

KENORA DISTRICT SERVICES BOARD

Minutes for a Meeting of the
Governance Committee
Held on Thursday, October 14, 2010
Commencing at 10:00 a.m.

PRESENT: Rory McMillan, Chair
Debbie Chartrand
Garry Parkes
Bill Thompson
Phil Vinet

STAFF: Sten S. Lif, Chief Administrative Officer
Debbie Sidor, Executive Secretary
Adrian De Porto, Director of Housing Services

GUESTS: Aamikkowiish Non Profit Housing Inc., Carol Blight
Kenora Affordable Housing Group, Colette Surovy and Erica Olsen

1. CALL TO ORDER

The Chair called the meeting to order at 10:03 a.m.

Introductions

2. APPROVAL OF AGENDA

MOTION NO.: GC2010-19

Moved by Debbie Chartrand
Seconded by Garry Parkes

RESOLVED THAT the Governance Committee approve the Agenda for a regular meeting of the Committee to be held on Thursday, October 14, 2010 in the Boardroom at 211 Princess Street, Dryden, ON commencing at 10:00 a.m. CST.

CALLED; CARRIED

ACTION: None

3. DISCLOSURE OF INTEREST AND THE GENERAL NATURE THEREOF

3.1. Agenda for Current Meeting

The Chair calls for any declaration of pecuniary interest, and the general nature thereof under the Municipal Conflict of Interest Act with respect to the Agenda for this meeting.

None declared.

3.2. Minutes of a Previous Meeting at which a member was not in attendance

The Chair calls upon members present for declaration of pecuniary interest, and the general nature thereof under the Municipal Conflict of Interest Act, for minutes of previous meetings at which a member was not in attendance and which had not previously been declared.

None declared

4. DELEGATIONS / DEPUTATIONS

Representatives from the Kenora Affordable Housing Group and Aamikkowiish Non Profit Housing Inc. attended the Governance Committee meeting for the purpose of discussing their proposal for the KDSB to provide funding for ten rent supplement units in Kenora.

Sten provided details of the discussions with Aamikkowiish Non Profit Housing Inc. pertaining to their request for the Board to consider providing funding for 10 rent supplement housing units in the City of Kenora in the form of a 20-year subsidy for the units. As this project does not fall within the Social Housing Reform Act (SHRA), any funding provided by the KDSB will come directly from the local taxpayers. Aamikkowiish has no operational funding for these units and the program requires they charge 80% of Kenora's average market rent (currently estimated at \$1,211 for a 3-bedroom unit) which must sustain the operation of the units.

The group targeted to occupy these units will be aboriginal Ontario Works (OW) or Ontario Disability Support Program (ODSP) clients. The maximum shelter allowance for these clients is \$620 for a regular three-bedroom unit and \$791 for an accessible unit. Based on nine three-bedroom units and one accessible unit, the KDSB is being asked to subsidize the difference which would total \$39,828 for 2011. As market rent increases in subsequent years, the amount of subsidy would increase as well.

Following an information sharing session by CAO, Sten Lif, and Director of Housing Services, Adrian De Porto, members of the delegation provided the staff and Committee members with the details which led to their proposal.

Members of the Governance Committee agreed that the proposal has merit and should be considered by the Board of Directors. However, further meetings and discussions must take place between the two parties in order to formalize a draft plan. One major area of concern is a change in family composition resulting in tenants being over housed in three-bedroom units and a subsequent drop in the amount of subsidy that KDSB can provide. Aamikkowiish would then have a funding shortfall. A second concern will be those OW and ODSP clients who may start earning some employment income and possibly come off of the shelter allowance and become RGI clients. As these units do not fall within the SHRA, the Board would have to determine whether or not they are willing to provide RGI subsidy.

***ACTION:** Administration will draft a resolution for the board's consideration at the November 18th board meeting. The resolution will recommend that the Board of Directors approve, in principle, the 'concept' of the proposal from Aamikkowiish Non-Profit Housing Inc. and that further meetings and discussions take place between the two parties in order to formalize a draft plan which will be presented to the new Board of Directors in January 2011. Sten will forward a copy of the draft resolution to Governance Committee members for their review and feedback.*

5. MINUTES OF PREVIOUS MEETING

5.1. Minutes of July 8, 2010

MOTION NO.: GC2010-20

Moved by Phil Vinet
Seconded by Bill Thompson

RESOLVED THAT the Governance Committee approve the minutes as presented of the July 8, 2010 committee meeting.

CALLED; CARRIED

ACTION: File

6. CORRESPONDENCE

No formal correspondence was provided to the committee. However, Sten reported that the DSSAB will receive approximately \$10,000 in additional Land Ambulance funding for the Unincorporated.

There are ongoing funding issues for Land Ambulance service as the Ministry of Health has indicated that funding for 2009 and 2010 will be based on the PSSAB formula which will reduce funding for all service providers in the province. AMO is pursuing this issue and a meeting is scheduled for October 22nd in Toronto for all service providers in the province. Representatives may attend in person or via teleconference. Sten and Toni will attend the meeting via teleconference.

Sten also informed the Committee that he and Toni will be attending a meeting in Timmins on October 27th organized by NOSDA. NOSDA representatives will meet with Dr. Tony Campeau on the Patient Transfer issue as well as funding concerns.

7. BUSINESS

7.1 CAO Recruitment - Teleconference with Aurel Malo, DiBrina Sure Human Resources Inc.

Governance Committee members discussed the CAO recruitment process at length with Aurel. As Aurel has a good understanding of the selection criteria, he will draft the job advertisement with input from Sten for distribution to Governance Committee members by October 22nd at the latest. An estimate of the costs to advertise and timelines will also be distributed to Committee members. If possible, a final draft will be ready for publication to run the first two weeks of November. Committee members agreed that the ad should run in all Northwestern Ontario papers, the Sudbury Star, Municipal World's Municipal Job Board website, the OMSSA Job Board and also be distributed to all DSSABs.

Applications will be collected by Aurel by the end of November. He will then conduct an initial assessment based on the selection criteria and submit a short list of candidates to the Governance Committee before Christmas vacations. All résumés will be available to the Committee members should they wish to review them.

The interview questionnaire will be developed by Aurel with input from a Selection Committee to be struck from the new Board of Directors. Interviews will be scheduled for late January or early February. Following interviews, Aurel would conduct reference checks on the leading candidate and the Selection Committee would make a recommendation to the Board. Aurel suggested that an offer of employment be made by the end of February at the latest. Depending on the background of the successful candidate, an overlap with the current CAO would commence no sooner than April 1st but no later than May 1st.

In response to a question from Aurel regarding disclosure of the salary scale, Sten indicated that the KDSB Salary Administration policy states that new employees will be placed at Level 1 of the Salary Grid, but in exceptional circumstances recognition may be given for qualifications and experience and the new employee may be placed at Level 2 of the Grid. Aurel indicated that it was normal practice to disclose the salary range and it was agreed that the scale, accompanied by the policy on the website, could be released to prospective candidates.

The KDSB will cover travel expenses for interviews for management positions and an allowance is provided for moving expenses up to a maximum amount.

7.2 New Ontario Works Policies

- 7.2.1 KDSB-OW-I-01 Quality Service
- 7.2.2 KDSB-OW-I-02 Community Collaboration
- 7.2.3 KDSB-OW-II-01 System Integrity
- 7.2.4 KDSB-OW-III-01 Ontario Works Outcomes
- 7.2.5 KDSB-OW-III-02 Employment Activities

Having reviewed the new Ontario Works policies as presented by the Director of Ontario Works/Child Care, Governance Committee members agreed to recommend that the Board of Directors approve each policy.

7.3 New Finance Policy

- 7.3.1 KDSB-FNS-I-06 Banking Protocol - Investments

Having reviewed the new Finance policy as presented by the Director of Finance, Governance Committee members agreed to recommend that the Board of Directors approve the policy.

7.4 New Land Ambulance Policies

- 7.4.1 KDSB-LA-I-01 Introduction
- 7.4.2 KDSB-LA-I-02 Service Commitment
- 7.4.3 KDSB-LA-I-03 Deployment of Resources
- 7.4.4 KDSB-LA-I-04 Special Events Coverage
- 7.4.5 KDSB-LA-II-01 Personnel
- 7.4.6 KDSB-LA-II-02 Paramedic Certification
- 7.4.7 KDSB-LA-III-01 Central Ambulance Communication Centre (CACC) Direction

Having reviewed the new Land Ambulance policies as presented by the Director of Land Ambulance, Governance Committee members agreed to recommend that the Board of Directors approve the policy.

8. RESOLUTIONS/RECOMMENDATIONS

8.1. Recommend approval of Ontario Works policies

MOTION NO.: GC2010-21

Moved by Debbie Chartrand
Seconded by Garry Parkes

RESOLVED THAT the Governance Committee recommends that the Board of Directors approve the following Ontario Works policies:

- KDSB-OW-I-01 Quality Service
- KDSB-OW-I-02 Community Collaboration
- KDSB-OW-II-01 System Integrity
- KDSB-OW-III-01 Ontario Works Outcomes
- KDSB-OW-III-02 Employment Activities

CALLED; CARRIED

ACTION: Board of Directors

8.2. Recommend approval of Finance policy

MOTION NO.: GC2010-22

Moved by Bill Thompson
Seconded by Phil Vinet

RESOLVED THAT the Governance Committee recommends that the Board of Directors approve the following Finance policy:

KDSB-FNS-I-06 Banking Protocol - Investments

CALLED; CARRIED

ACTION: Board of Directors

8.3. Recommend approval of Land Ambulance policies

MOTION NO.: GC2010-23

Moved by Phil Vinet
Seconded by Garry Parkes

RESOLVED THAT the Governance Committee recommends that the Board of Directors approve the following Land Ambulance policies:

KDSB-LA-I-01 Introduction
KDSB-LA-I-02 Service Commitment
KDSB-LA-I-03 Deployment of Resources
KDSB-LA-I-04 Special Events Coverage
KDSB-LA-II-01 Personnel
KDSB-LA-II-02 Paramedic Certification
KDSB-LA-III-01 Central Ambulance Communication Centre (CACC) Direction

Committee member, Bill Thompson, suggested that the Board consider the same service response time levels at every Northwest EMS location. Following some discussion, Committee members agreed to recommend approval of these Land Ambulance policies providing the Board gives some consideration to providing the same level of service at every location.

CALLED; CARRIED

ACTION: Board of Directors

10. NEXT MEETING

At the call of the Chair.

11. ADJOURNMENT

The meeting adjourned at 12:19 p.m.

Confirmed this 9th day of December, A.D. 2010,

By Resolution No.: GC2010-25

Rory McMillan, Chair