



REGULAR BOARD MEETING AGENDA

Healthy Communities without Poverty

Date: Wednesday, November 25, 2020

Time: 10:30 AM or immediately following the adjournment of the Finance and Administration Committee

Location: By video conference while pandemic protocols are in place

Join Zoom Meeting

<https://zoom.us/j/91239798285?pwd=M2FMN3JKeHdhSFRleGo1TEpJNVmwZz09>

Meeting ID: **912 3979 8285**

Passcode: **383676**

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Find your local number: <https://zoom.us/u/adWTjQfhIw>

Members: Councillor Mark King (Chair), Councillor Dan Roveda (Vice-Chair), Mayor Dean Backer, Councillor Mac Bain, Mayor Jane Dumas, Councillor Terry Kelly, Councillor Chris Mayne, Councillor Dave Mendicino, Mayor Dan O'Mara, Councillor Scott Robertson, Representative Amanda Smith, Councillor Bill Vrebosch.

Item	Topic
1.0	1.1 Call to Order MOTION: #2020-117 <i>Resolved</i> THAT the Board of Directors accepts the Roll Call as read by the Recording Secretary for the Regular Board meeting of November 25, 2020

Item	Topic
	<p>at _____AM.</p> <p>1.2 Declaration of Conflict of Interest</p>
2.0	<p>Opening remarks by the Chair</p>
3.0	<p>Approval of Agenda for November 25, 2020</p> <p>MOTION: #2020-118 <i>Resolved</i> THAT Board members accept the Agenda as presented.</p>
4.0	<p>Approval of Minutes</p> <p>4.1 MOTION: #2020-119-A <i>Resolved</i> THAT the Board adopt the minutes of the proceedings of the Regular Board meeting of October 28, 2020.</p> <p>4.2 MOTION: #2020-119-B <i>Resolved</i> THAT the Board adopt the minutes of the proceedings of the Community Services Committee meeting of October 28, 2020.</p>
5.0	<p>Delegations – None at this time</p>
6.0	<p>CAO VERBAL UPDATE:</p> <p>6.1 MOTION: #2020-120 THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives the CAO Verbal Report for November 25, 2020.</p>
7.0	<p>CONSENT AGENDA – For information only.</p> <p>MOTION: #2020-121 THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives briefing note HS39-20 for information.</p> <p>7.1 HS39-20 Social Services Relief Fund – Phase 2 Allocations – Stacey Cyopeck</p>
8.0	<p>MANAGERS REPORTS</p>
	<p>8.1 B20-20 Emergency Medical Services (EMS) Defibrillator Request for Proposal (RFP)</p> <p>MOTION: #2020-122 THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives briefing note B20-20, outlining the 2020 EMS Defibrillator RFP process and anticipated future costs, and approves the process outlined in this report.</p>

Item	Topic
	<p>8.2 =0 Reaching Home Funding MOTION: #2020-123 THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives for approval report HS37-20 regarding the Reaching Home COVID-19 Economic Response Funding, and directs staff to enter into agreements with the successful proponents, as recommended by the Nipissing District Housing and Homelessness Partnership (NDHHP).</p>
	<p>8.3 HS38-20 LBS – Capital Costs MOTION: #2020-124 THAT the District of Nipissing Social Services Administration Board (DNSSAB) accepts report HS38-20 outlining the total capital expenditures for the Low Barrier Shelter, and;</p> <p>Approves additional allocations from the SSRF Phase II, through underspends in other categories and/or from DNSSAB year-end surpluses, for contractor costs specific to the COVID-19 responsive 21-bed low-barrier shelter located at 590 Chippewa Street.</p>
	<p>8.4 B19-20 End of Nipissing District Housing Corporation Shareholder Declaration MOTION: #2020-125 THAT the District of Nipissing Social Services Administration Board (DNSSAB) authorizes the termination of the NDHC Shareholder Declaration, in accordance with Resolution 2017-20, and the DNSSAB’s signing officers authorize in writing the termination.</p>
	<p>8. Move In Camera MOTION: #2020-126 THAT the District of Nipissing Social Services Administrative Board (DNSSAB) moves in-camera at _____ to discuss matters involving: Labour Relations; Information Supplied in Confidence; Identifiable Individual.</p>
	<p>8. Adjourn In Camera MOTION: #2020-127 THAT the District of Nipissing Social Services Administrative Board (DNSSAB) adjourns in-camera at _____.</p>
	<p>8. Accept In Camera MOTION: #2020-128</p>

Item	Topic
	THAT the District of Nipissing Social Services Administrative Board (DNSSAB) approves the action/direction agreed to in-camera.
9.0	OTHER BUSINESS/CORRESPONDENCE Change of meeting date and time December 15, 2020 at 11:00 AM
10.0	NEXT MEETING DATE Wednesday, December 16, 2020
11.0	ADJOURNMENT MOTION: #2020-129 <i>Resolved</i> THAT the Board meeting be adjourned at p.m.



MINUTES OF PROCEEDINGS

REGULAR BOARD MEETING – WEDNESDAY OCTOBER 28, 2020 1:30 PM VIA ZOOM (or directly following the Community Services Committee)

MEMBERS PRESENT:

Mayor Dean Backer (East Nipissing)
Councillor Mac Bain – (North Bay)
Mayor Jane Dumas (South Algonquin)
Councillor Terry Kelly (East Ferris)
Councillor Mark King - Chair (North Bay)
Councillor Chris Mayne (North Bay)
Councillor Dave Mendicino (North Bay)
Mayor Dan O'Mara (Temagami)
Councillor Dan Roveda - Vice Chair (West Nipissing)
Councillor Scott Robertson (North Bay)
Representative Amanda Smith (Unincorporated)
Councillor Bill Vrebosch (North Bay)

REGRETS:

STAFF ATTENDANCE:

Catherine Matheson, CAO
Marianne Zadra, Executive Coordinator and Communications
Melanie Shaye, Director of Corporate Services
David Plumstead – Manager Planning, Outcomes & Analytics
Justin Avery, Manager of Finance
Stacey Cyopeck, Manager, Housing Programs
Pierre Guenette, Manager, Housing Operations
Lynn Demore-Pitre, Director, Children's Services
Michelle Glabb, Director, Social Services and Employment

Dawn Carlyle, Project Manager

Guest: Rob Smith, MSDSSAB EMS Chief - Retired

CALL TO ORDER

Resolution No. 2020-103

Moved by: Dan Roveda

Seconded by: Scott Robertson

Resolved THAT the Board of Directors accepts the Roll Call as read by the Recording Secretary for the Regular Board meeting of October 28, 2020 at 2:02 PM.

The regular Board Meeting was called to order at 2:02 PM by Chair Mark King.

Carried.

DECLARATION OF CONFLICTS OF INTEREST

Mayor Dan O'Mara indicated he is on the Board of Au Chateau, but it was concluded the discussion would be of a general nature that is not in conflict with the Board. Bill Vrebosch declared a conflict of interest in an in-camera item, as this item may involve a family member (daughter) who is on staff.

The Board of Directors accepted the Roll Call as read for the Regular Board meeting of October 28, 2020.

CHAIR'S REMARKS

The Chair welcomed everyone and noted the guests in attendance. He indicated his pleasure in the approval of the successful DNSSAB business case that has led to an additional \$4.2M in SSRF Phase 2 funding. He thanked the Chair of the Near North District School Board and its staff for their openness in discussion about the Low Barrier Shelter, located near one of their schools.

ADOPTION OF THE AGENDA

Resolution No. 2020-104

Moved by: Terry Kelly

Seconded by: Dave Mendicino

That the Board accepts the agenda for the Regular Board meeting of October 28, 2020.

Carried.

APPROVAL OF MINUTES
Resolution No. 2020-105-A

Moved by: Jane Dumas
Seconded by: Dan Roveda

THAT the Board adopts the minutes of the proceedings of the Regular Board meeting of September 23, 2020.

Carried.

Resolution No. 2020-105-B

Moved by: Jane Dumas
Seconded by: Dan Roveda

Resolved THAT the Board adopt the minutes of the proceedings of the Community Services Committee meeting of September 23, 2020.

Carried.

DELEGATIONS

There were no delegations.

CAO VERBAL UPDATE
Resolution No. 2020-106

Moved by: Chris Mayne
Seconded by: Dan O'Mara

That the District of Nipissing Social Services Administration Board (DNSSAB) receives the CAO Report for October 28, 2020.

CAO Catherine Matheson noted the business case approval for SSRF stage two funding for the Low Barrier Shelter and modular units at the Chippewa site. She indicated a report will follow on how the new SSRF funding will be used. There are now 21 beds up and running at the Low Barrier Shelter. She also acknowledged the builder, Jim Kolios, for sending a Thanksgiving dinner to the shelter as well as many other community groups doing great things for the less-advantaged. She informed the Board about supportive housing advocacy and the provincial

government engagement of service managers across the province through Zoom meetings, adding that this new model allows for things to happen quickly. The NDHC Chair commended the CAO and staff for developing partnerships over the challenges of the Chippewa site.

Carried.

CONSENT AGENDA

MOTION: #2020-94

Moved by: Bill Vrebosch

Seconded by: Dave Mendicino

That the Board (DNSSAB) receives Consent Agenda Items 7.1 and 7.2 for information purposes only.

7.1 B18-20 Organization Strategic Plan Update – update on the strategic planning process.

7.2 EMS03-20 EMS Vehicle Maintenance RFP - 2020 EMS Vehicle Maintenance RFP process and results.

Carried

MANAGER'S REPORTS

B08-20 Updated Travel, Meals and Hospitality Policy.

RESOLUTION: #2020-108

Moved by: Jane Dumas

Seconded by: Chris Mayne

THAT the draft revisions to the 2020 Travel, Meal and Hospitality policy, previously approved under resolution 2020-16, be approved by the Board as presented in report B08-20.

[Bill Vrebosch declared a conflict for this item as it may involve staff and he has a family member on staff.]

There was clarification that the new policy will include that three additional Board members can attend the NOSDA conference when it is not held in North Bay.

Carried

B15-20 Draft Revisions to the Unsolicited Quotations or Proposals Policy
RESOLUTION: #2020-109

Moved by: Dan O'Mara
Seconded by: Scott Robertson

THAT the draft revisions to the 2020 Unsolicited Quotations or Proposals Policy, previously approved under resolution 2013-73, be approved by the District of Nipissing Social Services Administration Board as presented in Briefing Note B15-20.

Carried

HS34-20 NDHC EOA Plan
RESOLUTION: #2020-110

Moved by: Chris Mayne
Seconded by: Terry Kelly

THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives for approval report HS34-20 regarding the End of Operating Agreement for Nipissing District Housing Corporation's Municipal Non-Profit project known as Maplecrest I, recommending continuing to fund the project following the project's mortgage expiry.

Carried

HS31-20 West Nipissing Non Profit EOA Plan
RESOLUTION: #2020-111

Moved by: Mac Bain
Seconded by: Scott Robertson

THAT That the District of Nipissing Social Services Administration Board (DNSSAB) receives for approval report HS31-20 regarding the End of Operating Agreement for West Nipissing Non-Profit Housing Corporation's Municipal Non-Profit project, wherein the DNSSAB would continue to fund the 40 unit seniors apartment complex through the support of the COCHI funding for a 5-year term, subject to ongoing provincial funding; and

Further that the Chair support the WNNPHC and Au Chateau with an advocacy position to the Ministry of Health for transitional funding for the 102 units.

The CAO noted DNSSAB's obligations have been fulfilled and there are no financial obligations as of Jan 2021. DNSSAB will be supportive in advocacy to the Ministry of Health.

Carried

HS30-20 Service Manager Role in Addressing Homelessness

RESOLUTION: #2020-112

Moved by: Bill Vrebosch

Seconded by: Dan Roveda

THAT the Advocacy and Next Steps identified in Briefing Note HS30-20 be adopted as direction from the Board to staff to proactively work towards the prevention of homelessness in the District of Nipissing in keeping with the DNSSAB 10 Year Housing and Homelessness Plan.

The CAO provided background information about building transitional housing and confirmed DNSSAB has a role through programs (CHPI) provincially and (Reaching Home) federally, and the need for health supports rests with other ministries; health and children and community services.

Move in Camera

RESOLUTION: #2020-113

Moved by: Chris Mayne

Seconded by: Scott Robertson

[Bill Vrebosch left the meeting due to a declared conflict and Scott Robertson left but indicated he would try to return.]

THAT the District of Nipissing Social Services Administrative Board (DNSSAB) moves in-camera at 2:48 PM to discuss matters involving: Negotiations; Legal Matter; Labour Relations; Identifiable individual.

Carried.

IN CAMERA MINUTES ARE FILED SEPARATELY

Adjourn In Camera

RESOLUTION: #2020-114

Moved by: Mac Bain

Seconded by: Chris Mayne

That the District of Nipissing Social Services Administrative Board (DNSSAB) adjourns in-camera at 4:03 PM.

Approve in Camera

RESOLUTION: #2020-115

Moved by: Jane Dumas

Seconded by: Scott Robertson

That the District of Nipissing Social Services Administrative Board (DNSSAB) approves the action/direction agreed to in-camera.

NEW BUSINESS

It was indicated that a Doodle Poll would be sent to members to see if they can accommodate an earlier start time for the November and the December meetings given budget deliberation meetings in municipalities.

NEXT MEETING DATE

Wednesday, November 25, 2020

ADJOURNMENT

Resolution No. 2020-116

Moved by: Amanda Smith

Seconded by: Mac Bain

RESOLVED that the Board meeting be adjourned at 4:08 PM.

Carried.

MARK KING
CHAIR OF THE BOARD

CATHERINE MATHESON
SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Marianne Zadra, Executive Coordinator

MINUTES OF PROCEEDINGS

COMMUNITY SERVICES COMMITTEE MEETING WEDNESDAY, OCTOBER 28 2020 12:00 PM VIA TELECONFERENCE

MEMBERS PRESENT:

Mayor Dean Backer (East Nipissing)
Councillor Mark King (North Bay)
Councillor Chris Mayne (North Bay)
Councillor Dave Mendicino - Vice Chair (North Bay)
Councillor Dan Roveda - Chair (West Nipissing)
Councillor Scott Robertson (North Bay)
Representative Amanda Smith (Unincorporated)
Mayor Jane Dumas (South Algonquin)
Councillor Bill Vrebosch (North Bay)

REGRETS:

STAFF ATTENDANCE:

Catherine Matheson, CAO
Marianne Zadra, Executive Coordinator and Communications
Melanie Shaye, Director of Corporate Services
Michelle Glabb, Director of Social Services and Employment
Lynn Demoré-Pitre, Director of Children's Services
Stacey Cyopeck, Manager, Housing Programs
Pierre Guenette, Manager, Housing Operations
Dave Plumstead, Manager Planning, Outcomes & Analytics
Justin Avery, Manager of Finance
Dawn Carlyle, Project Manager

CALL TO ORDER

The Community Services Committee was called to order at 12:01 PM by Chair Dan Roveda. The Chair commented on the publicity being given to the low barrier shelter and congratulated staff on the work done to receive \$4.2M in SSRF 2 funding and the continued advocacy for programs.

DECLARATION OF CONFLICTS OF INTEREST

Councillor Bill Vrebosch noted a conflict with the labor relations item in the in-camera section noting his relationship with a staff member (daughter).

ADOPTION OF THE AGENDA

MOTION #CSC05-2020

That the Committee of the Whole accepts the agenda for the Community Services Committee of October 28, 2020.

Moved by Dave Mendicino and Dan O'Mara. **Carried.**

DELEGATIONS – (3)

1. PiT Count Results – Housing Programs Manager Stacey Cyopeck reviewed the findings of the Point in Time (PiT) count conducted in March of 2020 over a 24 hour period. There was discussion over the increase (62%) from the previous count in 2018, the measures in place to limit duplicated responses. There was discussion about homeless people camping on crown land, and the importance of getting the message out that homelessness is a year-round issue. There was also a request to find out the process of how those without a place to live are released from hospital and where the homeless population resided prior. Stacey will provide information to members.

MOTION #CSC05B-2020

THAT the DNSSAB receive the 2020 Point in Time (PiT) Count finding for information purposes, and;

THAT the findings be forwarded to the Federal Government.

Moved by Mark King and seconded by Dave Mendicino. **Carried.**

2. Mary's and Josh's Story – Social Services and Employment Director, Michelle Glabb and Housing Programs Manager Stacey Cyopeck led a presentation about

what homelessness can look like through the actual stories of two local people. There was discussion about the plans for Gateway House with the newly received funding and plans to keep the Good2Go location available for isolation spaces during the pandemic. The Chair requested that the slide show should be shared with everyone.

3. Programs Status Report – Manager Planning, Outcomes & Analytics, Dave Plumstead provided a roll up of data from each service area in a new integrated format that included data gathered under inputs, activities, outputs and outcomes, noting the trends in each service department from February 2019 to August 2020.

CONSENT AGENDA

Reports for Information Only MOTION #CSC02-2020

That the Committee receives for information purposes Consent Agenda items 5.1 to 5.5.

Moved by Dan O'Mara and seconded by Dave Mendicino.

5.1 SSE07-20 Social Assistance Modernization - an update on the Ministry of Children, Community and Social Services Modernization Strategy.

5.2 SSE08-20 Economic Impact of COVID-19 - an overview of the impact COVID-19 has had on the economy, local labour market and on the Ontario Works caseload.

5.3 HS29-20 Role of Community Advisory Board - the role of the Nipissing District Housing and Homelessness Partnership (NDHHP), known as the Community Advisory Board (CAB).

5.4 HS35-20 Mental Health and Addictions Funding - outlines the recent announcement from the Province regarding funding for critical mental health and addictions supports during COVID-19.

5.5 HS33-20 Reaching Home Funding Announcement - details of the Reaching Home – Additional COVID-19 Funding announcement.

Carried.

MANAGERS REPORTS

(There were no reports in this section of the agenda.)

Move in Camera

MOTION #CSC07-2020

That the Committee moves in camera at 1:31 to receive information about a labour relations matter.

Moved by Mark King and seconded by Scott Robertson.

[Bill Vrebosch left the meeting due to a potential conflict of interest and Mac Bain left because he wasn't in a secure location.]

Carried.

[In Camera minutes are filed separately.]

Adjourn in Camera

MOTION #CSC08-2020

That the Committee adjourns in camera at 1:45.

Moved by Dan O'Mara and seconded by Scott Robertson.

Carried.

Approve In Camera

MOTION #CSC09-2020

That the Committee accepts the direction/action agreed to in camera.

Moved by Dan O'Mara and seconded by Scott Robertson

Carried.

OTHER BUSINESS

There was none.

Next Meeting Date

Wednesday, November 25, 2020 (time to be determined) - to meet electronically.

ADJOURNMENT

MOTION #CSC10-2020

Resolved THAT the Community Services Committee meeting be adjourned at 1:45 p.m.
Moved by Mark King and seconded by Scott Robertson.

Carried.

MARK KING
CHAIR OF THE BOARD

CATHERINE MATHESON
SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Marianne Zadra, Executive Coordinator

BRIEFING NOTE HS39-20

For information or **For Approval**

Date: November 25, 2020
Purpose: Social Services Relief Fund – Phase 2 Allocations
Prepared by: Stacey Cyopeck, Manager, Housing Programs
Reviewed by: Catherine Matheson, CAO

BACKGROUND

DNSSAB's initial Social Services Relief Fund (SSRF) Phase 1 allocation of \$589,200 was announced in April 2020 and was fully expended as of July 7, 2020. This initial funding was disbursed to a total of 21 community social service agencies. The four key priorities were Food/Meal Distribution, Personal Protective Equipment (PPE), Housing Supports (i.e. Rent/Utility Arrears), and Homelessness/Shelters.

On July 2, 2020, DNSSAB received notification regarding \$150 million in new provincial funding, with an additional \$212 million of funding announced on August 12, 2020 as part of the federal-provincial Safe Restart Agreement for a total of \$362 million.

These funds were being made available as part of a second phase of funding under the Social Services Relief Fund (SSRF), and under Phase 2, the DNSSAB is eligible to receive an initial planning allocation of \$4,225,615 in 2020-21.

Prior to receiving SSRF Phase 2 funding, the DNSSAB was required to submit a business case to the Ministry by September 11, 2020, providing an outline on how the initial planning allocation will be used.

On October 26, 2020, DNSSAB received approval of the funding requested in the business case.

REPORT

Priorities outlined in the business case were determined through the previous community partner survey and discussions with the Community Advisory Board (CAB) – Nipissing District Housing and Homelessness Partnership and associated subcommittees, as well as the District's 10-Year Housing and Homelessness Plan.

The business case focused on the following priorities:

1. Emergency Shelter Services – The plan outlined the following supports to the district’s Emergency Shelter system:
 - a. Low Barrier Shelter Operations – The plan includes recovering costs for operating the shelter as of July 7th. The plan also extends the operations of the low barrier shelter to March 31st. Additionally, funds were set aside to extend services to 24 hours – either on site or through day programming off site.
 - b. Capital for the Low Barrier Shelter – The plan includes the recovery of capital costs for the low barrier shelter at 590 Chippewa Street.
 - c. Isolation – This includes costs to secure an isolation space, as well as anticipated costs associated with staffing when required.
 - d. Overflow – The plan includes costs associated with increased overflow due to social distancing requirements.

2. Transitional Housing – The pandemic has further highlighted the need for additional transitional housing units for the District’s most vulnerable population, and the business case includes capital to build 20 additional housing units on site at 590 Chippewa Street.

The following table further outlines the breakdown of allocations amongst each of the categories.

Activity	Component	Total Allocation
Emergency Shelter Services	Low Barrier Shelter Operations	\$972,838
Emergency Shelter Services	Daytime Shelter/Warming Centre	\$415,775
Emergency Shelter Services	Overflow	\$225,000
Emergency Shelter Services	Isolation	\$151,984
Capital	Low Barrier Shelter	\$220,000
Capital	Transitional Housing	\$2,113,249.55

Additionally, Service Managers are permitted to retain a maximum of 3% of the total allocation for administrative costs.

Included in the business case for the Social Services Relief Fund Phase 2 funding, there was also a question pertaining to other priorities that may be considered in the District should future funding be available. The following priorities were included:

1. Investigating 590 Chippewa Street West in North Bay as a future campus model for housing and support services for individuals experiencing homelessness and struggling with mental illness and addictions. Ultimately, the DNSSAB is seeking to explore a holistic model for homelessness, mental health and addiction services where individuals will receive the supports they require to transition to independent living. The campus model proposed also conforms to the report from the Mayor’s Round Table on Mental Health and Addictions.
2. Operating funding to continue to deliver the year-round 24/7 essential low-barrier shelter services.
3. Operating funding to maintain isolation services beyond March 31st, 2021.

4. Increase the number of emergency shelter beds in North Bay. To increase the number of shelter beds, the current 19-bed shelter (Four Elms) could be expanded to potentially accommodate an additional 16 beds. This would take advantage of staffing already on-site and would result in the centralization of emergency shelter services. Funding would be required for both capital and operating.
5. Capital for housing with individualized supports, a crucial need which would fill a gap in the District's housing continuum.
6. Funding for community social services agencies that have experienced budget pressures due to the pandemic. Funding is required for additional PPE, cleaning, and staffing as well as emergency financial assistance programs, such as rent/utility relief, moving forward.

RISK IDENTIFIED AND MITIGATION

All funding provided under the operating component that is not spent by March 31, 2021 or that is not used for an eligible expense under these Program Guidelines, shall be returned to MMAH on demand. Moreover, under the capital component, any funding that is not committed by January 31st, 2021 and spent by December 31, 2021, or that is not used for an eligible capital expense, shall be returned to MMAH on demand. Service Managers have flexibility to move funds between the various components indicated in the business case to ensure full uptake of funds.

CONCLUSION

Building off the successful administration of SSRF Phase 1 funding, the DNSSAB will continue to ensure that the high level of quality program administration is conveyed in the upcoming administration of the SSRF Phase 2 funding. As the pandemic wears on, additional housing related challenges will be faced in the District. The SSRF Phase 2 funding allocation will be used to assist in meeting these challenges and to foster benefits post-pandemic.

BRIEFING NOTE B20-20

For information For Approval

Date: November 25, 2020

Purpose: **Emergency Medical Services (EMS) Defibrillator Request for Proposal (RFP)**

Prepared by: Melanie Shaye, Director of Corporate Services

Reviewed by: Catherine Matheson, CAO

FOR APPROVAL

THAT the District of Nipissing Social Services Administration Board receives briefing note B20-20, outlining the 2020 EMS Defibrillator RFP process and anticipated future costs, and approves the process outlined in this report.

BACKGROUND

The DNSSAB has historically purchased refurbished cardiac monitors (defibrillators) for the EMS fleet, replacing three to four per year. Although the replacement schedule typically saw annual purchases, it was determined in 2019 that due to extreme budget pressures going into 2020, the fleet could defer the purchases by one year, with the knowledge that replacements would be operationally necessary in 2021.

Operationally, the current acting chief has suggested that the refurbished defibrillators are costing more to maintain and replace than it would to lease new ones. Financial analysis from the DNSSAB finance department has confirmed this.. New defibrillators come with a warranty and maintenance schedule, and ultimately result in lower maintenance costs.

The DNSSAB is proposing to lease new defibrillators, and enter into a contract with a defibrillator provider over five years, to ensure the best cost is obtained as well as the best possible maintenance and warranty program.

APPROVAL REQUIREMENT

The anticipated cost over five years will be greater than \$300,000 which exceeds the CAO's delegated authority over a multi-year term. Therefore, staff seek the authorization of the Board to enter into the RFP process and award the contract to the bidder who most closely meets the RFP specified requirements, based on qualitative, technical and pricing considerations.

The Purchasing Policy currently states that multi-year commitments should consider the entire cost for the duration of the contract. As previous practices were to replace three to four units annually, the total acquisition cost of the defibrillators was not considered as a whole. When the Purchasing Policy is updated, the multi-year commitment section will be reviewed by the Board, to consider the interest of the Board in reviewing future contracts of this multi-year commitment nature.

NEXT STEPS

Staff will post an RFP to solicit proponents who are able to provide defibrillators to the EMS fleet, based on specified requirements.

The Purchasing Policy will be brought to the Board with draft amendments in late 2020 or early 2021.

BRIEFING NOTE HS37-20

For information or For Decision or For Approval

Date: November 25, 2020

Purpose: Reaching Home COVID-19 Economic Response Funding

Prepared by: Stacey Cyopeck, Manager, Housing Programs

Reviewed by: Catherine Matheson, CAO

Recommendation:

That the District of Nipissing Social Services Administration Board (DNSSAB) receives for approval report HS37-20 regarding the Reaching Home COVID-19 Economic Response Funding, and directs staff to enter into agreements with the successful proponents, as recommended by the Nipissing District Housing and Homelessness Partnership (NDHHP).

Background:

- Reaching Home is a community-based program aimed at preventing and reducing homelessness by providing direct support and funding to Community Entities. In the Nipissing District, the DNSSAB is the Community Entity for Reaching Home.
- As the Community Entity, the DNSSAB works with the Community Advisory Board (CAB), otherwise known as the Nipissing District Housing and Homelessness Partnership (NDHHP), which ultimately recommends projects for funding to the DNSSAB.
- All funding awarded under Reaching Home must meet the District of Nipissing Homelessness Plan 2019-2024 and the Reaching Home Directives, including those established specifically for the COVID-19 pandemic.

Report:

On March 18, 2020, at the onset of the pandemic, the Government of Canada announced an additional \$157.5 million investment in Reaching Home: Canada's Homelessness Strategy to help communities address the immediate impacts of the pandemic.

The new funding helped communities reduce overcrowding in shelters, establish isolation spaces, and place individuals in hotels/motels or other sites while they secure permanent housing. It was also available to fund homelessness prevention efforts and programs that help people experiencing homelessness move into permanent housing options. In North Bay, the first Phase of the Reaching Home COVID-19 Economic Response Fund was used to create and maintain a Low Barrier Shelter.

On September 21, 2020, Ahmed Hussen (Minister of Families, Children and Social Development) announced that the Federal Government is investing an additional \$236.7 million through Reaching Home to help communities extend their response to COVID-19 to the end of March 2021. Nipissing’s total allocation under RHCEF Phase II is \$377,557. Service Managers are permitted an administration allocation of 15%.

Communities have flexibility to use the new funding to meet local needs and priorities. This funding is focused on three priorities:

- Extend COVID-19 measures for those experiencing homelessness
- Find permanent housing for those temporarily housed; and
- Help communities reduce the inflow into homelessness, including homelessness prevention and shelter diversion activities

On October 21, 2020, a call for applications went out to the Community Advisory Board member agencies with a deadline for applications of November 3rd. 2020. A reminder was sent out on November 2, 2020.

Three applications were received and reviewed by a task group comprised of members from the Community Advisory Board and recommendations were then sent to the whole of the Community Advisory Board for an email vote on November 9th, 2020.

The following recommendation has been approved by the CAB:

Service Agency (Applicant)	Funding Request	Funding Approved	Priorities	Categories
Low Income People Involvement	\$176,029.45	\$120,461.72	Personal Protective Equipment Housing Supports Service/Programs	On-going program One-time project
Crisis Centre North Bay	\$166,160.45	\$120,461.72	Food Personal Protective Equipment Housing Supports	On-going program
The Gathering Place	\$80,000.00	\$80,000.00	Food Personal Protective Equipment	On-going program New Program One-time project
Total Funds	\$422,189.90	\$320.923.44		

The reasoning from the Task Group for the recommendations was as follows:

All applications were relatively equal in their merit meeting the objectives of the Reaching Home COVID-19 Economic Response Funding. Each organization met

key priorities for homelessness response during the COVID-19 pandemic and funding was allocated to appropriate categories of programs/services/projects. Organizations demonstrated COVID-19 related expenditures related to supporting homelessness in Nipissing region at par with one another.

Risk Identified and Mitigation:

In order to ensure that the DNSSAB is in compliance with the Reaching Home COVID-19 Economic Response Directives, the funding must be expended within the current fiscal year or be returned. The DNSSAB recognizes the risks that each of these agencies have faced as a result of the pandemic and, although not every proposal received their full, requested funding amount, DNSSAB will work with these organizations to ensure that the funding can still be utilized effectively.

Conclusion:

The proposals that will receive Reaching Home COVID Economic Response funding will assist the community in meeting the outcomes identified in the District of Nipissing Homelessness Plan 2019-2024 and the priority pressures created by responding to homelessness during COVID-19. The funding received by community partners will support the most vulnerable in the District and further foster the prevention and reduction of homelessness within our District.

BRIEFING NOTE HS38-20

For Information or For Approval

Date: November 25, 2020

Purpose: **Low-Barrier Shelter Capital Costs**

Prepared by: Stacey Cyopeck, Manager, Housing Programs

Reviewed by: Catherine Matheson, CAO

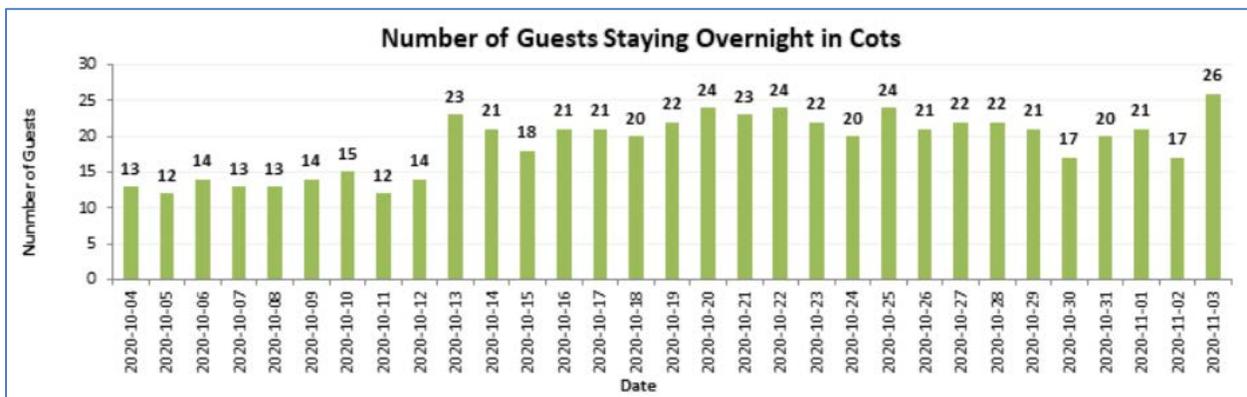
RECOMMENDATION:

That the DNSSAB accepts report HS38-20 outlining the total capital expenditures for the Low Barrier Shelter, and;

Approves additional allocations from the SSRF Phase II, through underspends in other categories *and/or* from DNSSAB year-end surpluses, for contractor costs specific to the COVID-19 responsive 21-bed low-barrier shelter located at 590 Chippewa Street.

BACKGROUND:

- On July 7th, 2020 the COVID-19 responsive low-barrier shelter at the Pete Palangio Arena was closed due to need for the city to repurpose the space to its intended use as an arena.
- The Chippewa Street location was the most feasible due to the urgency of the situation related to the Pete Palangio Arena closure. Utilizing two portables at this site, 12 individuals could be accommodated which allowed for the appropriate physical distancing requirements.
- Due to the high demand for low-barrier shelter beds and colder temperatures, a third portable was required and added to the original structure. This allowed for 21 individuals to be accommodated in the space as of Oct 13, 2020, while still allowing for appropriate physical distancing.



Notes: The above table reflects occupancy levels of the LBS while at the 12-bed capacity before October 13th and the 21-bed capacity post-October 13th.

CURRENT STATUS/STEPS TAKEN TO DATE:

- The construction and re-facing of the 3 portables at the Chippewa Street location are nearing completion and all invoicing has been confirmed and received from the contractor of the project.
- A previously budgeted amount of \$220,000 for capital expenses related to the low barrier shelter (12-bed) project was allocated from the Social Services Relief Fund.
- The necessity for the additional 3rd portable expenses surpassed the budgeted amount from the SSRF as well as the CAO’s delegated authority of \$300,000. The total of all capital expenditures for this project is \$306,542.89.

RESOURCES REQUIRED:

An additional \$86,542.89, to be found from funding underspends in other categories *and/or* from DNSSAB year-end surpluses, is required to remunerate the contractor to the full extent of the invoices totaling \$306,542.89. To date, underspends in SSRF have been found in the category of isolation, due to a lack of need from August through October, totalling \$61,392. Additional underspends could be realized in this category to fund the remaining \$25,150.89. However, should underspends not be available under SSRF at March 31st, 2021, the DNSSAB seeks approval to utilize DNSSAB year-end surpluses to fund the capital to a maximum of \$86,542.89.

CONCLUSION:

The low-barrier shelter is an essential service in the community as it addresses an identified gap in the District’s housing continuum. Although this gap was recognized pre-COVID-19, this pandemic has further highlighted the need for a low barrier shelter solution. The low-barrier shelter has been truly impactful in mitigating the risk of the most marginalized and vulnerable citizens and it is clear that there is an on-going need for this service in North Bay to support this population.

BRIEFING NOTE B19-20

For information For Approval

Date: November 25, 2020

Purpose: **Nipissing District Housing Corporation (NDHC) Shareholder Declaration**

Prepared by: Melanie Shaye, Director of Corporate Services

Reviewed by: Catherine Matheson, CAO

RECOMMENDATION

THAT the District of Nipissing Social Services Administration Board (DNSSAB) authorizes the termination of the NDHC Shareholder Declaration, in accordance with Resolution 2017-20, and the DNSSAB's signing officers authorize in writing the termination.

BACKGROUND

The NDHC Shareholder Declaration was a declaration initiated by the DNSSAB, and signed December 13, 2016, setting out terms and conditions of the DNSSAB's shareholder relationship with NDHC. The DNSSAB is the sole shareholder of NDHC. The DNSSAB has operating agreements with all third party social housing providers in the District.

On February 21, 2017, when the DNSSAB assumed full control of NDHC, the Board passed Resolution 2017-20 (attachment #1) declaring the Shareholder Resolution redundant and not applicable.

As part of the NDHC By-law review in 2020, which included a review of corresponding documents such as the Shareholder Declaration, legal advice stated it was prudent to have the DNSSAB, as shareholder of NDHC, execute a resolution, authorized by signing officers to terminate the Shareholder Declaration.

NEXT STEPS

Upon authorization to terminate the Shareholder Declaration, staff will move ahead with presenting the NDHC By-law revisions to clarify the governance structure of the housing corporation.

Attachments

#1. DNSSAB Resolution 2017-20



'Resolution No. 2017- 20

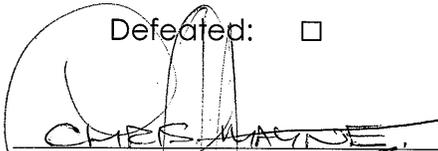
Carried:

Defeated:

Date: February 21, 2017

MOVED BY:

SECONDED BY:


CHRIS WAYNE


WHEREAS the NDHC Board of directors in effect is the HEMS committee of DNSSAB;

AND WHEREAS matters concerning NDHC operations and governance will be raised hereon at the HEMS committee of DNSSAB;

AND WHEREAS DNSSAB is now in full control of the operations of NDHC and DNSSAB is in fact the sole shareholder of NDHC, as such the Shareholder Declaration adopted under Resolution 2016-101 is now considered to be redundant and not applicable,

BE IT RESOLVED that the Shareholder Declaration is no longer required, and as such shall be invalidated and removed effective immediately.

CARRIED



MARK KING
CHAIRPERSON

CARRIED


JOSEPH BRADBURY
SECRETARY