

# Area Services Board Working Group

Minutes

Algoma District Services Administration Board - Head Office  
**Collver Road, Little Rapids**  
**5.00 pm. March 29, 2001**

Note: The regular meeting of the Algoma District Services Administration Board followed this meeting

ASB Working Group Board Members in attendance:

L. Aelick  
R. Capillo  
K. Currie  
G. Farkouh  
B. Gallagher  
R. Hamilton  
H. Pelky  
G. Tremblay  
S. Reinhardt  
A. Swanson  
P. Wesselius  
H. Whent

ASB members absent with regrets: none

ASB members absent: none

Ministry of Northern Development and Mines:

Aime Dimatteo – Director Northern Services Improvement Project

Cathy Jensen - Advisor Northern Services Improvement Project

Algoma Health Unit:

Allen Northan – Medical Officer of Health

Jeff Holmes – Business Manager

Algoma District Homes for the Aged Board:

Evelyn Theriault – Chair

Peter MacLean – District Administrator

Jane Smith – Assistant Administrator

## 1. Opening of meeting - Welcome to representatives from Algoma Health Unit and Algoma District Homes for the Aged Board

Mr. Currie opened the meeting and welcomed all members and guests.

## 2. Opportunity for Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

## 3. Minutes

The minutes of the February 22 Board meeting were passed as distributed. David Court, CAO noted that due to an error these minutes were delayed in being distributed on the Algoma District Services Administration Board (ADSAB) public website and to the various identified groups in the unincorporated. A process has now been set up to ensure these are distributed on to the public website and to all the groups by approximately 15 days following each meeting. He noted the Ministry of Northern Development and Mines (MNDM) were also reviewing the minutes prior to distribution.

## 4. ASB Status Update – David Court, CAO - Algoma District Services Administration Board (ADSAB)

For the benefit of the new participants, the CAO provided a very brief summary of actions to date related to ASB formation. He noted that ASB discussions had been ongoing for more than three years. Approval had been received from the areas within the jurisdiction to proceed with ASB formation in the fall of 2000. He noted that Stage #1 approval has been received from the Minister of Northern Development and Mines in February 2001

An Implementation Planning Budget based on the draft Implementation Planning Toolkit has been developed and submitted to the Ministry for approval. The overall goal was to move to an ASB by January 1, 2002.

Mr. Dimatteo noted that there was an Inter-Ministerial Committee that has been set up and was operational. That Committee had representation from all the Ministries involved. Each Ministry will need assurances, through the planning process, that their areas of responsibility will continue to be met under an ASB.

The draft Implementation Planning Toolkit had already been shared with the Working Group so that preliminary planning could begin. A final version of this Toolkit will be forthcoming shortly.

He noted that in order to meet a January 1, 2002 conversion date the Stage #2 planning material would need to be in the Ministry's hands by the end of June. The Stage #3 material would need to be completed by October. The CAO noted he felt these timelines could be met.

Mr. Dimatteo noted the Ministry of Finance would need to be involved at each stage of the discussion related to taxation models. The CAO asked and it was confirmed that direct taxation by the ASB for the unincorporated could

occur once tax model 2 was implemented.

Mr. Gallagher asked if the educational tax rates would be equalized as part of the ASB process. Mr. Dimatteo noted that although they might be discussed during the ASB review process, the equalization of the education tax rate is

a separate matter that would need to be address by the Ministry of Finance.

Mr. Whent asked about the timelines for Provincial Land Tax (PLT) reform. Mr. Dimatteo reiterated that the Ministry of Finance had committed to do this in 2001.

Mr. Whent asked if Health Unit costs would be divided based on assessment rather than population. It was confirmed that all costs would be divided based on weighted assessment. Following a question from Dr. Northan, it was clarified that the global bill for the ASB jurisdiction would be based on relative population within the Health Unit area while the ASB would collect that bill based on weighted assessment from individual municipalities and the unincorporated.

4. Establishment of working committee with Algoma Health Unit

5. **Establishment of working committee with Algoma District Homes for the Aged Board**

Items 4. and 5. were dealt with concurrently

The CAO noted that the consultant would be involved in development of the service contracts related to Health Unit and Homes for the Aged services. He felt that the work of developing a contractual service agreement would best be accomplished through two subcommittees of the ASB Working Group for each of the two service areas.

Mr. Currie put forward ASB Working Group names for each subcommittee. After some discussion the following subcommittees were formed:

**Homes for the Aged**

Lorraine Aelick

George Farkouh

Heather Pelky

Art Swanson

**Algoma Health Unit**

Rosario Capillo

Bob Gallagher

Peggy Wesselius

Howard Whent

It was clarified that Health Unit or Homes for the Aged representatives were welcome to continue to attend meetings of the Working Group and the development of these subcommittees was not meant to limit overall involvement.

These subcommittees will be called together once the external consultant has been hired. Mr. Dimatteo noted that a representative from the Ministry of Health would be available as required in these discussions.

It was clarified that each of the services would select their members to serve on the subcommittee.

6. ASB Planning Process

6.1 Submission of ASB Transition budget

The CAO noted that the Ministry of Northern Development and Mines required the submission of a draft ASB Transition budget prior to the March meeting of the ASB Working Group. A budget was developed by the Director of Finance, Keith Bell under the direction of MNDM and is within the maximum allocation they have for this activity. These funds will flow through the

municipality of Huron Shores to meet MNM requirements.

After some discussion the budget was approved as submitted. It was noted these were 100% provincial funds. It was clarified that no funding had been requested to offset any additional costs for the two service providers. It was agreed that if funding appeared inadequate additional funding would be sought.

The finalized budget is attached as an addendum to these minutes.

6.2 Identification / confirmation of planning components to be developed by ADSAB staff and expected completion dates

6.3 Confirmation of planning components to be completed by external consultant(s) and expected completion dates

These two items were dealt with concurrently.

The CAO had reviewed the Implementation Planning Toolkit to identify areas that could be completed by staff of Algoma District Services Administration Board (ADSAB). These were discussed with staff of MNM. A copy of the proposed splitting up of the work was distributed at the meeting. After a discussion it was agreed to the split of the work. The division of the work follows as an addendum to these minutes.

Underlined items will be completed by the ADSAB staff (Chief Administrative Officer or Director of Finance)

**Bolded** items will be completed by an external consultant(s)

**Bolded and Underlined** items will be jointly completed by the ADSAB staff (Chief Administrative Officer or Director of Finance) and the external consultant(s).

A resolution was passed approving the proposed split of the work. The CAO noted a draft of the ADSAB work would be available by the May 24 meeting.

6.4 Confirmation of process for selecting external consultant

The decision related to the work to be completed by the external consultants provides the information necessary to develop a Request For proposal (RFP). MNM confirmed that any tender must be by an open competitive process as set out in the funding agreement

It was agreed to send the tender to firms who had some existing knowledge of ASBs.

7. Communications Strategy

The CAO presented a communications plan. After considerable discussion the plan was amended, approved and follows as an addendum to these minutes.

**8. Next Steps / Next Meeting**

After some discussion it was agreed that there would probably be insufficient material for a meeting in April but a significant amount by May. The next meeting of the **ASB Working Group** will occur at:

**5:00 pm,  
Thursday, May 24,  
City of Elliot Lake - Council Chambers  
(45 Hillside Drive North Elliot Lake).**

The meeting will precede the regular meeting of the Algoma District Services Administration Board.

## Resolutions

Moved By: George Farkouh

Seconded By: Heather Pelky

Resolved That: The minutes of the February 22, 2001 ASB Working Group meeting be passed as distributed.

Moved By: Lorraine Aelick  
Seconded By: Heather Pelky  
Resolve That: The Area Services Board Committees for the Algoma Health Unit and Homes for the Aged be approved as distributed.

Algoma Health Unit:  
Peggy Wesselius  
Rosario Capillo  
Howard Whent  
Bob Gallagher

Homes for the Aged:  
George Farkouh  
Lorraine Aelick  
Art Swanson  
Heather Pelky

Moved By: Peggy Wesselius  
Seconded By: Rosario Capillo  
Resolve That: The Implementation Planning components be divided as proposed between staff of the Algoma District Services Administration Board and external Consultant(s) be approved.

And further the RFP for external consultant(s) be issued as soon as possible.

Moved By: Rosario Capillo  
Seconded By: Rick Hamilton  
Resolve That: The Implementation Planning Budget be approved as submitted.

Moved By: Scot Reinhardt  
Seconded By: Bob Gallagher  
Resolve That: The ASB Working Group Communications plan be accepted as presented and as amended.

Moved By: George Farkouh  
Seconded By: Peggy Wesselius  
Resolve That: the March 29, 2001 meeting of the Algoma ASB Working group be adjourned.

## Addendum

### Area Services Board Working Group Budget

Phase 1 Previously Submitted		16,547
Phase 2 Business Case Communications	\$	3,000
Office Supplies		1,500
Professional Fees (Legal and Consulting)		40,000
Salary and Benefits		5,500
Travel	\$	3 500 53,600
Phase 3 Implementation Communications	\$	5,000
Office Supplies		1,000

Professional Fees (Legal and Consulting)		15,000
Salary and Benefits		5,500
Travel		2 300
	\$	28,800
Total of Phases 1, 2 and 3	\$	98,847

## Area Services Board

### Planning Outline as provided by Ministry of Northern Development and Mines

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**Note:**

Underlined items will be completed by the ADSAB staff (Chief Administrative Officer or Director of Finance)

**Bolded** items will be completed by an external consultant(s)

**Bolded and Underlined** items will be jointly completed by the ADSAB staff (Chief Administrative Officer or Director of Finance) and the external consultant(s).

**STAGE 2: BUSINESS CASE DEVELOPMENT**

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Following approval of stage 1 submission, the ASB proponents will be required to develop the Business Case.

1. Administration

- Establishing the terms of reference for the ASB Working Group
- Identification of a banker community
- Development of request and submission for planning funding assistance
- Submission of request to Ministry of Northern Development and Mines
- Retention of consultants

2. Governance

- Draft ASB organizational plan
- Board membership
- Board office location
- Board composition
- Identification of service delivery locations

3. Legal

- **Development of service contracts**
- Direct service delivery requirements

## **-Contract service delivery options**

### 4. Financial

Estimate of operating costs and revenue-program-administration

- Draft operational budget-program-administration

- Cost apportionment

- Estimate of capital expenditures

- Identification of start-up/transitional costs

### 5. Assessment base information

## Municipal assessment

### **Unincorporated community assessment**

### 6. Program Management

Service delivery details (6 core & optional services)

- Draft management plan for each service

- Proposed schedule/ timing for service implementation

### **Identification of potential transitional issues**

## Identification of services-at program level

### 7. Submission of proposal (Joint Activity ADSAB staff and Consultants)

#### **Submission to the Ministry of Northern Development and Mines**

- **Inter-ministry Committee review**

- **Approval to proceed**

### 8. Legislative References: (To be assembled by ADSAB staff)

Ontario Works - Ministry of Community and Social Services

Ontario Works Act, 1997 Ontario Disability Support Program Act, 1997 And other references outlined in the NSBA Planning Guide.

Child Care - Ministry of Community and Social. Services

Day Nurseries Act (DNA) and the regulations under this Act

Social Housing - Ministry of Municipal Affairs and Housing Social Housing Reform Act 2000 and the regulations under this Act.

Land Ambulance - Ministry of Health and Long Term Care The Ambulance Act, as amended by the Services Improvement Act, 1997, the Tax Credit and Revenue Act, 1998, and the More Tax Cuts for Jobs, Growth and Prosperity Act, 1999 and regulations under this Act.

Public Health - Ministry of Health and Long Term Care Health Protection and Promotion Act (HPPA), 1997 and regulations and mandatory guidelines contained in the document Mandatory Health Programs and Services Guidelines (MHPSG)

Homes for the Aged and Rest Homes Act (HARHA)

STAGE 3: IMPLEMENTATION PLAN DEVELOPMENT

Following approval of Stage Two, the Area Services Board proponents will be required to develop a detailed Implementation Plan including a Transition Plan.

1. Administration

Relationship between Area Services Boards and:

- -Municipalities
- -Local Boards
- -Delivery agencies

Boundaries of the Board area

Office location

**By-law directives**

Records

Specify where services must be provided in French language

Reporting

- -Performance Measurement
- -Annual audits
- -Budgets
- -Program reports

2. Governance

- Final Organizational Plan

Board authority and operations

- -Board membership
- -Election procedures of the board (proxy voting, wards, alternates)
- -Board members eligibility
- -Term of office
- Meeting Procedures for Boards (Public, quorum directives, attendance requirements)
- **-Develop board policies**
- **- Executive limitations**

## -Board communications protocol

### Develop constitution and by-laws

#### 3. Legal:

. Insurance

-  
. Service Delivery

-  
. Direct service delivery plans

-  
**. Contracting service delivery plans**

-  
. Conflict of interest

-

. Freedom of information

-  
. Dissolution of a Board - responsibility of MNDM

#### 4. Financial

. Identification of additional Capital Cost requirements

-  
. Final operational budget-Program-Administration

-  
. Capital Cost of new and transferred assets

-  
. Estimate of operating costs and revenue

-  
. Assets and Liabilities

-  
. Budget breakdown

-  
    -Administration

-Service costs

-Cost apportionment

-  
. Board accountability and audit guidelines

-  
. Cost apportionment formulas

-  
. Transition rules concerning funding, taxation and cost apportionment

#### 5. Final Assessment Information

. Final Municipal assessment values

• **Final unincorporated communities assessment values**

#### 6. Human Resources

. Staff transfer process

-  
. Collective agreement requirements

-  
. Recruitment process -

#### 7. Program Management

. Final management plan for each service

- Final scheduled timing on service implementation

- Setting performance standard requirements for each service-at program level

#### 8. Transition Plan

- Establish a joint implementation team

- Identification of individual service requirements
- File transfer plans
- Human Resources plans
- Transfer of infrastructure (accommodation, financial management systems)
- Risk Management

o When transferring programs that involve ongoing service to individuals, we need to ensure contingency plans are in place dependent upon the type of risks identified, in order to assure no interruption in service. Risk analysis and contingency plans should be considered.

- Implementation timetable
- Communication plan
- Decommission requirements
- Contract requirements for existing service providers to the ASB
- Designation of under provincial legislation

#### **9. Submission of proposal** (Joint Activity ADSAB staff and Consultants)

- **Submission to the Ministry of Northern Development and Mines**
- **Inter-Ministry Committee review**
- **Approval to proceed**

#### 10. Implementation (responsibility of MNDM)

- Minister's Order
- Communication of Order
- Communication Plan

#### 11. Legislative References: : (To be assembled by ADSAB staff)

Ontario Works - Ministry of Community and Social Services  
Ontario Works Act, 1997 Ontario Disability Support Program Act, 1997 - And other references outlined in the NSBA Planning Guide.

Child Care - Ministry of Community and Social Services  
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Public Health - Ministry of Health and Long Term Care Health Protection and Promotion Act (HPPA), 1997 and regulations and mandatory guidelines contained in the document Mandatory Health Programs and Services Guidelines (MHPSG)

Homes for the Aged - Ministry of Health and Long Term Care , Homes for the Aged and Rest Homes Act (HARHA)

# Communications Strategy

Presented, amended and approved March 29, 2001

## Communication Strategy

### Distribution of minutes will include the following:

- to each member municipality in the Algoma District Services Administration Board (ADSAB) jurisdiction
- to ADSAB public website
- to identified Local Services Board's , Cottage associations etc,
- to Algoma Health Unit
- to Algoma District Homes for the Aged Board

### Website information will include the following:

- a link to MNDM website
- the Stage #1 submission
- the Northern Services Boards Act legislation
- the Consolidation Planning Guide
- the Minister's approval letter to proceed to Stage #2
- the meeting minutes
- the finalized Implementation Planning Toolkit

## Public meetings

- are to be advertised two weeks prior to each meeting
- are normally to precede regular ADSAB meeting
- staff from ADSAB and MNDM staff are prepared to meet on request with interested parties

### Public Newsletter

- to be developed, costed and considered at the completion of Stage #2 and at the completion of Stage #3
- Press releases will be developed and distributed as significant decisions reached
- News coverage will be encouraged
- A notice related to the website material will be sent to all Community Access program (CAP) sites

### General

The Communications policy will continue to be refined as the process proceeds. If additional funding is required it will be requested from MNDM