



MINUTES
of the January 24, 2013
MANITOULIN-SUDBURY DSB BOARD MEETING
held in Espanola's 210 Mead Blvd. DSB Boardroom

Present: Lou Addison, André Byham, Sonja Flynn, Les Gamble, Dennis Golden, Bruce Killah, Mike Lehoux, David Leonard, Jack McMillan, Derek Stephens, Denis Turcot, Paul Moffatt, Shawnda Martin-Cross, Edgar Lovelace

Regrets :

Staff: Fern Dominelli, Donna Moroso, Connie Morphet, Mike MacIsaac, Steve Broadhurst, Melody Ouellette

Media: Alicia McCutcheon, Manitoulin Expositor
Dawn Lalonde, Mid-North Monitor

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. 13-01

Moved by: Bruce Killah

Seconded by: André Byham

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

Les introduced new board member Edgar Lovelace who represents TWOMO. Edgar is replacing Louise Ross who left the Board for personal reasons.

Shawnda Martin-Cross, Councillor, Municipality of French River, returned to the board to replace Mayor Morgan Pitfield from Killarney.

5.0 2013 Board Elections

5.1 Chair Nominations & Election

In standing with the DSSAB's Act's annual election requirements, Fern Dominelli, (CAO) presided over the election.

Moved by: Mike Lehoux
THAT Les Gamble be nominated.
There were no other nominations.

Seconded by: Jack McMillan

RESOLUTION 13-02

Moved by: Mike Lehoux

Seconded by: Jack McMillan

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;

BE IT RESOLVED THAT Les Gamble is hereby appointed as Chair of the Manitoulin-Sudbury District Services Board for the year 2013.

Carried

Les assumed the Chair for the remainder of the meeting and thanked the Board for their confidence. Les noted that the DSB has many accomplishments to be proud of over the past year and hopes to continue down the same path.

5.2 Vice-Chair Nominations & Election

Les Gamble called for nominations for Vice-Chair.

Moved by: Bruce Killah
THAT Mike Lehoux be nominated.
There were no other nominations.

Seconded by: Lou Addison

Resolution 13-03

Moved by: Bruce Killah

Seconded by: Lou Addison

BE IT RESOLVED THAT Mike Lehoux is hereby appointed as Vice-Chair of the Manitoulin-Sudbury District Services Board for the year 2013.

Carried

6.0 DSB Committees & Membership

Fern Dominelli (CAO) proceeded to go through the list of Committees asking for volunteers to serve on each. The results are:

6.1 Program Planning Committee:

Jack McMillan, Lou Addison, Dennis Golden, David Leonard, Sonja Flynn and Les Gamble (ex officio)

6.2 Human Resources Committee:

Mike Lehoux, Jack McMillan, Bruce Killah, Derek Stephens, Shawnda Martin-Cross and Les Gamble (ex officio)

6.3 Property Committee:

Lou Addison, Paul Moffatt, André Byham, Sonja Flynn, David Leonard and Les Gamble (ex officio)

6.4 Finance Committee: Mike Lehoux, Paul Moffatt, Denis Turcot., Shawnda Martin-Cross, Derek Stephens, André Byham and Les Gamble (ex officio)

6.5 Strategic Planning Committee:

Shawnda Martin-Cross, Sonja Flynn, Denis Turcot. Derek Stephens and Les Gamble (ex officio)

6.6 Emergency Planning Committee:

Bruce Killah, Sonja Flynn, Lou Addison, Ted Lovelace, Shawnda Martin-Cross and Les Gamble (ex officio)

6.7 French Language Services Committee:

André Byham, Mike Lehoux, Denis Turcot and Les Gamble (ex officio)

7.0 Closed Session

Resolution 13–04

Moved by: David Leonard

Seconded by: Mike Lehoux

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

Carried

Resolution 13 – 05

Moved by: Derek Stephens

Seconded by: Bruce Killah

BE IT RESOLVED THAT the Board adjourn this closed session at 10:30 a.m.

Carried

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

8.0 Business Arising from Closed Session

André Byham, Chair of the Property Committee, informed the Board of the following property matters discussed at the Property Committee Meeting held January 23, 2013:

- Foleyet EMS crew quarters;
- Killarney EMS base lease;
- Disposition of Social Housing Property in Gore Bay

He continued to report on the disposition of the Social Housing property adjacent to 3 Water Street in Gore Bay.

- At the September Board meeting the Board was presented with 2 options for the disposition of the vacant Social Housing property located in Gore Bay.
- The Board has directed the CAO to meet with the CAO for the Town of Gore Bay to discuss the options as presented.
- DSB staff met with the CAO & Mayor of Gore Bay on Dec 11, 2012 to discuss the possible sale of the property to the town.
- After the meeting the town indicated they would submit an offer in the form of a letter to the DSB.
- The Property Committee has reviewed the offer from the Town of Gore Bay and has made recommendations to the Board.

Resolution 13-06

Moved by: André Byham

Seconded by: Sonja Flynn

WHEREAS the Town of Gore Bay by [Resolution 13106](#) agreed in principle to accept a vacant parcel of land located adjacent to the 3 Water Street Social Housing Property for the purpose of developing affordable Senior's Housing; and

WHEREAS the Town of Gore Bay has made an offer to purchase the land from the Manitoulin-Sudbury DSB; and

WHEREAS the Manitoulin-Sudbury DSB Property Committee has reviewed the offer to purchase and has provided its recommendation to the DSB Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB approves the Property Committee's recommendation and directs the CAO to proceed based on the Property Committee's recommendation.

Carried

9.0 Minutes

9.1 Adoption of Minutes – [November 22, 2012](#)

Resolution No. 13-07

Moved by: Mike Lehoux

Seconded by: Jack McMillan

BE IT RESOLVED THAT the Minutes of the November 22, 2012 Board meeting be approved.

Carried

9.2 Business Arising from Minutes

There was no business arising from the Minutes.

10.0 Committee Reports

10.1 Property Committee

10.1.1 Gore Bay Social Housing Property

10.2 Program Planning Committee

10.2.1 [Healthy Communities Fund Policy](#)

[Healthy Communities Fund Issue Report](#)

Program Planning Committee Chair, Lou Addison, reminded the Board of the removal of the Community Start-Up and Maintenance Benefit from Social Assistance. Due to this the Healthy Communities Fund policy had to be revised.

Donna Moroso, Director of Integrated Social Services, walked the Board through the changes.

Donna explained that 50% of the provincial expenditures from CSUMB are being transferred to the Ministry of Municipal Affairs and Housing and are being consolidated into one funding envelope along with the Homelessness Funding.

The new envelope is called the Community Homelessness Prevention Initiative (CHPI) and is a 100% provincially funded investment that amounts to approximately \$246 million for 2013-14. This includes the current level of funding associated with the five existing programs.

The CHPI brings funding for the following five provincial homelessness-related programs together under a single policy and accountability framework:

- Consolidated Homelessness Prevention Program (MCSS)
- Emergency Energy Fund (MCSS)
- Emergency Hostel Services (MCSS)
- Domiciliary Hostel Program (MCSS)
- Provincial Rent Bank (MMAH)

[Community Homelessness Prevention Initiative Guidelines](#)

The Community Homelessness Prevention Initiative (CHPI) aims to prevent, address and reduce homelessness by improving access to adequate, suitable and affordable housing that is linked to flexible support services based on peoples' needs.

The Province has established two key program outcomes for the CHPI, which will measure performance and ensure accountability:

- a) People experiencing homelessness obtain and retain housing; and,
- b) People at risk of homelessness remain housed.

DSSAB/CMSM's are required to deliver services that will address both program outcomes.

DSSAB/CMSM's are also required to develop and submit an Investment Plan (IP) that will outline how their funding allocations will be used each year.

Under the CHPI, DSSAB/CMSM's have the flexibility to use funding for any of the following four service categories:

1. Emergency Shelter Solutions
2. Housing with Related Supports
3. Other Services and Supports
4. Homelessness Prevention

As a result of the new Community Homelessness Prevention Initiative guidelines, staff have reviewed the current Healthy Communities Fund policy and have made the changes necessary to ensure that the new guidelines are being followed when allocating the funds to low income families.

Summary of the new Healthy Communities Fund Policy:

The Manitoulin-Sudbury DSB's Healthy Communities Fund is comprised of four separate service components:

1. Emergency Shelter Solutions
2. Housing with Related Supports
3. Other Services and Supports
4. Homelessness Prevention

The four service categories capture services and activities designed to meet the needs of households who are:

- Currently homeless; or
- At risk or in imminent risk of homelessness

Emergency Shelter Solutions

Local non-profit community organizations can access the Manitoulin-Sudbury DSB's emergency shelter solutions under the HCF funding to assist individuals with emergency food and shelter costs.

Housing with Related Supports, Other Services and Supports, Homelessness Prevention

Eligibility for these components will be limited to one issuance within a 12 month period. Under exceptional circumstances clients may be able to exceed the above policy with the approval of the Director of Integrated Social Services.

Eligibility for the housing with related supports, other services and supports and the homelessness prevention will be based on the most recent Low Income Cut-Off (LICO), for the appropriate family size published by Statistics Canada. In order to qualify for these benefits, all individuals applying must demonstrate that they have exhausted all other possible financial resources including disposition of assets where reasonable.

In order to qualify for the Healthy Communities Fund, individuals need to complete the Healthy Communities Fund application as well as an action plan.

Resolution 13-08**Moved by:** Lou Addison**Seconded by:** Dennis Golden

WHEREAS the Ministry of Municipal Affairs & Housing has announced the new [Community Homelessness Prevention Initiative \(CHPI\) Guidelines](#); and

WHEREAS the Program Planning Committee has reviewed the Healthy Communities Fund Issue Report and is recommending approval to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB approves [Healthy Communities Fund - Issue Report](#) and directs staff to implement the recommendations within the report.

Carried**10.2.2 [Our Kids Count Policy](#)****[Our Kids Count - Issue Report](#)**

Program Planning Committee Chair, Lou Addison, expressed the need to revise the Our Kids Count Policy due to the elimination of the Community Start-Up and Maintenance Benefit.

Donna Moroso, Director of Integrated Social Services, walked the Board through the changes.

As a result of the elimination of CSUMB, the Our Kids Count Policy has been revised to ensure that we provide services to all low income families in our district and that we remain on budget with our expenses.

The Our Kids Count program is a Social Assistance Reinvestment program that assists all low-income families by:

- Supporting parents on social assistance as they move into employment with improved access to essential benefits and services for their children;
- Providing much needed support to parents who are employed in low-income jobs to stay employed.

The strategy of the Social Assistance Reinvestment is to reduce child poverty by providing income supplements and other assistance outside of social assistance so that families can keep those supports as they move into jobs.

The program is comprised of three separate components:

1. Recreational Bursaries

The Manitoulin-Sudbury DSB will cover (a portion of) the registration fee for children in low-income families residing within the DSB's catchment area to participate in recreational or summer/after school programs – organized sports like soccer, baseball, skating, etc.

The yearly maximum of \$500 per child is being reduced to \$300 per child.

2. Early Childhood services & Supplementary Health Benefits

The Manitoulin-Sudbury DSB will assist families with the cost of items related to a child's health and safety to low income families residing within the DSB's catchment area for items such as: strollers, car seats, emergency formula and diapers, etc.

The yearly maximum of \$500 per child is being reduced to \$300 per child.

3. Informal Child Care Subsidies

To support parents as they move from social assistance to employment in areas where licensed childcare is not available, the Manitoulin-Sudbury DSB has created informal childcare subsidies.

The eligibility for subsidy is being reduced from a one year period to a three to six month period.

Eligibility for these benefits will be based on the most recent Low Income Cut-Off (LICO), for the appropriate family size published by Statistics Canada instead of the previous Canadian Council on Social Development.

Families in receipt of OW and/or ODSP automatically qualify.

Resolution 13–09

Moved by: Lou Addison

Seconded by: Shawnda Martin-Cross

WHEREAS the Program Planning Committee has reviewed the Our Kids Count Issue Report and is recommending approval to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB approves the [Our Kids Count - Issue Report](#) and directs staff to implement the recommendations within the report.

Carried

10.2.3 Mandatory & Discretionary Benefits Policy - Issue Report

Summary of Ontario Works Policy Changes

Program Planning Committee Chair, Lou Addison, informed the Board that as of July 1, 2012 the province capped the discretionary benefits provided under the Ontario Works program. This has resulted in a need to review and revise the DSB Ontario Works Policies.

Donna Moroso, Director of Integrated Social Services, walked the Board through the changes.

The DSB expenditures on Discretionary Benefits in 2011 were \$147,034. Prior to July 1st, 2012 the formula was \$8.75/case for non-health related Discretionary Benefits. The new formula is \$10/case on combined health and non-health related Discretionary Benefits, this was effective July 1, 2012.

Based on our analysis of these new rules the Manitoulin-Sudbury DSB has an annual allocation of approximately \$145,000 for health and non-health related Discretionary Benefits. This amount would seem manageable as it is close to our actual expenditures but with the elimination of the Community Start-Up and Maintenance Benefit on January 1, 2013 it will put a lot of pressure on the Discretionary Benefits allocation. Based on figures provided by the Ministry of Community and Social Services, the Manitoulin-Sudbury DSB spent \$284,615 on the CSUMB benefit over a 12 month period from April 2011 to March 2012.

The vast majority of the items covered by the CSUMB benefit are also eligible under Discretionary Benefits, so the items requested under CSUMB will become requests that will be made under the Discretionary Benefits policy.

This will mean that many requests for assistance which qualify under the Discretionary Benefits will need to be denied as staff try to live within the provincial maximum on Discretionary Benefits.

Staff will need to track and monitor this closely to ensure we do not exceed our provincial maximum. Any expenditure that exceeds the provincial maximum will not be cost shared by the province and will be a 100% municipal cost.

Resolution 13–10**Moved by:** Lou Addison**Seconded by:** Bruce Killah

WHEREAS the Ministry of Community & Social Services has made significant changes to the Social Assistance system in Ontario by eliminating the Community Start-Up and Maintenance Benefit (CSUMB) and capping the issuance of Discretionary benefits; and

WHEREAS the Program Planning Committee has reviewed the Ontario Works Discretionary and Mandatory Benefits Policy - Issue Report and is recommending approval to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB approves [Ontario Works Mandatory and Discretionary Benefits Policy - Issue Report](#) and directs staff to implement the recommendations within the report; and

FURTHER BE IT RESOLVED THAT the Manitoulin-Sudbury District Services Board approves the changes, additions and deletions to the Ontario Works Policy Manual as detailed in the [Summary of Policy Changes](#) document effective February 1, 2013.

Carried**10.2.4 [Special Priority Policy](#)**

Program Planning Committee Chair, Lou Addison, informed the Board that the DSB was creating a new local policy in relation to Special Priority status within the Social Housing Program.

Donna Moroso, Director of Integrated Social Services, walked the Board through the changes.

The purpose of the policy is to define the process involved with our special priority applications. Up until now, we have followed the regulations and had no local policy. The Special Priority policy is being prepared so that staff and clients know what our policy is and how we apply the rules.

Service Managers have the flexibility to determine wait-list priorities. We have chosen to remain with one priority, and that is the Special Priority Status for victims of family violence.

When the waiting list has more than one Special Priority applicant approved, the applicants are listed at the top of the waiting list in chronological order.

Special Priority status only applies to Rent-Geared-to-Income (RGI) eligible applicants.

Resolution 13–11**Moved by:** Lou Addison**Seconded by:** André Byham

WHEREAS the Program Planning Committee has reviewed the new Special Priority Policy and is recommending approval to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB approves the new [Special Priority Policy](#) contained within the Social Housing Policy Manual effective February 1, 2013.

Carried**10.2.5 [Fire Code Policy – Social Housing](#)**

Chair of the Program Planning Committee, Lou Addison relayed to the Board that due to some recent incidents within our Social Housing portfolio staff found it necessary to update the Social Housing Fire Code Policy.

Steve Broadhurst, Supervisor of Infrastructure and Asset Management, walked the Board through the changes.

Due to a small fire, in which no one was hurt, but there was property damage, it was discovered during the investigation by the Fire Marshal that the smoke detector had been disabled.

Based on these findings the Fire Marshall inspected six other units and found that three other smoke detectors had been disabled.

Going forward as a matter of policy and process for DSB staff, where DSB staff discovers a smoke detector has been disabled, is missing or impaired, they will report this immediately to their supervisor, who will notify the Fire Marshal's office for investigation.

In the interim the smoke alarm will be put back in operating condition and the tenant will be advised not to tamper or disconnect the smoke detector.

Smoke detectors will be checked for compliance during the annual unit checks as well as anytime a DSB custodian is in a unit for service request work.

Although these changes may seem like common sense, we felt it was important to update our policies and procedures so staff and tenants have clear direction in dealing with these issues.

The Board inquired about the effect of the new fire code on DSB Social Housing properties. The Board was advised that although there are new Fire Codes in

place regarding smoke detectors, our buildings will be grandfathered; the new codes would only apply to new construction.

The Board inquired if there were any clauses in the DSB lease with tenants regarding the proper use of smoke detectors and other alerting devices. The Board was advised that there is a clause in the DSB lease agreement that refers to the disabling of smoke detectors.

Resolution 13–12

Moved by: Lou Addison

Seconded by: Jack McMillan

WHEREAS the Program Planning Committee has reviewed the revised Fire Code Policy for DSB Social Housing units and is recommending approval to the Board.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB approves the revised [Fire Code Policy](#) contained within the Social Housing Policy Manual effective February 1, 2013.

Carried

11.0 New Business

11.1 DSB Signing Authority

Resolution No. 13-13

Moved by: Derek Stephens

Seconded by: Shawnda Martin-Cross

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	Mike Lehoux
Board Member	Jack McMillan
Chief Administrative Officer	Fern Dominelli
Director of Finance & Administration	Connie Morphet
Director of Integrated Social Services	Donna Moroso
Chief of Emergency Medical Services	Mike Maclsaac
Information Systems Manager	Iain Stephen

AND ALSO BE IT RESOLVED THAT each cheque be signed by two of the above-named persons, and as per the dictates of existing Board policy.

Carried

The Board was reminded that any cheque over \$50,000 requires a Board Members signature.

11.2 General Administration Manual

Policy [B.2.02 General Meeting](#)

Resolution 13–14

Moved by: André Byham

Seconded by: Lou Addison

BE IT RESOLVED THAT the Manitoulin-Sudbury DSB approves the revised policy [B.2.02 General Meeting](#) contained within the General Administration Manual effective February 1, 2013.

Carried

11.3 [New Child Care Funding Model - Issue Report](#)

Chair of the Program Planning Committee, Lou Addison informed the Board that the Ministry of Education had developed a new funding formula which has resulted in a 40% increase to the Manitoulin-Sudbury District Services Board Child Care funding envelope.

Donna Moroso, Director of Integrated Social Services, walked the Board through the new funding formula.

In addition to this increased funding, comes increased flexibility to distribute these funds, and the ability to create policies and procedures that stabilize the child care sector. Now, as system service manager's, we will be able to stabilize the child care system through funding and rules that are attentive to our unique needs.

As a result of these significant changes, the Manitoulin-Sudbury District Services Board will be meeting with our partner child care agencies in the near future. The Manitoulin Sudbury District Services Board remains committed to supporting each of our child care agencies in the invaluable work they do to support the children, families, and economy of our communities. Recognizing the value of their work, knowledge, and experience, the purpose of the meeting will be to collaborate on the development of a new system of support which will turn the focus, from a system of complicated and restrictive grants and allocations, to a simplified system involving an Operating Budget that will better support our local child care system.

Resolution No. 13-15**Moved by:** Sonja Flynn**Seconded by:** David Leonard

WHEREAS the Ministry of Education has announced a new Child Care Funding Model; and

WHEREAS the Manitoulin-Sudbury District Services Board has reviewed the Child Care Funding Model Issue Report.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB approves [Child Care Funding Model - Issue Report](#) and directs staff to implement the recommendations within the report.

Carried**11.4 Non-Urgent Inter-facility Patient Transportation**

Chair of the Program Planning Committee, Lou Addison, reminded the Board of the 2 proposals submitted by the DSB regarding the North East LHIN Expression of Interest on the topic of Non-Urgent Patient Transportation.

[NE LHIN LaCloche Manitoulin](#)

[NE LHIN Chapleau](#)

Mike Maclsaac, Chief of EMS, reported on the outcome of these proposals.

Earlier this month we were notified that our LaCloche-Manitoulin proposal was approved and will be fully funded by the NELHIN as per the submitted budget for a period of up to six months. We were also advised that our Chapleau proposal was declined.

The LaCloche-Manitoulin plan was one of only three approved for the trial in Northeastern Ontario.

Planning to move forward has begun involving meetings with the hospital partners (Espanola Regional Hospital & Health Centre & Manitoulin Health Centre) and the NELHIN. The two decommissioned ambulances are being serviced, job postings are out, estimates are being generated for approved equipment, development of the Policy & Procedure Manual is underway utilizing current EMS documentation as a guideline, and evaluation criteria are being established jointly with the other two successful proposals.

There was one obstacle in the proposal surrounding the availability of the Central Ambulance Communications Centres (CACC) to continue booking and dispatching these transfers. The Ministry of Health & Long Term Care (MOHLTC)

has denied our request to continue with CACC involvement much to the dismay of all involved in this project. It is disappointing that a project initiated by the LHIN regarding efficient patient care does not receive the support of the Emergency Health Services Branch of the MOHLTC. Regardless, preparations are underway to move forward without CACC involvement. An internal solution is being developed; one that will hopefully achieve greater results than if we were to have CACC being involved. We will be utilizing one of the EMS Managers to oversee this project from an operational perspective on an as needed basis.

To reiterate the goal of this project, we are looking to test the efficiencies of an alternate level of patient transportation in between healthcare facilities. We will be utilizing non-ambulance transportation with the aim of reducing transportation wait times, getting patients to their appointments on time, increasing the responsiveness of EMS to medical emergencies, and creating just an overall positive patient experience.

Anticipated start time on the road is March 4, 2013.

We are delighted that the NELHIN has reviewed our proposal and believes there is merit in testing a system as planned. Time will tell whether this could truly be a made in the North solution to the longstanding issue of non-urgent patient transportation.

12.0 Other Business

Fern Dominelli, CAO, informed the Board that the DSB received an extra [\\$60,000 in Investment in Affordable Housing - Ontario Renovates](#) funding which must be utilized Feb 28th on home renovations. The DSB has many applications on file waiting for funding, so there should be no issue using these funds by the due date.

13.0 Next Meeting – February 28, 2013 at Espanola DSB office

14.0 ADJOURNMENT

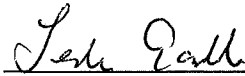
Resolution No. 13-16

Moved by: Shawnda Martin-Cross

Seconded by: André Byham

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 28, 2013.

Carried



Chair



CAO (Secretary-Treasurer
of the Corporation)