



## MANITOULIN-SUDBURY DSB BOARD MEETING

### Minutes

January 11, 2024

10:30 a.m.

Board Room

**Members Present:** Al MacNevin  
Angela Kelly  
Ryan Bignucolo  
Bruce Killah  
Denise Portelance-Godin  
John Deforge  
Paul Branconnier  
Ken Duplessis  
Kevin Burke  
Rob Campbell  
Steven Olsen  
Vern Gorham

**Regrets:** David Santi

**Staff Present:** Donna Stewart  
Lori Clark  
Connie Morphet  
Paul Myre  
Bryan Welsh  
Josh Parkinson  
eSCRIBE Administrator(azure)  
Amy Winnington-Ingram  
Megan Sloan  
Kristian Thorne

**Others Present:** Media: Michael Erskine

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1. Call to Order
2. Land Acknowledgement

We begin this meeting by acknowledging that we are all on land that has been inhabited by Anishnawbek Nations for 10's of thousands of years.

We'd like to acknowledge that we are here in the Robinson Huron Treaty territory and the land on which we gather is the traditional territory of the Atikameksheng Anishnawbek and we would like to give thanks for sharing this land in order for us to continue in our work.

Today, this meeting place is still the home to many Anishnabek nations from across Turtle Island and we are grateful to have the opportunity to unite, live, work and play on this land.

### **3. Adoption of Agenda**

#### **Resolution 23- 24-01**

**Moved by:** Angela Kelly

**Seconded by:** Kevin Burke

BE IT RESOLVED THAT the Agenda be adopted.

**CARRIED**

### **4. Declarations of Conflict of Interest**

None declared.

### **5. Vulnerable Persons Registry Presentation - Shannon Maki, VPR Coordinator**

#### **5.1 VPR Presentation**

Shannon Maki, VPR Coordinator for the Vulnerable Persons Registry presented a slideshow to the Board on what the VPR does and how it can help the vulnerable people of their municipalities in the event of an emergency. With the board's approval on this date, the DSB will send Shannon a list of contacts for each municipality so that she can follow up in order to spread the word.

### **6. 2024 Board Elections**

#### **6.1 Chair Nominations & Election**

In standing with the DSSAB's Act's annual election requirements, Donna Stewart, CAO presided over the election.

The CAO called for nominations for the Chair. Bruce Killah was nominated by Denise Portelance-Godin . There were no other nominations.

#### **Resolution 23- 24 -02**

**Moved by:** Kevin Burke  
**Seconded by:** Al MacNevin

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 Bruce Killah is hereby proclaimed as Chair of the Manitoulin-Sudbury District Services Board for the year 2024.

**CARRIED**

## 6.2 Vice-Chair Nominations & Election

Donna Stewart, CAO called for nominations for Vice-Chair. Kevin Burke nominated Vern Gorham. There were no other nominations. Vern Gorham accepted the nomination.

### **Resolution 23- 24 -03**

**Moved by:** Ryan Bignucolo  
**Seconded by:** John Deforge

BE IT RESOLVED THAT Vern Gorham is hereby proclaimed Vice-Chair of the Manitoulin-Sudbury District Services Board for the calendar year 2024.

**CARRIED**

## **7. DSB Committees & Membership**

### 7.1 Program Planning Committee (max. 5 members)

Rob Campbell, Denise Portelance-Godin, Kevin Burke, Paul Branconnier, West Manitoulin's replacement to be announced and, Bruce Killah (ex officio)

### 7.2 Human Resources Committee (max. 5 members)

David Santi, Vern Gorham, Ken Duplessis, Kevin Burke, Al MacNevin, and Bruce Killah (ex officio)

### 7.3 Property Committee (max. 5 members)

Angela Kelly, Vern Gorham, Kevin Burke, Denise Portelance-Godin, Al MacNevin, and Bruce Killah (ex officio)

### 7.4 Finance Committee (max. 6 members)

Vern Gorham, Ryan Bignucolo, Denise Portelance-Godin, Paul Branconnier, Rob Campbell, Al MacNevin, and Bruce Killah (ex officio)

- 7.5 Strategic Planning Committee (max. 4 members)  
Membership to be established when required.
- 7.6 Emergency Planning Committee (max. 5 members)  
Membership to be established when required.
- 7.7 French Language Services Committee (max. 3 members)  
Membership to be established when required.
- 7.8 Ad-Hoc Board Representation Committee (max. 6 members)  
Membership to be established when required.

**8. Adoption of the Minutes - November 16, 2023**

**Resolution 23- 24-04**

**Moved by:** Al MacNevin

**Seconded by:** Angela Kelly

BE IT RESOLVED THAT the minutes of the [November 16, 2023](#) Board meeting be approved as presented.

**CARRIED**

**9. New Business**

9.1 DSB Signing Authority

Connie Morphet, Director of Finance and Administration explained to the Board that in January of each year, the DSB re-visits the signing authority for the DSB Financial cheque signing authority.

The Manitoulin-Sudbury DSB requires two signatures to be on all cheques, and the policy shows that any cheque over \$25,000 must include the CAO signature.

Any cheques or electronic fund transfers over \$75,000 must have the signature of the Board Chair, Vice Chair, or a designate.

The signing officers have normally been the Chair of the Board, and Board members who live close to the main office. Two other Board members need to be designated as signing officers along with the Board Chair.

The resolution will be forwarded to the Royal Bank along with the signature page for all signing officers.

9.1.1 Financial Approval Policy

**Resolution 23- 24 -05**

**Moved by:** Ken Duplessis  
**Seconded by:** Denise Portelance-Godin

BE IT RESOLVED THAT the following persons shall have signing authority for the Manitoulin-Sudbury District Services Board, effective as of this date: January 11<sup>th</sup>, 2024.

Bruce Killah, Board Chair

Vern Gorham, Board Member

Kevin Burke, Board Member

Donna Stewart, Chief Administrative Officer

Connie Morphet, Director of Finance & Administration

Lori Clark, Director of Integrated Human Services

Paul Myre, Chief of Paramedic Services

Iain Stephen, Information Systems Manager

FURTHER BE IT RESOLVED THAT each cheque be signed by two of the above-named persons, and as per the dictates of existing Board 3.03 Financial Approval Policy.

**CARRIED**

## 9.2 Ministry of Education

### 9.2.1 Ontario's Child Care Workforce Strategy

Lori Clark, Director of Integrated and Human Services walked the Board through the Ontario's Child Care Workforce Strategy.

The Ministry of Education sent a [memo](#) to licensees on November 16<sup>th</sup>, 2023, regarding Ontario's Child Care Workforce Strategy.

The strategy aims to support the recruitment and retention of qualified professionals, help achieve system growth, and ensure increased access to high quality licensed child care in the province.

After consultations with the sector, it was emphasized that there is a need for improved wages. In 2024, the wage floor will increase from \$20.00 to \$23.86 per hour for eligible RECEs and from \$22.00 to \$24.86 per hour for Supervisors and RECE Home Childcare visitors. The wage floor will then increase by \$1 per hour each year up to 2026.

The eligibility ceiling for the annual \$1 increase for eligible RECE program staff moved from \$25 to \$26 per hour, and from \$25 to \$29 per hour for Supervisors and RECE Home Child Care Visitors. The eligibility ceiling will increase by \$1 per hour each year up to 2026. This

is not a wage cap; employers can choose to pay RECE wages above the eligibility ceiling.

Also beginning in 2024, the ministry will continue to support professional development by funding up to one paid Professional Development Day for all staff working in licensed, home-based care, and EarlyON Child and Family Centres.

This is welcome news, as we are committed to offering annual District Wide Professional Development. A Professional Development Day was hosted in Little Current in the Fall of 2022, in Espanola in October 2023, and plans have already begun for the Fall of 2024! We are reviewing feedback from attendees to ensure it is a valuable experience for all.

Also in 2024, CMSMs and DSSABs are expected to engage and collaborate with local community partners to develop, build upon, and implement innovative strategies to support child care and early years workforce.

One time funding will be provided to establish partnerships and develop local solutions to support students and address RECE workforce issues.

The ministry will expand funds for the ECE Qualifications Upgrade Program. These funds support individuals working within the early years sector who have been accepted to Ontario Colleges to pursue their ECE diploma.

As of 2024, the ministry will enhance the base funding for the administration of the program to support recruitment and retention in the sector.

Additional supports to further recruitment and retention of RECEs across the province include:

- Removing barriers for certified teachers and persons with child/youth care or recreation diplomas or degrees to work in licensed child care serving children six and older.
- Expanding the dual credit program in secondary schools so students can get early exposure and credit towards a career as an ECE.
- Clarifying via regulatory amendments that student placements can be completed at their place of work if the student is already working in licensed child care.

It has been noted that there are no wage improvements for non-RECE staff, like Early Childhood Assistants, and cooks who are vital to running a quality child care program.

At a local level, we will immediately implement the changes indicated in the Workforce Strategy for the wage floor and annual increase.

#### 9.2.2 Child Care Safe Arrival and Dismissal Policy

Lori Clark, Director of Integrated Human Services walked the Board through the Ministry of Education Child Care Safe Arrival and Dismissal Policy.

A [memo](#) was sent to licensees from the Ministry of Education on November 16, 2023. As of January 1, 2024, the province will require all licensed child care programs to have a safe arrival and dismissal policy in place.

These requirements already exist within Ontario's publicly funded schools. The new changes to the regulation enhance the health and safety protections in licensed child care settings.

The new policy at minimum must set out the steps that will be taken when a child does not arrive at the child care centre or home child care premises as expected, as well as the steps that will be taken to ensure the safe dismissal of children.

#### 9.2.3 2024 Child Care, EarlyON Child and Family Centres, and Canada-Wide Early Learning and Child Care (CWELCC) Funding

Lori Clark, Director of Integrated Human Services advised the Board on the funding allocation and [guidelines for Child Care, EarlyON Child and Family Centres](#), and [Canada-Wide Early Learning and Child Care](#) for 2024.

The funding approach will continue to remain unchanged from 2023. As shared previously a new formula is being developed, we will learn more about the new approach in the coming months.

For 2024, the ministry has removed the 5 per cent holdback policy on all allocations, instead the ministry will withhold a portion of the CWELCC funding equal to the difference between the allocation calculated at full license capacity versus assumed operating capacity. The hold back amount in 2024 is \$122,120.

The 2024 CWELCC Fee Reduction and Workforce Compensation allocation increased by \$192,915. The revenue replacement approach continues in 2024 to provide a consistent revenue stream to Service Providers.

The Manitoulin Sudbury DSB will provide a cost escalation adjustment of 2.1% to all enrolled Service Providers. This funding can address operating cost increase beyond the control or discretion of the Service

Provider such as salaries and wages, benefits, operations, and accommodations.

In addition to cost escalation funding, the ministry allocated additional funding to support emerging issues for CWELCC enrolled licensees. Licensees must demonstrate that their revenue to eligible spaces is insufficient to support the licensees' non-discretionary costs. This funding is a new, separate allocation in the amount of \$70, 542.

The Ontario Workforce Strategy funding will be provided to support workforce compensation for eligible RECE staff.

One-time federal funding devoted to the Canada-Ontario Early Childhood and Workforce Agreement, will not continue in 2024. The Ministry is working on the implementation of the Ontario Child Care and Workforce Strategy that was announced in November 2023.

Over the last several years we have received funding as a result of the Canada-Ontario Early Learning and Child Care Agreement, to support child care and early years program delivery. The DSB has received an additional \$9,960 for Child Care and \$31,373 for EarlyON through this agreement.

In 2024, the one-time transitional grant in the amount of \$414,902 will be discontinued after three years of funding to help stabilize the system during the pandemic and to support changes to provincial administrative funding.

The change for the Child Care allocation is the increase of ELCC of \$9,960, the decrease of the transitional grant of \$414,902, which is a net decrease of -\$404,942. The EarlyON allocation increased by \$31,373 and the CWELCC allocation increase by \$192,915 inclusive.

Overall we have experienced a net reduction in funding of \$180,654 from 2023 to 2024, there will not be a significant change to service delivery as a result of these changes.

### 9.3 Ministry of Health

Paul Myre, Chief of Paramedic Services walked the Board through the additional base funding for the Non-Urgent Patient Transportation Service.

Earlier this year, a business case was submitted to the Ministry of Health seeking additional base funding for the Non-Urgent Patient Transportation Service operated by Manitoulin-Sudbury DSB through funding agreements with Manitoulin Health Centres and Espanola Regional Hospital.

The business case focused on escalating costs for service delivery attributed to inflation and supply chain issues as well as the long-term financial implications related to the recently ratified collective agreement with the Union that saw the creation of Full-Time employees.



In August, at the Association of Municipalities of Ontario conference, our board chair along with our Chief Administrative Officer presented a delegation on the need for additional base funding for the Non-Urgent Patient Transfer for the reasons stated above. We continued our advocacy on this topic as it is important to us.

The submitted business case and the delegation with the Ministry of Health for additional permanent 100% Ministry base funding of \$250,000 was approved and now brings the total annual base funding from the Ministry of Health to \$550,000.

While still coming short of fully funding this essential service for our district, this commitment from the provincial government demonstrates their support and will definitely help us stabilize and evolve this essential service for the coming years.

#### 9.4 Ministry of Municipal Affairs and Housing

Lori Clark, Director of Integrated Human Services walked the Board through the approval of our Homelessness Prevention Program Investment Plan by the Ministry of Municipal Affairs and Housing.

In May of this year, the board approved the submission of our Homelessness Prevention Program Investment Plan to the Ministry of Municipal Affairs and Housing.

The plan included a new supportive housing capital project in Espanola, that will aim to assist households experiencing homelessness and provide the support needed to achieve long-term successful tenancies.

Our investment plan was approved, the next step in the process was to submit a Project Information Form to the Ministry with more details regarding the capital project. This submission was made on November 30<sup>th</sup>.

On December 20, 2023, staff received a [Conditional Letter of Commitment](#) for this capital project.

We also submitted a request to the ministry to support [alternate market rents](#) for this building (like what was done for Fielding Place in Little Current). Our proposal was approved.

All units in this location will be considered affordable, households moving into this location will require additional support using Direct Shelter Subsidy rental support through the Homelessness Prevention Program to help alleviate financial hardship.

#### 9.5 Ministry of Labour, Immigration, Training, and Skills Development

Lori Clark, Director of Integrated Human Services, walked the Board through the Ministry of Labour, Immigration, Training and Skills Development's updates to Employment Services Transformation.

On December 13th, 2023, staff received a [memo](#) from the Ministry of Labour, Immigration, Training and Skills Development regarding updates relating to Employment Services Transformation.

The Ministry of Labour, Immigration, Training and Skills Development in collaboration with the Ministry of Children, Community and Social Services engaged a third party to conduct an external evaluation of the implementation of the Integrated Employment Services model in the prototype catchment areas of Peel, Muskoka and Hamilton- Niagara for the period of January 2021- May 2022.

The evaluation engaged almost 3000 individuals: including 180 stakeholders, 193 employers and 2382 Ontarians through focus groups, interviews, and surveys.

Based on the survey results, the model helped 87% of those who completed pre-employment services to secure at least 20 hours of employment per week over the course of one year post program.

Almost two thirds of these clients met or exceeded their personal hourly wage goal.

Two thirds of employers surveyed shared that they had access to sufficient support to accommodate jobseekers with disabilities and that the support helped them in retaining workers.

This evaluation is one of many ways the ministries will be monitoring and evaluating the Integrated Employment Services model.

As shared previously, the model is a three phased approach.

Phase one was fully implemented as of October 1, 2023 in York, Halton, Stratford- Bruce Peninsula and Kingston-Pembroke. Integrated Employment Services are now supporting Social Assistance clients with a full range of employment services.

Phase two catchment areas are Durham, London, Windsor- Sarnia, Kitchener- Waterloo- Barrie, and Ottawa. These areas are currently in a transition period and will launch with Integrated Employment Services as of January 2024.

Phase three will impact the Northeast, Northwest, and Toronto catchment areas. The ministry is currently in the final stages of completing the two-stage competitive process to choose the successful Service System Manager (SSM). The selection of the successful SSM for phase three will be the final stage of rolling out the IES model across the province. The successful candidates for phase three will be announced in early 2024.

## 9.6 Fielding Family Donation

Donna Stewart, CAO, informed the Board about a donation for signage at our new build in Little Current.

On December 5, 2023, staff received a [letter](#) via registered mail with a \$25,000 donation cheque from the Lily Fielding's Estate Lawyer, Sinclair and Sinclair.

The purpose of this generous donation is specifically in relation to the signage that is required for our new build in Little Current.

Staff began undertaking the work for new signage at the end of August however weren't able to get the work completed and signage installed before frost hit the ground.

The work will be completed, and signage installed in the Spring once the ground thaws.

Staff responded back to the Lily Fielding's Estate Lawyer confirming receipt of the generous donation and expressed our heartfelt thank you and appreciation on behalf of tenants, staff and the board. In this [letter](#), staff asked that the letter be shared with the family and indicated that we will advise once the project is complete.

#### 9.7 DSB Years of Service

Donna Stewart, CAO, announced the Years of Service recognition given to staff.

Every year, we present staff with a year of service certificate (5,10,15 & 20) as an acknowledgement and thank you for their years of dedicated service to the Manitoulin-Sudbury DSB.

This year we presented 18 certificates.

#### **5 years of service were presented to:**

Justin Berthiaume, paramedic

Matthew McLean, paramedic

James Nagel, paramedic

Amber Zone, Case Manager

Megan Brazeau, HIS Quality Assurance Coordinator

Michael Fullerton, Patient Transfer Attendant

#### **10 years of service were presented to:**

Jessica Begin, Paramedic

Chris Bentley, Paramedic

Shawna Goudreau, Paramedic

Jennifer Hamilton, Paramedic

Craig Hood, Paramedic

Pim Johnston, Custodian

**15 years of service were presented to:**

Grant Bensley, Paramedic

Caitlin Bronicheski, Paramedic

Mike Cooper, Paramedic

Clayton Courtney, Paramedic

Peter Finlay, Paramedic

**20 years of service was presented to:**

Amy Winnington-Ingram, Integrated Human Services Manager

**10. Other Business**

10.1 Apportionment

Connie Morphet, Director of Finance and Administration explained to the Board that the apportionment formula is determined by the DSSAB Act.

The Manitoulin-Sudbury DSB uses a modified default formula; Apportionment is distributed to the municipalities based on weighted assessment and includes Payments in Lieu and power dam assessments.

The 2024 Apportionment invoices will not be issued to the municipalities until review has been completed by the municipalities.

**11. Next Meeting Date February 15, 2024**

**12. Adjournment**

**Resolution 23- 24-06**

**Moved by:** John Deforge

**Seconded by:** Kevin Burke

BE IT RESOLVED THAT we do now adjourn at 11:35 a.m. until the next regular meeting to be held on February 15, 2024.

**CARRIED**

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Board Chair

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CAO

