairs of Paramedic Services fleet.

Discussions have been successful, and the City of Greater Sudbury staff will take the plan forward to their council in April 2018. We believe that a successful agreement would be implemented by the end of second quarter.

The benefit of a contracted services agreement with the City of Greater Sudbury relates to efficient service delivery by an organization with emergency fleet expertise. Their certified staff have been maintaining a similarly sized fleet for more than 17 years.

Resolution 18-32**Moved by:** David Leonard**Seconded by:** Al MacNevin

WHEREAS the Manitoulin-Sudbury DSB Program Planning Committee has reviewed the Fleet Maintenance - Issue Report and is recommending approval of this report to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Program Planning Committees recommendation and approves the [Fleet Maintenance - Issue Report](#) and directs staff to enter into a legal agreement with the City of Greater Sudbury for Paramedic vehicle fleet maintenance as set out in the report.

Carried**7.8 Paramedic Response Time Standard**

Robert Smith, Chief of Paramedic Services, walked the Board through the Paramedic Response Time Standard – Issue Report.

In March of every year all ambulance services in Ontario are expected to submit their Response Time Standard performance results for the previous year.

The standard details responses with targets for patients in 6 distinct categories; Sudden Cardiac Arrest (SCA), and patients presenting on the Canadian Triage and Acuity Scale (CTAS) 1,2,3,4 & 5.

CTAS 1 refers to the severely ill, requires resuscitation, CTAS 2 requires emergent care and rapid medical intervention, CTAS 3 requires urgent care, CTAS 4 requires less-urgent care and CTAS 5 requires non-urgent care.

Response Time Standards were set by the Ministry of Health in very specific manners. The system requires the Direct Delivery Agents (DDA) to report target arrival to Sudden Cardiac Arrests events using a target time of 6 minutes from the time the Paramedics are notified of the call. For 2017, Manitoulin Sudbury DSB set the target at an 8-minute arrival, 30% of the time.

For the remaining call acuities (CTAS 2 through 5) the RTS allows for the DDA to set both the response target and the compliance target. The targets for these metrics were set as follows.

- CTAS 2 response target of 15 minutes 65% of the time
- CTAS 3 response target of 20 minutes 75% of the time
- CTAS 4 and 5 response target of 25 minutes 85% of the time

The targets for 2017 were met or exceeded in all categories.

Resolution 18-33**Moved by:** David Leonard**Seconded by:** Dean Wenborne

WHEREAS the Manitoulin-Sudbury DSB Program Planning Committee has reviewed the Paramedic Response Time Standard – Issue Report and is recommending approval of this report to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Program Planning Committees recommendation and approves the [Paramedic Response Time Standard – Issue Report](#) and is recommending and directs staff to action the recommendations contained within the report.

Carried**8.0 New Business****8.1 Ministry of Education – Early Years and Child Care Division**

On February 20, 2018, the Manitoulin-Sudbury DSB staff received a [letter](#) from the Director of Programs and Service Integration Branch from the Early Years and Child Care Division, Julia Danos. The letter was in response to concerns that increasing operating pressures may lead to increases in parental fees in licensed child care. To address these concerns the ministry will provide an additional \$37.5 Million from April to December 2018 to Consolidated Municipal Service Managers (CMSMs) and District Social Services Administration Boards (DSSABs) for Fee Stabilization Support Funding to support improving wages for the licensed child care workforce, affordability for families and to address potential fee increases. This is a continuation of the \$12.5 million in funding that was allocated for January-March 2018.

The Manitoulin-Sudbury DSB's allocation for Fee Stabilization is \$65,577 for April to December 2018.

Fee Stabilization Support Funding is made available to increase hourly wages of staff in licensed centres and licensed home child care agencies earning less than \$14 per hour (excluding wage enhancement), as of December 31, 2017. The new investment does not require service system manager cost sharing and includes administration funding to support implementation.

8.2 Ministry of Education – Early Years and Child Care Division

In November 2017, the Ministry of Education announced a Call for Proposals for Centres of Excellence for Early Years and Child Care.

Centres of Excellence are funded as part of Ontario's action plan under the Canada-Ontario Early Learning and Child Care Agreement and will connect practitioners, education institutions and service providers through innovative professional learning networks across Ontario.

The Ministry received proposals from a broad range of partners across the province for the Provincial, Indigenous and Francophone Centres of Excellence.

On March 16, 2018, the province [announced](#) the selection of the organizations that will lead the Provincial, Indigenous and Francophone Centres of Excellence:

- Provincial Centre of Excellence - Western University and Ontario Reggio Association;
- Indigenous Centre of Excellence - Ontario Aboriginal Head Start Association and **Kenjgewin Teg Education Institute (KTEI)**; and
- Francophone Centre of Excellence - Collège Boréal and Association francophone à l'éducation des services à l'enfance de l'Ontario.

The development of the Centre of Excellence approach was informed through engagement with a range of early years and child care partners in Fall 2017. Centres of Excellence will evolve with time and work across the province to make connections and engage with partners in 2018.

The Manitoulin-Sudbury DSB congratulates Kenjgewin Teg Education Institute (KTEI) for being selected as an Indigenous Centre of Excellence

8.3 Ministry of Housing

On February 27, 2018, the Board Chair received a [letter](#) from the Ministry of Housing outlining the ministries commitment to improving social housing service levels.

The ministry will be gathering information on how Service Managers are administering their waitlists across the province. The data that we will provide will be crucial to help inform ways we can better work together to improve social housing waitlist systems.

The Manitoulin-Sudbury DSB is participating in this survey and it will be submitted to the Ministry of Housing by its due date.

8.4 Ministry of Advanced Education and Skills Development

Donna Stewart, Director of Integrated Social Services, walked the Board through the Canada-Ontario Job Grant (COJG) Program Changes.

In a [letter](#) dated March 5, 2018, the Ministry of Advanced Education and Skills Development, reported the feedback received from service delivery partners and employers who have accessed the COJG.

Because of the feedback the definition of “small employers” will be expanded to include firms with 1-99 employees, which aligns with other federal and provincial definitions.

Access will be expanded by providing higher levels of support for small employers by decreasing the contribution requirement from 1/3 to 1/6, and eliminating the “in-kind” contribution requirement. This will also reduce the administrative burden of accessing the program.

Contribution requirements will increase for large employers (100 or more employees) from 1/3 to 1/2, to offer a more balanced approach to cost-sharing between government and employers who have greater capacity to invest in their workforces.

Administrative support funding will be introduced for organizations who act as intermediaries of consortium-based training, coordinating and managing training agreements with the ministry

8.5 Ministry of Labour

On March 14, 2018, the DSB Chair received a follow up [letter](#) from the Minister of Labour in relation to the DSB delegation at ROMA.

Minister Flynn acknowledged the potential increase to WSIB-related costs for employers of first responders. However, he notes that the WSIB has been working to improve its financial stability and as a result, is well ahead of its prescribed funding targets. As the WSIB continues to improve its financial stability, it is anticipated that additional reductions to average premium rates will occur.

Further, Minister Flynn discussed the Fair Workplaces, Better Jobs Act, 2017, specifically the new rules requiring employers to pay wages to an employee for three hours of work if the employee is scheduled to be on call, but despite being available to work, is either not called in to work or works less than three hours, that comes into effect January 1, 2019. An exception to the on call pay requirements applies if the employee is on call, or if their employer is asking them to work or be on call, in order to ensure the continued delivery of essential public services. This exception would apply to paramedics.

8.6 Minister of Seniors Affairs

On March 15, 2018, the Municipality of St. Charles received a [letter](#) from the Minister of Seniors Affairs announcing that the Municipality of St. Charles was recognized under the Office of the Minister of Senior Affairs with a Community Recognition Award – Ontario Age Friendly Community.

With formal recognition of the Community of St.-Charles by the Province of Ontario, it will further enable access to streamlined eligibility for national recognition through the Pan-Canadian AFC Recognition Framework. This endorsement, then triggers the World Health Organization to invite the Community to join its Global Network of Age-Friendly Cities and Communities, which is something that the Committee has been working towards.

The Municipality of St.-Charles has sent their thanks to DSB Staff for their assistance in the Nomination for this award.

In addition, Mayor Al MacNevin advised the Board that the Municipality of Northeastern Manitoulin and the Islands also received recognition as an Ontario Age Friendly Community from the Minister of Senior Affairs.

Please join us in congratulating the Municipality of St. Charles and the Municipality of Northeastern Manitoulin and the Islands for being honoured with recognition for their work in making their community age-friendly!

8.7 Ministry of Infrastructure

Under the \$180 billion [Investing in Canada Infrastructure Plan](#), the Government of Canada is signing new bilateral agreements with all provinces and territories, which will see more than \$33 billion in federal investment towards significant infrastructure projects across the country. The goal is to create long-term economic growth, build inclusive communities and support a low carbon, green economy.

The objective of these investments is to transform the way Canadians live, move and work in four priority areas, public transit, green infrastructure, community, culture and recreation infrastructure, and rural and northern communities.

Ontario will match new federal funding in part through its provincial infrastructure plan, which is investing more than \$190 billion over 13 years.

9.0 Other Business

10.0 Next Meeting – April 26, 2018

11.0 Adjournment

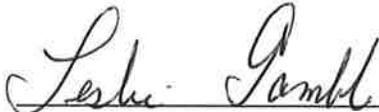
Resolution 18-34

Moved by: Jim Rook

Seconded by: Bruce Killah

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 April 26, 2018.

Carried


Chair


CAO (Secretary-Treasurer
of the Corporation)