Algoma District Services Administration Board
Conseil d'administration des services du district d'Algoma

Minutes – Regular Board Meeting

March 22, 2018
Head Office Board Room, Little Rapids 5:00 PM

Board Members in attendance:

Morley Forster – Chair
Norman Mann – Vice Chair
Lorraine Aelick
Jocelyne Bishop
Luc Cyr
Sue Jensen
Dan Marchisella
Darlene McColman
Ron Rody
Gabriel Tremblay

Board Members absent with regrets and required notice:

Chris Patrie
Lynn Watson

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1. Opening of Meeting

The Board Chair, Morley Forster, opened the meeting and welcomed the Board members and staff.

2. Opportunity for Declaration of Pecuniary Interest

None declared.

3. Minutes

By Resolution, the Board approved the minutes of the February 22, 2018, Regular Board Meeting as distributed.

4. Approval of Agenda

By Resolution, the Board approved the agenda for the March 22, 2018 Regular Board Meeting, as amended.

The following were added to the agenda:

6.8 TWOMO Election – Appointment of Returning Officer
8.1a Blind River Non-Profit Housing Corporation – Update
8.1b Algoma Co-operative – Elliot Lake

5. Correspondence

5.1 MHO – 2017 Auditor General's Report and Review of Social and Affordable Housing

The Ministry is initially focusing on two recommendations from the report: social housing waitlists and service level standards. The Ministry is committed to working with Service Managers to resolve issues. To begin the Ministry is requesting a completed survey to determine how waitlists are being processed and gather suggestions on how waitlist system processes can be improved.

5.2 MEDU – Centres of Excellence for Early Years and Child Care

A Call for Proposals was announced in November 2017 as part of Ontario's action plan. Three candidates have been selected to lead: the Provincial Centre of Excellence – Western University and Ontario Reggio Association; Indigenous Centre of Excellence – Ontario Aboriginal Head Start Association and Kenjgewin Teg Education Institute; and Francophone Centre of Excellence – Collège Boréal and Association francophone à l'éducation des services à l'enfance de l'Ontario.

6. Other Business

6.1 ADSAB 2017 Financial Statement (DRAFT)

The Audit/Finance Committee Chair, Norman Mann provided a summary of the March 22, 2018 Committee meeting with the Auditor. The Financial Statement received a clean auditors report with no issues noted. The Chair thanked staff for a job well done.

KPMG will be providing a service, working with the Finance staff to review present functions and attempt to create more efficiencies through their Lean-in Audit.

The Director of Finance walked the Board through the Audit Findings Report and the Financial Statement.

By Resolution the Board approved the ADSAB Financial Statement 2017 as presented.

By Resolution the Board accepted the ADSAB Audit Findings Report for 2017 as presented.

6.2 Children's Services – Update

The Director of Children's Services and Early Learning provided updates for the Board.

As previously reported two proposals for CASS and Echo Bay school based early learning in the District of Algoma have received approval.

The Rural and Remote Working Group has tabled some recommendations. The group has recommended further meetings 2 – 4 times in the year.

Healthy Kids Theme 3 is wrapping up and Theme 4 is already being introduced. 'Power off and Play' is being encouraged. Maximum screen times recommended are as follows: 0 – 2 years old at 0 hours per day; 2 – 4 years old at less than 1 hour per day; 5 – 17 years old at 2 hours per day.

6.3 Housing Services – Update

Portable Housing Benefit

The Director of Housing Services provided information on the Portable Housing Benefit. This program has a great deal of flexibility. ADSAB is initially planning to utilize the benefit to convert OW/ODSP tenants from the rent scale to the full shelter allowance. This funding is portable allowing tenants residing outside of ADSAB owned units to benefit. Recipients would be reviewed annually unless there is a significant income change prior, therefore offering tenants a predictable rent for one year.

Questions from the Board were answered by the Director of Housing Services.

6.4 Ontario Works – Update

The Director of Client Services and Social Assistance advised the Board information continues to be received on the upcoming changes. The recent meeting of the OW and ODSP Change Liaisons provided progress updates.

Implementation of third party DBD's and e Statements continues to move forward. Changes to income reporting will reduce workload for staff and decrease the amount of information clients are required to provide.

The client Statement of Assistance will list all family members associated with a file. Clients may use this as verification of receipt of assistance where needed.

Phase 1 of 'My Benefits' will allow clients to check and update their social assistance information. ADSAB piloted this project in 2016-2017 and will continue with the second phase in spring 2018.

Electronic Document Management is being piloted at various sites with ODSP. Paper files are being scanned. At this time documents with client signatures will be retained for six months. It is anticipated the rollout for OW will begin early 2019.

Questions from the Board were answered by the Director of Client Services and Social Assistance.

6.5 Paramedic Services – Update

ADPS Response Time Performance Report for 2017

In the absence of the Chief of Paramedic Services the CAO reported ADSAB met all targets except Sudden Cardiac Arrest which is the lowest percentage of calls.

Board questions were answered by the CAO.

6.6 Thessalon Non-Profit Housing – Update

The CAO advised the Board ADSAB has just received the Amended Letters Patent back. A resolution will be brought to the Board in April for approval. The CAO outlined the process required and what the setup could look like with Board approval.

6.7 French Language Services – New Reporting Requirements

MCSS Memo – New 2018-19 French Language Services Compliance Report

The CAO informed the Board the new template was received last week with significant changes. A French Language Services Committee meeting will be required. All agreed to a meeting prior to next Board meeting. A meeting invitation will be sent out.

Questions were answered by the CAO.

6.8 TWOMO Election – Appointment of Returning Officer

By Resolution the Manager of Finance was appointed Returning Officer for 2018.

7. Open Question and Answer

There were none.

8. In Camera Session

8.1 Property Issue – Surplus Vehicles

8.2 Property Issue – Wawa Office - Update

8.3 Property Issue – PHARA Westwinds Shores Project - Update

8.4 Michipicoten Non-Profit Housing Corporation – Update

8.5 Echo Bay Affordable Housing Project – Tender Results and Awarding of Contract

8.6 Township of St. Joseph Affordable Housing Project – Update

8.7 Personnel Issues

Upon return to an open meeting the Board passed the following Resolutions:

The Board declared the 2005 Chevrolet Van (Central Algoma) as surplus. This vehicle will be disposed of utilizing the Board's Disposal of Surplus Property policy. The 2005 Chevrolet Van will have a minimum bid value of $1,000 for Municipalities.

The Board approved the tender submission from Sal-Dan General Contractors for the Echo Bay Housing Project in the amount of $2,198,000 plus HST for tender number TULLOCH Project 17-1192 / dea Project 1730.

The Board approved that Keith Bell, CAO be defined as and have signing authority for the Service Manager in both the Investment in Affordable Housing for Ontario Program (IAH) 2014 Extension-Rental Housing Component-Year 5 and the Social Infrastructure Fund (2016 SIF)-Rental Housing Component – Year 3 Contribution Agreements for the new Affordable Housing Building in Richard's Landing.

The Board also approves that Lisa Krug, Director of Finance be defined as and have signing authority for the Proponent in both the Investment in Affordable Housing for Ontario Program (IAH) 2014 Extension-Rental Housing Component-Year 5 and the Social Infrastructure Fund (2016 SIF)-Rental Housing Component – Year 3 Contribution Agreements for the new Affordable Housing Building in Richard's Landing.

9. Adjournment

By Resolution, the Regular Board Meeting of March 22, 2018 was adjourned.

The next Regular Board Meeting is scheduled for April 26, 2018 at 5:00 p.m. followed by the Annual General Meeting in the Main Board Room at Head Office, Little Rapids.

Resolutions

1	Moved by: Jocelyne Bishop Seconded by: Dan Marchisella Resolve that: the Board approve the minutes of the February 22, 2018 Regular Board Meeting, as distributed. Carried

2	Moved by: Norman Mann Seconded by: Jocelyne Bishop Resolve that: the Board approve the agenda for the March 22, 2018 Regular Board Meeting, as amended. Carried
3	Moved by: Norman Mann Seconded by: Luc Cyr Resolve that: the Board approve the ADSAB 2017 Financial Statement (Draft) as presented. Carried
4	Moved by: Norman Mann Seconded by: Lorraine Aelick Resolve that: the Board accept the ADSAB Audit Findings Report for 2017 as presented. Carried
5	Moved by: Norman Mann Seconded by: Ron Rody Resolve that: the Board appoint Debra Nelson, Manager of Finance, as the Returning Officer for the Territories Without Municipal Organization election for 2018. Carried

6	Moved by: Jocelyne Bishop Seconded by: Dan Marchisella Resolve that: the Board move the meeting in-camera for the discussion of Personnel / Property matters. Carried
7	Moved by: Sue Jensen Seconded by: Darlene McColman Resolve that: the Board return to an open session. Carried
8	Moved by: Luc Cyr Seconded by: Sue Jensen Resolve that: the Board declare the 2005 Chevrolet Van (Central Algoma) as surplus. This vehicle will be disposed of utilizing the Board's Disposal of Surplus Property policy. The 2005 Chevrolet Van will have a minimum bid value of $1,000 for Municipalities. Carried
9	Moved by: Dan Marchisella Seconded by: Gabriel Tremblay Resolve that: the Board approve the tender submission from Sal-Dan General Contractors for the Echo Bay Housing Project in the amount of $2,198,000 plus HST for tender number TULLOCH Project 17-1192 / dea Project 1730. Carried

10	Moved by: Lorraine Aelick Seconded by: Gabriel Tremblay Resolve that: the Board approves that Keith Bell, CAO be defined as and have signing authority for the Service Manager in both the Investment in Affordable Housing for Ontario Program (IAH) 2014 Extension-Rental Housing Component-Year 5 and the Social Infrastructure Fund (2016 SIF)-Rental Housing Component – Year 3 Contribution Agreements for the new Affordable Housing Building in Richard’s Landing. The Board also approves that Lisa Krug, Director of Finance be defined as and have signing authority for the Proponent in both the Investment in Affordable Housing for Ontario Program (IAH) 2014 Extension-Rental Housing Component-Year 5 and the Social Infrastructure Funding (2016 SIF)-Rental Housing Component – Year 3 Contribution Agreements for the new Affordable Housing Building in Richard’s Landing. Carried
11	Moved by: Luc Cyr Seconded by: Ron Rody Resolve that: the Regular Board Meeting of March 22, 2018 be adjourned. Carried