



**Minutes  
of the May 28, 2020  
MANITOULIN-SUDBURY DSB BOARD MEETING**

**Present:** Jill Beer, Les Gamble, Vern Gorham, Arthur Hayden, Michael Levesque, Paul Schoppmann, David Santi, Maureen Van Alstine, Ned Whycott, Bruce Killah, David Ham, Jim Rook, Richard Stephens

**Staff:** Fern Dominelli, Connie Morphet, Donna Stewart, Melody Ouellette, Robert Smith, Ehren Baldauf

**1.0 CALL TO ORDER**

Chair, Les Gamble, called the meeting to order at 9:30 a.m.

**2.0 DECLARATIONS OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest.

**3.0 Closed Session**

**Resolution 20-34**

**Moved by:** Jim Rook

**Seconded by:** David Santi

BE IT RESOLVED THAT the Board move into closed session at 9:35 a.m.

**Carried**

**Resolution 20-35**

**Moved by:** Jim Rook

**Seconded by:** Richard Stephens

BE IT RESOLVED THAT the Board adjourn this closed session at 10:15 a.m. and move to the regular Manitoulin-Sudbury DSB Board meeting.

**Carried**

**Draft Minutes**  
**of the May 28, 2020**  
**MANITOULIN-SUDBURY DSB BOARD MEETING**

**Present:** Jill Beer, Les Gamble, Vern Gorham, Arthur Hayden, Michael Levesque, Paul Schoppmann, David Santi, Maureen Van Alstine, Ned Whycott, Bruce Killah, David Ham, Jim Rook, Richard Stephens

**Staff:** Fern Dominelli, Connie Morphet, Donna Stewart, Melody Ouellette, Robert Smith, Ehren Baldauf

**Media:** Alicia McCutcheon, The Manitoulin Expositor  
Tom Sasvari, The Manitoulin Recorder

**Other:** Cynthia MacKenzie and Josh Blasutti

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

**2.0 Business Arising from Closed Session**

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

**3.0 Adoption of Agenda**

**Resolution No. 20-36**

**Moved by:** Maureen Van Alstine

**Seconded by:** Dave Ham

BE IT RESOLVED THAT the Agenda be adopted.

**Carried**

**4.0 Declarations of Conflict of Interest**

**5.0 2019 Audit**

The 2019 Audited Financial Statement were presented by Cynthia MacKenzie, Accountant with Freelandt Caldwell Reilly LLP.

**Resolution No. 20-37**

**Moved by:** Jill Beer

**Seconded by:** Maureen Van Alstine

BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accept receipt of the [Audited Financial Statement](#) for the year ended December 31, 2019, as prepared by the Freelandt, Caldwell, and Reilly Accountants.

**Carried**

**6.0 Adoption of Minutes**

**Resolution No. 20-38**

**Moved by:** Vern Gorham

**Seconded by:** Arthur Hayden

BE IT RESOLVED THAT the Minutes of the [April 23, 2020](#) meeting be approved.

**Carried**

**7.0 New Business**

7.1 2020 First Quarter CAO Report

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

**Resolution No. 20-39**

**Moved by:** Michael Levesque

**Seconded by:** Paul Schoppmann

BE IT RESOLVED THAT the [2020 CAO First Quarter Activity Report](#) be approved as presented.

**Carried**

7.2 2020 First Quarter Unaudited Financial Report

Connie Morphet, Director of Finance and Administration walked the Board through the First Quarter Unaudited Financial Report which is forecasting a year-end deficit of \$302,817.

**Resolution No. 20-40**

**Moved by:** Richard Stephens

**Seconded by:** Ned Whynott

BE IT RESOLVED THAT the 2020 [First Quarter Unaudited Financial Report](#) be approved as presented.

**Carried**

7.3 Annual Report on Reserves

Connie Morphet, Director of Finance and Administration walked the Board through the 2020 Annual Report on Reserves.

**Resolution No. 20-41**

**Moved by:** Michael Levesque

**Seconded by:** Vern Gorham

WHEREAS the Manitoulin-Sudbury DSB Board has reviewed the 2020 Annual Report on Reserves.

THEREFORE BE IT RESOLVED that the Manitoulin-Sudbury DSB approves the [2020 Annual Report on Reserves](#) and approves the recommendations contained within the report.

**Carried**

7.4 DSB Deficit for the 2019 Calendar Year

**Resolution No. 20-42**

**Moved by:** Richard Stephens

**Seconded by:** Maureen Van Alstine

WHEREAS the audited financial statements for the operating year ended December 31, 2019 recorded a deficit of \$7,177; and

WHEREAS the Board by [Resolution # 02-97](#) dated May 23, 2002 has approved a Working Funds Reserve to a maximum of 15% of the municipal share of annual operating budget, which based on the 2020 operating budget of \$10,611,247 would be a maximum of \$1,591,687; and

WHEREAS the DSSAB legislation allows 15% of gross estimated costs to determine the maximum working funds reserve in consideration of the fact that the Board expends gross funds prior to receiving any offsets from provincial grants, cost sharing and municipal levies. According to legislation and based on the 2020 operating budget of \$38,386,053, the working reserve should not exceed 15% or 5,757,908; and

WHEREAS due the current COVID-19 pandemic and the unknown future costs, staff are recommending that the Board follow the DSSAB legislation during the COVID19 pandemic by allowing the gross expenditure calculation to determine the upper limit of the working reserve.

THEREFORE BE IT RESOLVED THAT \$ 7,177 dollars be withdrawn from the DSB's Working Reserve in order to fund the deficit from 2019; and

FURTHER BE IT RESOLVED THAT during the COVID19 pandemic, the calculation of the DSB Reserve upper limit will follow the DSSAB legislation which allows for reserves at 15% of the gross operating budget.

**Carried**

7.5 Paramedic Services COVID-19

Rob Smith, Chief of Paramedic Services walked the Board through the Paramedic Services COVID-19 – Issue Report.

On March 18, 2020, the Premier of Ontario declared a State of Emergency to assist with the management of the COVID-19 Pandemic. The State of Emergency remains in place and was recently extended to May 29, 2020.

As part of the March 9<sup>th</sup> planning session, Dr. Sutcliffe; the Medical Officer of Health for Public Health Sudbury and Districts recommended a strategy for

COVID-19 testing that would leverage both expertise and system design of Paramedic Services as an effective method for keeping potentially positive COVID-19 patients out of health facilities where vulnerable patients were congregated.

Manitoulin-Sudbury DSB Paramedic Services subsequently collaborated with health system partners and established a mobile COVID-19 Response Team, capable for performing COVID-19 testing in our communities.

As of May 22, 2020, the COVID-19 Response Team has operated for 8 weeks, and Manitoulin-Sudbury DSB Paramedics have completed 354 COVID-19 on behalf of Alternate Testing Sites operated by Health Sciences North, Espanola Regional Hospital and Manitoulin Health Centre. The geographic challenges of our districts have been obvious, with the team traveling almost 14,000KM.

While Paramedic Services has had approximately 15 staff tested for COVID-19, there have been no positive cases, and no occupational exposures.

DSB staff have also limited potential exposure risk to the public by suspending Community Paramedicine Clinics and Seniors Luncheon sessions. This action, while difficult, was done to address the specific to the need for physical distancing, recognizing the impact of COVID-19 on these patients.

In Chapleau, Paramedics are working with the hospital and local pharmacy to facilitate the delivery of prescription medications to persons who are self-isolated, or who are otherwise unable to obtain their own medications.

The financial impact of the COVID-19 Pandemic on DSB operations including Paramedic Services is multifaceted.

There are costs directly related to the expensing and replacement of PPE items, including increased item costs directly related to supply chain issues.

COVID-19 Response into the community by Paramedics has direct financial cost, and despite the Ministry of Health request that Paramedic Services submit actual and projected incremental cost increases, to date no branch of Government has signaled that they would approve any costs. Staff continue to work to engage provincial branches to secure funding for COVID-19 response and mitigation.

**Resolution No. 20- 43**

**Moved by:** Maureen Van Alstine

**Seconded by:** Ned Whynott

WHEREAS the Manitoulin-Sudbury DSB Board has reviewed the Paramedic Services COVID-19 Issue Report.

THEREFORE BE IT RESOLVED that the Manitoulin-Sudbury DSB approves the [Paramedic Services COVID-19 - Issue Report](#) and authorizes staff to action the recommendations contained with the report.

**Carried**

## 7.6 Social Services Relief Fund

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

In response to the COVID-19 pandemic the Province has created a \$200 million Social Services Relief Fund (SSRF) to help protect the health and safety of the province’s most vulnerable people.

On March 23, 2020, a joint [memo](#) was received from the Ministry of Children, Community, and Social Services and the Ministry of Municipal Affairs and Housing outlining broadly how the SSRF would be allocated.

The SSRF includes two components, funding to individuals for current and non-social assistance clients (\$52 million across the province), and funding to Service System Managers to keep frontline critical social services operating (\$148 million across the province). The component targeted to individuals will be allocated through social assistance.

The memo included information pertaining to expanding emergency assistance for individuals, expanding discretionary benefits with a maximum benefit of \$100 for single individuals and \$200 for families, and reducing health and safety impacts by changing requirements in Ontario Works for paper-based documentation.

On April 1, 2020, the Board Chair received a [letter](#) from the Minister of Municipal Affairs and Housing, allocating \$938,400 to the DSB under SSRF for the 2020-21 fiscal year.

SSRF can be used for a broad range of social services to support vulnerable people while promoting social distancing and self-isolation. Funding may also be used in community housing and supportive housing to assist with housing costs for in-situ tenants; protective equipment; and the provision of food and supplies for households in quarantine and/or isolation.

Staff is working with community agencies throughout the district to identify what services are required and to support them with the Social Service Relief Fund if they fit the criteria. Staff will report back to the Board at a later date on how funding will be used in its’ entirety.

### **Resolution No. 20-44**

**Moved by:** Jill Beer

**Seconded by:** Arthur Hayden

WHEREAS the Manitoulin-Sudbury DSB Board has reviewed the Social Services Relief Fund – Issue Report.

THEREFORE BE IT RESOLVED that the Manitoulin-Sudbury DSB approves the [Social Services Relief Fund – Issue Report](#) and authorizes staff to action the recommendations contained with the report. **Carried**

## 7.7 Reloadable Payment Card

Donna Stewart, Director of Integrated Social Services walked the Board through the Reloadable Payment Card – Issue Report and the new Ontario Works Policy H.11.6 Reloadable Payment Cards.

The Ministry of Children, Community and Social Services has worked with Service System Managers to train and guide us through the process of being able to issue Reloadable Payment Cards (RPC) to our Ontario Works clients.

The Ministry is also committed to reforming and modernizing social assistance, including service delivery. The RPC will improve client experience, improve fiscal responsibilities, and cost efficiencies by reducing the cost of printing cheques, reducing the number of replacing lost, stolen, or damaged cheques. RPC is also aligning with the Ministry's mandate of going paperless.

While the ministry's preferred method of payment remains direct bank deposit, the RPC offers a safe and reliable electronic alternative to paper cheques for people unable to obtain a bank account.

We currently have approximately 11% of our caseload who are potentially eligible to participate in the reloadable payment card process.

### **Resolution No. 20-45**

**Moved by:** Ned

**Seconded by:** Vern

WHEREAS the Manitoulin-Sudbury DSB Board has reviewed the Reloadable Payment Cards – Issue Report and the new Ontario Works Policy H.11.6 Reloadable Payment Cards.

THEREFORE BE IT RESOLVED that the Manitoulin-Sudbury DSB approves the [Reloadable Payment Cards – Issue Report](#) and authorizes staff to action the recommendations contained with the report.

FURTHER BE IT RESOLVED that the Manitoulin-Sudbury DSB approved the new [Ontario Works Policy H.11.6 Reloadable Payment Cards](#) effective April 27, 2020.

**Carried**

## 7.8 Emergency Child Care

Donna Stewart, Director of Integrated Social Services walked the Board through the Emergency Child Care – Issue Report.

On [March 22, 2020](#), the Province of Ontario announced the introduction of Emergency Child Care to support child care needs for frontline staff.

A survey was conducted throughout the district to assess potential demand for emergency child care, in addition to the survey, providers reported receiving calls requesting care.

Staff submitted a plan to the Ministry of Education (MEDU) on April 17 for an emergency child care site in Little Current. The site opened on April 29 and is operated by Manitoulin Family Resources at Little Current Public School. We currently have 8 children attending.

Emergency child care services are reserved exclusively for children of essential and critical workers who have no other alternatives for child care. The safest option for families is to have children remain at home if possible

Prior to opening, centres are required by Public Health to thoroughly clean the centre, update policies, establish screening locations, provide additional training to staff, and obtain sufficient personal protective equipment (PPE). Concerns have been expressed regarding ongoing availability of PPE.

Our [website](#) has been updated to provide current information to the community regarding emergency child care.

Emergency child care is more expensive to deliver than regular licensed child care due to several factors including, smaller group sizes, increased staffing levels, increased disinfecting and increased screening of children and staff. The service is at no cost to parents, which means base funding is required for agencies providing the service.

The Province of Ontario has indicated additional funding will be available to support emergency child care, details of the funding have not been released. Existing resources are being used to fund emergency child care at this time.

**Resolution No. 20-46**

**Moved by:** Bruce Killah

**Seconded by:** Jim Rook

WHEREAS the Manitoulin-Sudbury DSB Board has reviewed the Emergency Child Care – Issue Report.

THEREFORE BE IT RESOLVED that the Manitoulin-Sudbury DSB approves the [Emergency Child Care – Issue Report](#) and authorizes staff to action the recommendations contained with the report.

**Carried**

7.9 Early Years Funding

Donna Stewart, Director of Integrated Social Services walked the Board through the Early Years Funding – Issue Report.

On March 21, 2020 the Ministry of Education provided [written direction](#) to CMSMs and DSSABs to continue to flow funding to child care centres and agencies.

Furthermore, the ministry indicated in writing that they did not intend to recover funding for early years and child care services as a result of measures implemented as part of COVID-19 preparedness, including complying with closure orders and would work with us on how this funding is considered in our child care recovery plan.

Service System Managers have been waiting for further direction related to ongoing funding and costs for the Early Years system during the emergency order.

Throughout this time, we have been clear with all Providers that all funding flowed during this period would be subject to reconciliation and actual costs incurred and that any overpayments would be recovered.

On May 9, 2020, the Province of Ontario announced their plan to support parents by protecting child care spaces pending their return to work.

On May 11, 2020 we received a [memo](#) from the Ministry of Education outlining an order that prohibits child care operators from charging families to maintain their spaces during the closure order. This was originally announced on April 10, 2020. None of the operators we fund for General Operating or Fee Subsidy were charging parents while they were closed.

Fixed costs excluding rent will be covered, based on approval, with provincial funding.

The expectation is that Early Years operators who have incurred salary costs throughout the emergency order must immediately apply for federal assistance programs and/or the Canada Emergency Wage Subsidy retroactively to March 15, 2020.

It is important to repeat that the March 21 memo provided direction from the Ministry of Education to continue to fund all programs so that staff would not have to be laid off and would be ready to go back to work quickly and support the forthcoming economic recovery plan.

The province has stated that any commitment by the DSB to top-up funding for salaries since March 15, 2020, must be done with **municipal** budget allocations for providers that qualify for federal wage subsidy. The Canada Emergency Wage Subsidy program funds up to 75% of salaries.

Upon receipt of this information, DSB staff met with all service providers on May 13, 2020 to give notice that effective immediately no further funding would be issued while programs are not in operation.

Without retroactive support local programs will suffer deficits and risk potential closure. The Manitoulin-Sudbury DSB immediately began determining the impact of the reconciliation process with all providers.

Access to quality and timely childcare is critical for the local, provincial, and national economic recovery plan. To ensure the local system remains intact post pandemic, we strongly believe that failure to implement the recommendation to retroactively cover the wage variance in the absence of a strong provincial partner is the best option.

Staff are requesting the Board approve the retroactive payment, using in year budget money, as long as it remains within budget and that no future funds will be provided past May 16.

Furthermore, we believe that the Board must strongly communicate to the Minister of Education our concerns and seek a rescinding of the decision specific to salary and wages outlined in the May 11 Ministry of Education communication.

**Resolution No. 20-47**

**Moved by:** Bruce Killah

**Seconded by:** Maureen Van Alstine

WHEREAS the Manitoulin-Sudbury DSB Board has reviewed the Early Years Funding - Issue Report.

THEREFORE BE IT RESOLVED that the Manitoulin-Sudbury DSB approves the [Early Years Funding - Issue Report](#) and authorizes staff to action the recommendations contained within the report.

FURTHER BE IT RESOLVED that Manitoulin-Sudbury DSB fully endorses the NOSDA [letter](#) sent to the Honorable Stephen Lecce, Minister of Education and directs the Board Chair to write to the Minister asking that he rescind the decision communicated in the [May 11, 2020 letter](#).

**Carried**

7.10 Ministry of Children, Community and Social Services

On May 13, staff received a [memo](#) from the Ministry of Children, Community and Social Services advising that further to their March 26, 2020 [memo](#), they want to provide further clarification on the Ontario Works program delivery funding and financial assistance.

Coupled with efforts to contain the spread of COVID-19 by physically distancing staff, including increased demand on day-to-day administration of social assistance, special considerations were made regarding approaches on performance management and financial oversight.

The ministry will allow funding increases in the 2020 contracting period, to support additional COVID-19 related expenditures. To ensure appropriate use of funding,

delivery partners must track COVID-19 related expenditures separately, for reporting to the ministry by the fall of 2020.

Recognizing the current shift in performance priorities, the ministry will allow flexibility when assessing under-achievement of employment outcomes for the current two-year business cycle. This will allow delivery partners to focus on service delivery priorities and potential increases in service demands.

**8.0 Next Meeting – June 25, 2020**

**9.0 Adjournment**

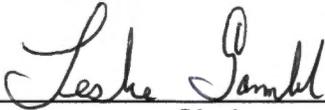
**Resolution 20-48**

**Moved by:** Ned Whynott

**Seconded by:** David Santi

BE IT RESOLVED THAT we do now adjourn at 11:50 a.m. until the next regular meeting to be held on June 25, 2020.

**Carried**

  
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Chair

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