



Minutes
of the October 19, 2022
MANITOULIN-SUDBURY DSB BOARD MEETING

Present: Arthur Hayden, David Santi, Paul Schoppmann, Richard Stephens, Kevin Burke, Michael Levesque, Jim Rook, David Ham, Bruce Killah, Richard Malette, Ken Duplessis, Vern Gorham and Ted Lovelace

Regrets: Jill Beer

Staff: Donna Stewart, Lori Clark, Connie Morphet, Paul Myre, Melody Ouellette, Ehren Baldauf

1.0 CALL TO ORDER

Bruce Killah, called the meeting to order at 10:00 a.m.

2.0 DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

3.0 Closed Session

Resolution 22-83

Moved by: Vern Gorham

Seconded by: Art Hayden

BE IT RESOLVED THAT the Board move into closed session at 10:02 a.m.

Carried

Resolution 22-84

Moved by: Jim Rook

Seconded by: Richard Stephens

BE IT RESOLVED THAT the Board adjourn this closed session at 10:20 a.m. and move to the regular Manitoulin-Sudbury DSB Board meeting.

Carried

Minutes
of the October 19, 2022
MANITOULIN-SUDBURY DSB BOARD MEETING

Present: Arthur Hayden, David Santi, Paul Schoppmann, Richard Stephens, Kevin Burke, Michael Levesque, Jim Rook, David Ham, Bruce Killah, Richard Malette, Vern Gorham, Ken Duplessis and Ted Lovelace

Regrets: Jill Beer

Staff: Donna Stewart, Lori Clark, Connie Morphet, Joshua Parkinson, Paul Myre, Melody Ouellette

Media: Michael Erskine, The Manitoulin Expositor

1.0 Chair, Bruce Killah, called the meeting to order at 10:30 a.m.

2.0 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.

3.0 Business Arising from Closed Session

During its Closed Session, the Board discussed Legal and Human Resources issues.

4.0 Adoption of Agenda

Resolution No. 22-85

Moved by: David Santi

Seconded by: Paul Schoppmann

BE IT RESOLVED THAT the Agenda be adopted.

Carried

5.0 Declarations of Conflict of Interest

There were no declarations of conflict of interest.

6.0 Adoption of Minutes

Resolution No. 22-86

Moved by: Richard Stephens

Seconded by: Edgar Lovelace

BE IT RESOLVED THAT the Minutes of the [September 21, 2022](#), Board meeting be approved as presented.

Carried

7.0 Committee Meetings

7.1 Finance

The Finance Committee met October 12, 2022. Paul Schoppmann was elected Chair. Paul provided the Board with an update on items discussed at the meeting.

7.1.1 Tender Audit

Connie Morphet, Director of Finance and Administration walked the Board through the Request for Proposals on Audit Services.

In accordance with [Policy B.3.06](#), tendering for audit will follow the same general rules that govern all tendering and procurement. Additional consideration when selecting an audit tender include an in-depth knowledge of the financial requirements of a DSB or other municipal government structures and the ability to meet with the Board at the Board's Head office location with short notice. Per the procedure, the maximum cycle for audit services is eight years.

In September 2022 the Request for Proposal for Audit Services was advertised in the newspaper, placed on our website, and emailed to four audit firms. The proposal requested that each firm provide a quotation for fees to be charged for 2022 and 2023 audits with an estimate of the probable fees for subsequent years. The closing date was last Friday, October 7.

Two firms provided an audit proposal package, KPMG and Freelandt Caldwell Reilly referred as FCR. Both firms are equivalent in background, experience and qualification. FCR is our current audit firm.

The difference between the two proposals is the number of hours estimated to complete the audit and the familiarity with our organization's financial processes. Based on the evaluation of the proposals and the analysis completed, it is the recommendation of the Finance and Administration department that Freelandt Caldwell Reilly be appointed as the auditors for the Manitoulin-Sudbury DSB for 2022 – 2029.

Resolution No. 22-87**Moved by:** Paul Schoppmann**Seconded by:** Ken Duplessis

WHEREAS the Manitoulin-Sudbury District Services Board has requested proposal for the DSB audit services in accordance with DSB [Policy B.3.06 Tendering Audit Financial and Insurance](#); and

WHEREAS the Request for Proposals on Audit Services was advertised and distributed to local accounting firms with a closing date of Oct 7, 2022; and

WHEREAS the DSB Board has reviewed the proposals submitted and are recommending the firm of Freelandt, Caldwell Reilly.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB Board approves the appointment of Freelandt, Caldwell Reilly as the DSB auditors based on the proposal submitted.

Carried**7.1.2 Financial Limitations Issue Report**

Donna Stewart, CAO walked the Board through the Financial Limitations Issue Report.

The Manitoulin-Sudbury DSB has a [Financial Approval Policy](#) in the General Administration Manual that details the expectations of purchase order, signing cheques and contract limitations by position.

As a result of the realities of inflation, the cost of living has significantly increased over the last year. These realities mean that the cost of operating DSB programs have increased.

Staff are requesting that the Finance Committee recommend to the Board approval and implementation of the changes in the [Financial Limitations – Issue Report](#) with an effective date of November 1, 2022.

Resolution No. 22-88**Moved by:** Paul Schoppmann**Seconded by:** Richard Malette

WHEREAS the Manitoulin-Sudbury DSB Board has reviewed the Financial Limitations – Issue Report and is recommending approval of the report.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts and approves the Financial Limitations – Issue Report and directs staff to action the recommendations contained within the report.

Carried

7.1.3 Budget

Connie Morphet, Director of Finance and Administration walked the Board through the 2023 Budget highlights, outlining the 2.95% increase to the Municipal share.

Resolution No. 22-89

Moved by: Paul Schoppmann

Seconded by: David Santi

WHEREAS the Finance Committee met on October 12, 2022 to review the [Finance Committee Terms of Reference](#), [Annual Budget Guidelines](#), 2023 Allocation of Program Support, [2022 Annual Report on Reserves](#), 2022 Travel Expenditure Issue Report, 2022 Quality Assurance Issue Report and 2023 Budget estimates; and

WHEREAS the Finance Committee is recommending to the new Board the approval of the 2023 Allocation of Program Support, the 2022 Travel Expenditure Issue Report, 2022 Quality Issue Report and 2023 Budget estimates.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Finance Committee's recommendation and approves the [2023 Allocation of Program Support](#), the 2022 Travel Expenditure Issue Report, and the [2022 Quality Issue Report](#); and

FURTHER BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts the Finance Committee's recommendations and approves the [2023 Budget estimates](#) in principle; and

FURTHER BE IT RESOLVED THAT the Manitoulin-Sudbury DSB recommends to the incoming Board that it accept the Finance Committee and the Boards recommendation to adopt the 2023 Budget estimates in principle in the amount of \$45,178,035 **\$45,078,872** gross and municipal share in the amount of \$11,288,023 **\$11,188,860** which represents an increase of **\$320,640** or **2.95%** in the municipal share.

Carried

8.0 New Business

8.1 Ministry of Children and Social Services

Lori Clark, Director in Integrated Human Services, walked the Board through the 2023 Ontario Works Program Delivery Funding Planning Allocations.

On September 21, 2022 the DSB received a [letter](#) from the Ministry of Children, Community and Social Services confirming our 2023 planning allocation.

The 2023 planning allocation remains unchanged from 2022 in the amount of \$1,414,200

Performance measures and outcomes will be determined as per prior years.

Outcome improvement target measures are set at a minimum of 3% over the prior year's baselines. We are on track to achieve our 2022 targets and will set our 2023 targets in conjunction with the ministry.

- 8.2** Lori Clark, Director of Integrated Human Services, gave the Board an update on the Canada Wide Early Learning Child Care (CWELCC).

Since our last meeting, we are very pleased to notify the Board that all of our Service Providers have opted-in to the System and CWELCC System Service Contracts have been ratified. 100% of our Service Providers have been approved and are enrolled.

Funding has been flowed to Service Providers for parent rebates and service providers are now actively providing rebates to parents retroactively to April 1, 2022.

Service Providers enrolled have agreed to drop their rates effective October 1st, 2022, to ensure consistency of rates across the district and for ease of reconciliation

- 8.3** Lori Clark, Director in Integrated Human Services, gave the Board an update on the Workforce Capacity and Innovation Fund.

Staff provided an update to the Board in January of this year regarding new one-time workforce funding.

We received an allocation of \$576,491 to support the retention and recruitment of a high-quality child care and early years workforce.

The key objectives for this investment are to:

- Sustain the existing workforce to ensure a more stable and high-quality early years and child care system.
- Enhance access to opportunities for the workforce that promote retention and recruitment, including professional development, training, and qualification upgrade programs.
- Grow the number of qualified staff in the child care and early years workforce to increase access to licensed child care for families.
- Attract and support the development of an increasingly diverse workforce to more effectively reflect the children and families accessing early years and child care programs.

The COVID-19 pandemic has challenged the child care and early years workforce in many ways particularly with respect to recruitment and retention of staff.

Although the pandemic has been challenging, it has resulted in creative approaches to professional learning, staff engagement and mentorship. Virtual connections have grown and will continue to be a tool to support recruitment and retention of early years professionals.

8.4 Paul Myre, Chief of Paramedic Services gave the Board an update on the Paramedic Services Awareness Initiatives.

For the last several years, Paramedic Services have been engaged in awareness campaigns with the goal of educating the public on important social and medical issues.

Each October, Paramedics don Pink Epauettes while on duty in recognition of Breast Cancer Awareness Month and as a demonstration of support for those who are either currently fighting or are survivors of breast cancer.

Each November, Paramedics don Blue Epauettes in support of the Movember campaign raising awareness to men's health issues specifically Prostate and Testicular Cancers as well as Mental health and suicide prevention.

Each Friday and on Remembrance Day, Paramedics don Red Epauettes in support of the Wounded Warrior Campaign, First Responder Mental Health and PTSD awareness and to support our troops currently deployed overseas.

New this year, our Paramedics donned orange epauettes on September 30th to honour the National Day for Truth and Reconciliation and Orange Shirt Day.

8.5 Response Time Standards

Paul Myre, Chief of Paramedic Services walked the Board through the Response Time Standards Issue Report.

Paramedic Services has, as set out in Legislation, prepared our 2021 Response Time Standard (RTS) performance plan. This plan is appended to this report and will be submitted to the Ministry of Health by October 31st.

During the April 2022 Board Meeting, the Board heard through the [2022 Response Time Standards – Issue Report](#) that our service had missed all but 1 response time target but had already deployed countermeasures to hopefully improve our service's RTS performance in 2023. As Paramedic Services set the response time targets, the easy thing to do would be to simply adjust the plan to make it so we could meet each target every year. However, staff believe that problems are golden opportunities to drive system improvements and that these problems should be visible and acknowledged.

To this end, Paramedic Services will be submitting the exact same response time targets as 2022 to assess if the countermeasures deployed to address gaps have been effective all while continuing to explore other means to stabilize and improve our response capabilities.

Paramedic Services continues to monitor both emergency system performance and non-urgent system evolution.

Resolution No. 22-90

Moved by: Michael Levesque

Seconded by: Kevin Burke

WHEREAS the Manitoulin-Sudbury DSB Board has reviewed the 2023 Response Time Standard – Issue Report and is recommending approval of the report.

THEREFORE BE IT RESOLVED THAT the Manitoulin-Sudbury DSB accepts and approves the [2023 Response Time Standard – Issue Report](#) and directs staff to action the recommendations contained within the report.

Carried

8.6 Lamé Duck Delegation Authority

Donna Stewart, CAO walked the Board through the recommendation to pass a resolution for the delegation of authority during the lame duck period.

Manitoulin-Sudbury DSB requests the delegation decision making authority to the Chief Administrative Officer during the Lame Duck period, which begins for DSB's on October 24, 2022, and shall not be in effect or extend beyond the date when the Board for term January 1, 2023, to December 31, 2026.

Resolution No. 22-91

Moved by: Jim Rook

Seconded by: Richard Stephens

WHEREAS the Manitoulin-Sudbury DSB requests the delegation decision making authority to the Chief Administrative Officer during the Lame Duck period, which began October 24, 2022, and shall not be in effect or extend beyond the date when the Board for term January 1, 2023, to December 31, 2026 is sworn into office; and

WHEREAS the delegation decision making authority includes the following:

1. The disposition of any real or personal property of the MSDSB, which has a value exceeding \$50,000 at the time of the disposal: and
2. Making any budgeted or unbudgeted expenditure or incurring any liability, which exceeds \$50,000. If any budgeted or unbudgeted expenditures or incurring any liability is sought, the CAO will report back to the new Board in 2023.

FURTHER BE IT RESOLVED THAT the above do not apply if the disposition or liability was included in the most recent budget adopted by the MSDSB before nomination day in the election year.

THEREFORE BE IT RESOLVED THAT the Board approve the request for the delegation decision making authority to the Chief Administrative Officer.

Carried

9.0 Other Business

10.0 Next Meeting – Tentatively scheduled for November 16, 2022

11.0 Adjournment

Resolution No. 22-92

Moved by: Edgar Lovelace

Seconded by: Ken Duplessis

BE IT RESOLVED THAT we do now adjourn at 11:10 am. until the next regular meeting to be held on November 16, 2022, pending quorum.

Carried

Chair

CAO (Secretary-Treasurer
of the Corporation)