



REGULAR BOARD MEETING AGENDA

Healthy Communities without Poverty

- Date:** Wednesday, March 24, 2021
- Time:** Regular DNSSAB Board Meeting at 12:30 PM (or immediately following the adjournment of the Community Services Committee)
- Location:** By video conference while pandemic protocols are in place

Join Zoom Meeting

<https://zoom.us/j/94432862679?pwd=NnVFTXJCa25hVUVJeVZRUHJDajJrZz09>

Meeting ID: 944 3286 2679

Passcode: 908078308

One tap mobile

+16132093054,,94432862679#,,,,*908078308# Canada

+16473744685,,94432862679#,,,,*908078308# Canada

Dial by your location

+1 613 209 3054 Canada

+1 647 374 4685 Canada

+1 647 558 0588 Canada

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: #2021-24 <i>Resolved</i> THAT the Board of Directors accepts the Roll Call as read by the Recording Secretary for the Regular Board meeting of March 24, 2021 at ____ PM.

Item	Topic
	<p>1.2 Declaration of Conflict of Interest</p>
<p>2.0</p>	<p>Opening remarks by the Chair</p>
<p>3.0</p>	<p>Approval of Agenda for March 24, 2021 MOTION: #2021-25 <i>Resolved</i> THAT Board members accept the Agenda as presented.</p>
<p>4.0</p>	<p>Approval of Minutes</p> <p>4.1 MOTION: #2021-26-A <i>Resolved</i> THAT the Board adopt the minutes of the proceedings of the Regular Board meeting of February 24, 2021.</p> <p>4.2 MOTION: #2021-26-B <i>Resolved</i> THAT the Board adopt the minutes of the proceedings of the Finance and Administration Committee meeting of February 24, 2021.</p>
<p>5.0</p>	<p>Delegations – None at this time</p>
<p>6.0</p>	<p>CAO VERBAL UPDATE:</p> <p>6.1 MOTION: #2021-27 THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives the CAO Verbal Report for March 24, 2021.</p>
<p>7.0</p>	<p>CONSENT AGENDA – no items at this time.</p>
<p>8.0</p>	<p>MANAGERS REPORTS</p>
	<p>8.1 B06-21 One-year Review of DNSSAB By Laws</p> <p>MOTION: #2021-28 THAT the District of Nipissing Social Services Administration Board (DNSSAB) accepts the recommended General Business By-law (By-law #1) and Procedure By-law (By-law #2), to replace the existing Procedural By-law 2020-01 as described in briefing note B06-21.</p>
	<p>8.2 HS15-21 SSRF Phase 3</p> <p>MOTION: #2021-29 THAT the District of Nipissing Social Services Administration Board (DNSSAB) approves the 2021 Investment Plan for the allocation of the</p>

Item	Topic
	<p>Social Services Relief Fund Phase 3 as set out in the report HS15-21, and;</p> <p>THAT the DNSSAB authorizes staff to reallocate funds throughout the 2021/22 fiscal year to programs/initiatives which will support the homelessness programs and reduce the risk of COVID amongst the homeless population and within congregate settings.</p>
	<p>8.3 HS16-21 SSRF Phase 2 - Additional Funding Allocation</p> <p>MOTION: #2021-30</p> <p>THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives for approval report HS16-21 regarding the recommendations for the allocation of the Social Services Relief Fund Phase 2 - additional funding allocation.</p>
	<p>8.4 HS13-21 2021-22 CHPI Investment Plan</p> <p>MOTION: #2021-31</p> <p>THAT the District of Nipissing Social Services Administration Board (DNSSAB) approves the 2021/22 Investment Plan for the allocation of the Community Homelessness Prevention Initiative as set out in the report HS13-21, and attached as Appendix A; and;</p> <p>THAT the DNSSAB authorizes staff to reallocate funds throughout the 2021/22 fiscal year to programs/initiatives which will support the homelessness programs.</p>
	<p>8.5 B07-21 HCF Next Steps</p> <p>MOTION: #2021-32</p> <p>That the District of Nipissing Social Services Administration Board (DNSSAB) reviews the options for distributing this year's Healthy Communities Fund (HCF) and approves option # 1 recommended by staff, to retain the \$170,000 funding and invest it where it is needed most in the community (similar to 2020/2021).</p>
	<p>8.6 EMS02-21 Community Paramedicine – LTC Funding</p> <p>MOTION: #2021-33</p> <p>THAT the District of Nipissing Social Services Administration Board (DNSSAB) approves participation in a pilot project for the provision of Community Paramedicine for Long Term Care (CPLTC) for citizens across Nipissing District for the period ending 2024.</p>

Item	Topic
	<p>8.7 FA03-21 Board Honoraria</p> <p>MOTION: #2021-34</p> <p>THAT the draft revisions to the Board Service Reimbursement policy, previously approved under resolution 2020-39, be approved by the District of Nipissing Social Services Administration Board (DNSSAB) as presented in report FA03-21.</p>
<p>9.0</p>	<p>OTHER BUSINESS/CORRESPONDENCE</p>
<p>10.0</p>	<p>NEXT MEETING DATE</p> <p>Wednesday, April 28, 2021</p>
<p>11.0</p>	<p>ADJOURNMENT</p> <p>MOTION: #2021-35</p> <p><i>Resolved</i> THAT the Board meeting be adjourned at _____.</p>



MINUTES OF PROCEEDINGS

REGULAR BOARD MEETING – FEBRUARY 24, 2021 **Directly following the Finance and Administration Committee**

MEMBERS PRESENT:

Councillor Mac Bain – (North Bay)
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)
Councillor Bill Vrebosch (North Bay)
Mayor Jane Dumas (South Algonquin)
Mayor Dean Backer (East Nipissing)
Representative Amanda Smith (Unincorporated)

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, Director, Housing Programs
Pierre Guenette, Director, Housing Operations
Lynn Demore-Pitre, Director, Children’s Services
Michelle Glabb, Director, Social Services and Employment
Dawn Carlyle, Project Manager

[Note – Resolution numbers 2021-11 to 2021-13 were skipped and do not exist.]

CALL TO ORDER

Resolution No. 2021-14

Moved by: Terry Kelly

Seconded by: Mac Bain

Resolved THAT the Board of Directors accept the Roll Call as read by the Recording Secretary for the Regular Board meeting of February 24, 2021 at 1:24 PM.

The regular Board Meeting was called to order at 1:24 PM by Chair Mark King.

Carried.

DECLARATION OF CONFLICTS OF INTEREST

Councillor Dave Mendicino declared a conflict with Item 7.1 due to a personal relationship and asked that it be removed from the Consent Agenda so that he could vote on the remaining item. The Chair agreed.

CHAIR'S REMARKS

The Chair welcomed everyone. He reviewed the recent news that Nipissing Mental Health Housing and Support Services (NMHHSS) was concluding their work at the Low Barrier Shelter site as of May 1st. He thanked the organization for providing the service for nearly a year. He indicated he contacted the NMHHSS Board Chair and offered his support for the organization and, and on behalf of DNSSAB, thanked their Board and Staff for their efforts during a challenging situation presented by the pandemic. He indicated DNSSAB is close to securing another operator to continue the work. The Chair noted the past year have made more evident the needs for affordable and transitional housing and a significant need for mental health and addictions services.

He informed the Board that he and CAO Catherine Matheson met with the executive of the North Bay Indigenous Friendship Centre and that an invitation was extended to them to attend our Board meeting any time. They also presented to the North Bay Regional Health Centre Board, explaining the complexity of the work DNSSAB does, how large the District is, and the number of current projects underway.

ADOPTION OF THE AGENDA

Resolution No. 2021-15

Moved by: Jane Dumas

Seconded by: Chris Mayne

Resolved THAT the Board accepts the agenda as amended. (The motion for Briefing Note HS08-21 2021/22 Reaching Home Allocation, item 8.1 in the agenda, was changed as noted below in the minutes.)

Carried.

APPROVAL OF MINUTES

Resolution No. 2021-16-A

Moved by: Dan O'Mara

Seconded by: Dave Mendicino

Resolved THAT the Board adopts the minutes of the proceedings of the Regular Board meeting of January 27, 2020.

Carried.

Resolution No. 2021-16-B

Moved by: Amanda Smith

Seconded by: Dan Roveda

Resolved THAT the Board adopt the minutes of the proceedings of the Community Services Committee meeting of January 27, 2020.

Carried.

DELEGATIONS

There were no delegations.

CAO VERBAL UPDATE

Resolution No. 2021-17

Moved by: Scott Robertson

Seconded by: Terry Kelly

Resolved THAT the District of Nipissing Social Services Administration Board (DNSSAB)

receives the CAO Report for January 27, 2021.

CAO Catherine Matheson provided an update on the Rapid Housing Initiative applications. Four district applications were made to the Federal government. A total of 1,800 applications were received and of those, 679 are under consideration. She echoed the Chair's remarks about NMHHSS, and that DNSSAB is working with the Crisis Centre North Bay to carry on the services. She noted that Rob Smith will be joining the DNSSAB as of March 1st for a year, during which time he will be working with agents and partners and looking forward to providing concrete details about EMS direct delivery. She added that Rob will also be leading four neighbouring DSSABs in a working group to share best EMS practices.

Carried.

CONSENT AGENDA**MOTION: #2021-18**

Moved by: Bill Vrebosch

Seconded by: Terry Kelly

THAT the Board receives for information purposes Consent Agenda item 7.1 and 7.2.

7.1 HS07-21 Low Barrier Shelter Extension Using Unallocated CHPI Funds

Councillor Dave Mendicino again noted his conflict with item 7.1. The items were subsequently separated for vote.

Housing Services Director Stacey Cyopeck explained how funds were being contracted and spent beyond March 31, and that the current unallocated funds will be used to extend funding to the Low Barrier Shelter.

Councillor Roveda requested a process outlining how a person outside of North Bay but within the District can access the shelter. Councillor Robertson thanked everyone for their work with the shelter, and requested further advocacy and a perspective of models and best practices that can bring about meaningful change to a system that currently doesn't seem to be working for the vulnerable homeless population.

The CAO indicated that administration sits on two associations aiming to further advocacy for funding for the chronically homeless and that a report will be brought back that will add more value to the Chippewa campus programs and services. Administration continues to work with the Chair to advocate for solutions. Councillor Bain indicated FONOM and NOMA should also be included in methods and solutions for both housing and mental health and addictions for a cooperative approach with the Federal government.

There was clarification that a special tax levy is not being considered to fund the Low Barrier Shelter.

Moved by: Chris Mayne

Seconded by: Scott Robertson

Carried

7.2 B02-21 ROMA Briefing

Moved by: Bill Vrebosch

Seconded by: Terry Kelly

Carried

MANAGER'S REPORTS

HS08-21 2021/22 Reaching Home Allocation

RESOLUTION: #2021-19

Moved by: Dan Roveda

Seconded by: Amanda Smith

The initial Motion was amended as follows and was noted in the motion to approve the agenda:

Resolved THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives for approval report HS08-21 regarding the recommendations for the allocation of the 2020-2021 underspend of the Reaching Home funding and allocations of the 2021-2022 Reaching Home Funding.

Changed to:

That the District of Nipissing Social Services Administration Board (DNSSAB) receives for approval report HS08-21 regarding the recommendations for the 2020-2021 underspend and the 2021-2022 allocation of Reaching Home Funding, and;

THAT the \$3,000 of the 2020-2021 underspend that has been disallowed by Service Canada, will be redirected by the NDHHP through coordination with DNSSAB staff to an alternative eligible activity.

Stacey clarified the reason for the change in the resolution and explained how the underspent funds would be used. She noted funding for the anti-stigma campaign, that was not allowed through Reaching Home, will be available through other funding.

Carried

Move in Camera

RESOLUTION: #2021-20

Moved by: Jane Dumas

Seconded by: Mac Bain

Resolved THAT the District of Nipissing Social Services Administrative Board (DNSSAB) moves in-camera at 1:30 to discuss a matter involving labour relations, information supplied in confidence and instruction to be applied to a negotiation.

Carried

Adjourn in Camera

RESOLUTION: #2021-21

Moved by: Jane Dumas

Seconded by: Bill Vrebosch

Resolved THAT the District of Nipissing Social Services Administrative Board (DNSSAB) adjourns in-camera at 2:32 PM.

Carried

Accept in Camera

RESOLUTION: #2021-22

Moved by: Dave Mendicino

Seconded by: Dan Roveda

Resolved THAT the Board of Directors approves the action/direction agreed to in-camera.

Carried.

NEW BUSINESS

Councillor Robertson informed members about his work on a harm reduction committee and that a delegation of front line workers and people with lived experience will be coming to the Board in March to talk about this work.

NEXT MEETING DATE

Wednesday, March 24, 2020

ADJOURNMENT

Resolution No. 2021-23

Moved by: Chris Mayne

Seconded by: Amanda Smith

Resolved THAT the Board meeting be adjourned at 2:36 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

FINANCE AND ADMINISTRATION COMMITTEE MEETING WEDNESDAY, FEBRUARY 24, 2021 12:00 PM VIA ZOOM

MEMBERS PRESENT:

Councillor Mark King - Chair (North Bay)

Councillor Chris Mayne (North Bay)

Councillor Dave Mendicino (North Bay)

Mayor Dan O'Mara (Temagami)

Councillor Scott Robertson (North Bay)

Councillor Dan Roveda - Vice Chair (West Nipissing)

Councillor Mac Bain – (North Bay)

Councillor Bill Vrebosch (North Bay)

Mayor Jane Dumas (South Algonquin)

Mayor Dean Backer (East Nipissing)

Representative Amanda Smith (Unincorporated)

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 Demore-Pitre, Director Children's Services

Stacey Cyopeck, Manager, Housing Programs

Pierre Guenette, Manager, Housing Operations

Justin Avery, Manager of Finance

Dawn Carlyle, Project Manager

Saxon Yanta, Contract and Purchasing Specialist

CALL TO ORDER

The Finance and Administration Committee was called to order at 12:05 pM by Chair Mark King.

DECLARATION OF CONFLICTS OF INTEREST

None were declared.

CHAIR'S REMARKS

The Chair welcomed everyone.

ADOPTION OF THE AGENDA

RESOLUTION: FA #2021-01

MOVED BY: Chris Mayne

SECONDED BY: Dave Mendicino

That the agenda for the Finance and Administration Committee is accepted as presented.

Carried.

DELEGATIONS – [appearing out of order]

2. Revisions to the DNSSAB/NDHC Purchasing Policy

MOTION: FA #2021-02

Resolved THAT the District of Nipissing Social Services Administration Board (DNSSAB) approve the updates to the DNSSAB/NDHC Purchasing Policy, CORP #01.

MOVED BY: Dan Roveda

SECONDED BY: Jane Dumas

Contract and Purchasing Specialist Saxon Yanta provided a summary of the changes to the purchasing policy. In response to a question, Saxon indicated there are more than 1000 active contracts, with about 30 to 40 contracts a month to be signed. Single signatures by the CAO on amounts up to \$300,000 frees up the Chair, and Directors initial contract before CAO signs.

Carried.

1. Audit Planning

The Chair passed on the Board's condolences on the passing of Mr. Decaire's father.

Auditor Dean Decaire reviewed the audit plan including the impact of COVID 19 on operations. He asked Board to report any fraud they may be aware of. The Chair responded there has been none. There were no further questions. The auditor signed out of the zoom meeting. .

[Terry Kelly joined at 12:37 PM.]

CONSENT AGENDA

RESOLUTION: FA#2021-03

THAT the Committee receives for information purposes Consent Agenda item 5.1.

5.1 Early Years & Childcare Sector Funding – Reconciliations Update

MOVED BY: Chris Mayne

SECONDED BY: Scott Robertson

Carried.

MANAGERS REPORTS – there were none.

OTHER BUSINESS

There was no other business.

NEXT MEETING DATE

Wednesday, May 26, 2021

ADJOURNMENT

RESOLUTION FA#2021-04

***Resolved* That the Finance and Administration Committee meeting be adjourned at 12:39 PM.**

MOVED BY: Bill Vrebosch

SECONDED BY: Dave Mendicino

Carried.

MARK KING

CHAIR OF THE BOARD

CATHERINE MATHESON

SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Marianne Zadra, Executive Coordinator

BRIEFING

District of Nipissing
Social Services
Administration Board



Conseil d'administration
des services sociaux
du district de Nipissing

NOTE B06-21

For information For Approval

DATE: March 24, 2021

PURPOSE: **One Year Review: Procedural By-Law**

PREPARED BY: Melanie Shaye, Director of Corporate Services

REVIEWED BY: Catherine Matheson, CAO

RECOMMENDATION

THAT the District of Nipissing Social Services Administration Board (DNSSAB) accepts the recommended General Business By-law (By-law #1) and Procedure By-law (By-law #2), to replace the existing Procedural By-law 2020-01 as described in briefing note B06-21.

BACKGROUND

As outlined in report EX03-20, the DNSSAB Board of Directors adopted changes to the Committee structure in March 2020. As outlined in report EX06-20, the structure changes led to amendments to the Procedural By-law. When the Procedural By-law amendments were presented to the Board, staff committed to revisiting the By-law in one year's time, to determine if the new Committee structure was working, and to note if additional changes were required.

As outlined in report B01-21, the DNSSAB Board of Directors accepted the staff recommendation to provide additional detail in the areas of conflict of interest and Board member conduct into the Procedural By-law, to demonstrate the organization's commitment to transparency.

Additionally, due to increased Ministry requirements as it relates to French language services, wording has been added to show the DNSSAB's commitment.

RECOMMENDED CHANGES

To create clarity, and based on legal advice, the current Procedural By-law is recommended to be amended and separated into two By-laws to be named as follows:

- General Business By-law, to be called By-law #1
- Procedure By-law, to be called By-law #2

Comparing the current Procedural By-law to the two proposed By-laws, the following is a summary of changes, additions and deletions:

General Business By-law (By-law #1)

Section A: Introduction

Part 1: Definitions (new)

- Including, but not limited to, definitions of confidential information, conflict of interest, intellectual property rights, nomination day and “person related to any one of them”.

Part 2: Purpose

- The General Business By-law establishes consistent procedures for the Corporation’s members to guide decision making, and to define the members authority and role in the operations of the Corporation.

Part 5: French Language Services (new)

- Added DNSSAB’s commitment to French language services, and states they will be available in the conduct of business, in accordance with the French Language Services Act.

Section B: Roles of the Members

Part 7: Roles of the Members

- Added the Board shall authorize the Chair and/or the CAO to act as spokesperson or spokespeople on behalf of the Board regarding actions or plans of the Corporation.

Part 9: Duties of Members

- Removed reference to Board member obligations to act in good faith and reference to conflict. Conflict of interest is addressed more clearly in part 10.
- Added “every member and officer of the Corporation must keep confidential information confidential” and clarification on what a member should do if they wish to share confidential information.

Part 10: Conflict of Interest (new)

- Added responsibility on each member, as well as the Corporation’s officers are to “closely monitor its relationships, arrangements, contracts and agreements, and not engage in any relationships, arrangements, contracts and agreements that may result in conflict of interest. The members, individually and collectively, as well as the officers, shall ensure compliance with this requirement”.
- Added limits to members and officers seeking employment with the Corporation.
- Added process for not participating in deliberations when a member has a conflict of interest.
- Added notification process when a member, officer or agent has a potential or actual conflict.
- Added that the members shall have the exclusive authority to determine a potential or actual conflict of interest.
- “A member, officer, agent or employee of the Corporation must notify the Chair of the Corporation of every potential or actual conflict of interest no later than the first meeting of the Board of Directors after the member, officer, agent or employee becomes aware that they are in a situation of a potential or actual conflict of interest, or request to have entered into the minutes of meetings of the nature and extent of their interest”.

Part 11: Officers of the Corporation

- Clarified that the removal of an officer of the Corporation, with or without cause, by resolution passed by two-thirds majority vote.
- Clarified the Vice-Chair may be reappointed in one or more subsequent years.
- Added that the Treasurer is authorized to transfer approved budgeted resources between departments in order to effect change pursuant to this by-law.
- Added that the CAO is authorized to seek legal advice and representation where necessary to protect, preserve or assert the best legal interests of the DNSSAB, and is authorized to pay any expenses, disbursements or costs reasonably incurred by or awarded against the DNSSAB within the CAO’s delegated authority limits. The CAO will notify the Board of Directors of any legal

proceedings against the DNSSAB and of legal advice touching the legal affairs of the Corporation over \$150,000 as soon as is reasonably practicable.

Housekeeping

- Removed section of Meeting Procedures as that is added to By-law #2.
- Removed section of Sale of Property as dealt with by the Board approved Disposal of Assets Policy.
- Minor wordsmithing and re-ordering of items throughout the document.
- Change of reference to members of the Board of Directors as “members” rather than “directors”.

Procedure By-law (By-law #2)

Content for this new By-law is carried over from the Meeting section of the existing Procedural By-law, so there are not a great deal of changes.

Part 1: Definitions (new)

- Including, but not limited to, definitions of confidential information, conflict of interest and “person related to any one of them”.

Part 14: Delegations

- Adjusted the delegation language to state “once a delegation has been heard by the Board or a Committee, subsequent presentations by the same delegation on the same or substantially the same matter shall not be heard during the same term of the Board.”

Part 28: Conduct of Members and Committee Members

- It is stated that a member of committee member shall not use unparliamentary or offensive language, including any expressions or statements in debate or in questions that attribute false or undeclared motives to another Member or employee, charge another Member with being dishonest, be abusive or insulting, or cause disorder in compliance with *Occupational Health and Safety Act* and the *Ontario Human Rights Code*.

Part 34: Agenda for Meetings of the Board of Directors

- Consent agenda added that matters deemed to not required debate shall be placed on the Consent Agenda but that any member can remove them from the Consent Agenda for discussion by means of a mover and seconder. Items

removed from the Consent Agenda would require a separate resolution if approval is required.

- Removed Correspondence section. Not required as per the Corporations Act.

Housekeeping

- Removed section of Sale of Property as dealt with by the Board approved Disposal of Assets Policy.
- Minor wordsmithing and re-ordering of items throughout the document.
- Change of reference to members of the Board of Directors as “members” rather than “directors”.

The recommended changes have received legal review prior to being presented to the Board.

CONCLUSION

In accordance with the current Procedural By-law, “30 days’ notice will be given to municipalities when changing by-laws. Changes to the by-law will be accepted with a two-thirds majority vote of the Board”. Upon approval of the DNSSAB Board, the Clerks/CAO’s of member municipalities will be issued copies of the draft By-law revisions and the updated By-laws will become effective April 24, 2021.

BY-LAW NUMBER 1 **GENERAL BUSINESS BY LAW**

SECTION A – INTRODUCTION

1 DEFINITIONS

- 1.1 “Act” means the *District Social Services Administration Act*, R.S.O. 1990 c. D. 15.
- 1.2 “By-laws” means By-law Number 1, being the General Business By-law and By-law Number 2, being the Procedure By-law, of the District of Nipissing Social Services Administration Board.
- 1.3 “Chair” is as defined in section 11.4.1 of this By-law Number 1.
- 1.4 “Chief Administrative Officer” is as defined in section 11.4.3 of this By-law Number 1.
- 1.5 “Confidential Information” includes any information, either oral, written or recorded in any manner, that one party (disclosing party) furnishes to another party (receiving party) or to which the receiving party has access which is marked as confidential, simply treated as such by the disclosing party or should otherwise be known by the receiving party to be confidential, including but not limited to Intellectual Property Rights, know-how, trade secrets, processes, plans and financial information, data concerning business relationships, strategic objectives and planning, business activities, but excludes information which becomes public knowledge or is in the public domain by reason of becoming public property other than by fault on the part of the receiving party.
- 1.6 “Conflict of Interest” means a situation where:
- 1.6.1 the personal or business interests of a Member, Officer or agent of the Corporation are in conflict with the interests of the Corporation; or
 - 1.6.2 a personal gain, benefit, advantage or privilege is directly or indirectly given to or received by a Member, Officer or agent or a person related to any one of them as a result of a decision by the Corporation;
- and includes:
- a. the Corporation giving a direct or indirect gain, benefit, advantage or privilege to a Member, Officer or agent or a person related to any one of them;
 - b. a Member, Officer or agent or a person related to any one of them receiving a direct gain, benefit, advantage or privilege from the Corporation as a result of the person’s position within the Corporation;

- c. the Corporation, in offering housing accommodation or in setting rents or other occupancy charges, giving any advantage or privilege to Members who are tenants that is not available to tenants who are not Members.
- 1.7 “Corporation” means the District of Nipissing Social Services Administration Board.
- 1.8 “District” means the District of Nipissing.
- 1.9 “Head Office” means the registered head office of the Corporation as from time to time designated by the Members.
- 1.10 “Intellectual Property Rights” means all right, title and interest in and to all intellectual property rights of any kind, whether registered or not, including domestic and foreign trade-marks, business names, trade names, domain names, trading styles, patents, trade secrets, software, documentation and copyrights, whether registered or unregistered, and all applications for registration thereof, and all goodwill associated with any of the foregoing;
- 1.11 “Law” means means any domestic or foreign law including any statute, subordinate legislation, and any guideline, directive, rule, standard, requirement, policy, order, judgment, injunction, award or decree of a government authority having the force of law.
- 1.12 “Member” means a person appointed to the Corporation and representing one or more areas of jurisdiction serviced by the Corporation.
- 1.13 “Nomination Day” means the first day during the election for a new municipal council on which it can be determined that one of the following applies to the new Members that will take office for the next term:
 - A) If the Corporation will have the same number of Members as previously appointed, the newly appointed Members will include less than three-quarters of the Members of the previously appointed Board of Directors.
 - B) If the Corporation will have more Members than the previously appointed Board of Directors, the newly-appointed Members will include less than three-quarters of the previously appointed Members or, if the newly appointed Members will include at least three-quarters of the previously appointed Members, three-quarters of the previously appointed Members will not constitute, at a minimum, a majority of the newly-appointed Members.
 - C) If the Corporation will have fewer Members than the previously appointed Board of Directors, less than three-quarters of the newly appointed Members will have been previously appointed Members or, if at least three-quarters of the newly appointed Members will have been previously appointed Members, three-quarters of the newly appointed Members will not constitute, at a minimum, a majority of the previously appointed Members.
- 1.14 “Officer” is as defined in section 11.1 of this By-law number 1.

- 1.15 “Person related to any one of them” means a parent, spouse, same-sex partner, child, household member, sibling, uncle, aunt, nephew, niece, mother-in-law, father-in-law, sister-in-law, brother-in-law or grandparent of a Member, Officer or agent or a person with whom a Member, Officer or agent has a direct or indirect pecuniary interest.
- 1.16 For the purposes of this By-law, the Members may be collectively referred to as the “Board of Directors”, and a resolution of the Board of Directors shall be deemed to be a resolution of the Members. A resolution of the Board of Directors may also be referred to herein as a resolution of the Members.
- 1.17 Unless a contrary intention clearly appears in this By-law, words importing the singular include the plural and vice versa.

2 PURPOSE – GENERAL BUSINESS BY-LAW

- 2.1 The Corporation is governed by the *District Social Services Administration Act*, R.S.O. 1990 c. D. 15, Ontario Regulation 278/98 and any other regulation under the Act.
- 2.2 The General Business By-law establishes consistent procedures for the Corporation’s Members to guide decision making, and to define the Members’ authority and role in the operations of the Corporation.

3 AMENDMENTS TO BY-LAWS – GENERAL

- 3.1 Seven (7) days’ written notice shall be delivered to Members of any recommendation to amend the By-laws of the Corporation. Thirty (30) days’ written notice shall be delivered to those municipalities serviced by the Corporation when amendments to the By-laws are being recommended. Amendments to the By-laws shall be approved by a resolution of the Board of Directors receiving the vote of two thirds of all Members, at a duly called meeting of the Board of Directors.

4 CORPORATE STATUS/CORPORATE SEAL

- 4.1 The Corporation shall be a corporation as established by the *District Social Services Administration Board Act*. The number of Members, the areas that each represents and the manner and term of their appointment shall be set out in the Act and the regulations.
- 4.2 The seal of the Corporation shall be kept by the Secretary at the Head Office.

5 FRENCH LANGUAGE SERVICES

- 5.1 It is the commitment of the Corporation to make French language services available in the conduct of business of the Corporation, and to ensure that all persons including program recipients are able to communicate in French with, and to receive available services in French from, the Head Office or any satellite office of the Corporation. The Corporation recognizes and agrees to comply the commitments upon the Corporation

prescribed by law, including but not limited to the *French Language Services Act*, R.S.O. 1990, c. F.32, as amended.

6 OFFICES

6.1 The Head Office of the Corporation shall be in the District of Nipissing.

SECTION B – ROLES AND DUTIES

7 ROLE OF THE MEMBERS

7.1 The role of the Members is to provide overall governance responsibility for the Corporation and to carry out the following:

7.1.1 To represent the public and to consider the well-being of all the member municipalities and Territories Without Municipal Organization;

7.1.2 To develop and abide by the policies and programs of the Corporation;

7.1.3 To determine which services the Corporation provides and to carry out the duties of the Corporation under the Act, the *Ontario Works Act*, the *Child Care and Early Years Act*, the *Housing Services Act*, the *Emergency Management and Civil Protection Act*, the *Ministry of Health and Long-Term Care Act*, and the related regulations;

7.1.4 To ensure that administrative practices and procedures are in place to implement the decisions of the Corporation;

7.1.5 To maintain the financial integrity of the Corporation;

7.1.6 To ensure open communication channels with provincial government ministries, specifically the Ministry of Education, the Ministry of Children, Community, and Social Services, the Ministry of Labour, Training and Skills Development, the Ministry of Health and Long-Term Care, and the Ministry of Municipal Affairs and Housing through fostering positive working relationships.

7.2 The Board of Directors shall authorize the Chair and/or the Chief Administrative Officer to act as spokesperson or spokespeople to speak publicly, when required, regarding the actions and plans of the Corporation.

8 TERM AND POWERS OF THE MEMBERS

8.1 Number: The Corporation shall have appointed twelve (12) Members as determined by the Act and/or the regulations thereto.

8.2 The term for each Member shall be a period of four (4) years commencing on January 1st, of the year following a municipal election, and ending on December 31st in the year in which municipal elections take place.

- 8.3 Generally, a meeting of the Board of Directors will not be held in December of a municipal election year.
- 8.4 Powers: The Members shall oversee the business affairs of the Corporation. Any and all inquiries by Members shall be directed through the Chief Administrative Officer.
- 8.5 Transaction of Business: Business may be transacted by resolutions passed at meetings of Board of Directors or recommendations made by Committees at which a quorum is present. A copy of every resolution in writing shall be kept with the minutes of the proceedings. The Members may resolve to maintain their corporate records in electronic format.
- 8.6 Qualifications of Members: Members shall be Canadian citizens, who are at least eighteen (18) years of age with power under law to contract, who have been appointed by the municipal council for their representative area or by a prescribed election as a representative of a Territory Without Municipal Organization. Members shall meet the qualifications outlined in the Act and regulations. Each Member shall act in the best interests of the Corporation and the clients it serves.
- 8.7 Resignation: A Member may resign upon giving a written resignation to the Chair. Such resignation shall be effective when received by the Chair or at the time specified in the resignation, whichever is later.
- 8.8 Removal: The Members may, by resolution passed at a regular or special meeting of the Board of Directors, remove any Member from office before the expiration of their term. Any removal of a Member shall be approved by a resolution of the Board of Directors receiving a vote of two-thirds of the Members in attendance, where a Member is deemed to be in contravention of the Act, the By-laws or the Corporation's policies.
- 8.9 Vacancy of Office: A Member ceases to hold office when such Member dies, resigns or is removed from office by the Members, becomes disqualified to serve as a Member or is absent from the meetings of the Board of Directors for three (3) consecutive regular meetings of the Board of Directors without being so authorized by resolution of the Board of Directors.
- 8.10 Vacancies: A vacancy among the Members may be filled for the remainder of such Member's term by a qualified person. Municipalities represented by the Corporation have the authority to appoint a Member to a position vacated by another Member, but do not have the authority to remove a Member. Each Member shall act in the best interests of the Corporation.
- 8.11 The Members shall exercise all the powers that the Corporation may legally exercise unless restricted by Law. These powers include, but are not limited to, the following:
- 8.11.1 To enter into contracts or agreements;
 - 8.11.2 To make banking and financial arrangements;
 - 8.11.3 To direct the manner in which any other person or persons may enter into contracts of agreements on behalf of the Corporation;

- 8.11.4 To execute documents;
- 8.11.5 To purchase, lease or otherwise acquire, sell, exchange, or otherwise dispose of real or personal property, securities or any rights or interest for such consideration and upon such terms and conditions as the Members may consider advisable;
- 8.11.6 To borrow on the credit of the Corporation for the purposes of operating expenses, or on the security of the Corporation's real or personal property; and
- 8.11.7 To purchase insurance to protect the property, rights and interests of the Corporation and to indemnify the Corporation, its Members, and Officers from any claims, damages, losses or costs arising from or related to the affairs of the Corporation.

8.12 Remuneration and Expenses: Remuneration of Members will be determined by resolution of the Board of Directors. The Members may be entitled to be reimbursed for travelling, training and other expenses properly and reasonably incurred by them in attending meetings of the Members and Committees and for such other out-of-pocket expenses incurred in respect of the performance of their duties as the Members may from time to time determine.

9 DUTIES OF MEMBERS

- 9.1 Members have a fiduciary duty, a duty of care, and a duty of loyalty to the Corporation. The standard of care set forth provides that all Members and Officers of the Corporation, in exercising their powers and discharging their duties, shall act honestly and in good faith with a view to the best interests of the Corporation, and shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
- 9.2 Every Member and Officer of the Corporation must also comply with the statutes and regulations of the Province of Ontario that govern the Corporation and the By-laws. No provision in a contract or the By-laws relieves a Member or Officer of their duties.
- 9.3 Every Member and Officer of the Corporation must keep Confidential Information confidential. Information obtained for and from in-camera meetings is not for public dissemination. Disclosing information acquired as the result of being a Member has the effect of making non-public information, public. A Member is in breach of such obligation when such disclosure occurs.
- 9.4 Notwithstanding the forgoing, a Member may be required to disclose Confidential Information if required to do so by Law.
- 9.5 Should a Member wish to publicly disclose in-camera discussion or Confidential Information, a resolution of the Board of Directors passed by a two thirds vote of Members at a duly constituted meeting of the Board of Directors is required prior to disclosure.

9.6 Issues discussed in-camera are deemed to be Confidential Information and cannot be disclosed without the authority of the Members, as prescribed in section 9.5.

10 CONFLICT OF INTEREST

10.1 Each Member individually, and the Corporation's Officers shall closely monitor its relationships, arrangements, contracts and agreements, and not engage in any relationships, arrangements, contracts and agreements that may result in a Conflict of Interest. The Members, individually and collectively, as well as the Officers, shall ensure compliance with this requirement.

10.2 Former Members and Officers of the Corporation may not apply for employment with the Corporation or seek to enter into a contract to supply services to the Corporation directly or indirectly until the expiry of twelve (12) months following the date upon which such person ceases to be a Member or Officer.

10.3 A Member shall not participate in that part of any meeting of the Board of Directors in which the Members deliberate, issue a tender, or vote on a contract or employment position for which a Member has a potential or actual Conflict of Interest.

10.4 A Member, Officer or agent of the Corporation must notify the Chair of the Corporation of every potential or actual Conflict of Interest no later than the first meeting of the Board of Directors after the Member, Officer or agent becomes aware that they are in a situation of a potential or actual Conflict of Interest, or request to have entered in the minutes of meetings of Members the nature and extent of their interest.

10.5 The decision of the Members on the existence of a potential or actual Conflict of Interest shall rest with the Members. In the event that the Members are unable to render a decision as to whether or not a Conflict of Interest exists, the Chair shall render a decision, which shall be binding upon the Corporation, Members, and Officers.

10.6 The Members shall have exclusive authority in the determination of a potential or actual Conflict of Interest.

10.7 In situations of potential or actual Conflict of Interest, a Member may proactively seek legal advice respecting such potential or actual Conflict of Interest, and the Board of Directors, by resolution, shall pay the costs incurred by the Member in seeking legal advice.

11 OFFICERS OF THE CORPORATION

11.1 The Officers of the Corporation shall be the Chair, Vice Chair, Chief Administrative Officer, Secretary, Treasurer and any such Officers as the Members may, by Law, consider necessary.

11.2 **Appointment:** The Members may from time to time designate the Officers of the Corporation, appoint Officers (and assistants to Officers), specify their duties and delegate to such Officers powers to manage the day-to-day business and affairs of the Corporation. A Member may be appointed to any office of the Corporation. Except for

the Chair of the Corporation, an officer may be, but need not be, a Member. Two or more offices may be held by the same person.

11.3 **Term of Office and Removal:** In the absence of a written agreement to the contrary, the Members may remove any Officer of the Corporation, with or without cause, by resolution of the Board of Directors passed by a two-thirds vote of the Members at a duly constituted meeting of the Board of Directors. Unless so removed, an Officer shall hold office until their successor is appointed or until their resignation, whichever shall first occur. The Chair and Vice-Chair shall hold office for one year from the date of appointment. In the event the Chair resigns, dies, or is determined by a qualified medical practitioner to be incompetent before the expiry of their term, the Members shall appoint another Member to act as Chair for the duration of the unexpired portion of the term.

11.4 **Description of Offices:** Unless otherwise specified by the Members (which may modify, restrict or supplement such duties and powers), the Officers of the Corporation, if designated and if Officers are appointed thereto, shall have the following duties and powers:

11.4.1 **Chair:** The Chair of the Corporation shall be a Member, and may be reappointed in one or more subsequent years as outlined in the Act. The Chair shall, when present, preside at all meetings of the Board of Directors and shall sign all documents which require the Chair's signature and shall possess and may exercise such powers and shall perform all other duties as may from time to time be assigned to the Chair by the Members.

11.4.2 **Vice Chair:** The Vice Chair of the Corporation, if one is appointed, shall be a Member, and may be reappointed in one or more subsequent years. The Vice Chair shall be vested with all powers of the Chair and in the absence or inability of the Chair, shall exercise the duties and functions of the Chair.

11.4.3 **The Chief Administrative Officer:** The Chief Administrative Officer shall be appointed by the Members. The Chief Administrative Officer shall:

- (i) report to the Members;
- (ii) be responsible for all operations of the Corporation;
- (iii) record or delegate accurate minute taking of the Corporation's meetings;
- (iv) ensure that the Corporation's files, records and other relevant written materials are kept, recorded and distributed;
- (v) take a lead role in financial policy development and monitoring of the Corporation's finances; and
- (vi) advise and assist the Members in understanding the Corporation's finances.

Without limiting the generality of the foregoing, the duties and responsibilities of the Chief Administrative Officer shall be as follows:

- 11.4.3.1 To direct and co-ordinate the business of the Corporation in all its branches and departments in accordance with the policy and plans established and approved by the Members;
- 11.4.3.2 To direct and co-ordinate the preparation of plans and programs to be submitted to the Members for approval and to fulfill the mandate of the Corporation;
- 11.4.3.3 To direct and co-ordinate the compilation, consideration and presentation to the Members, recommendations arising from departmental operations, which require the Members' approval and to propose by-laws or resolutions arising from such recommendations;
- 11.4.3.4 To direct the preparation and compilation of and to present to the Members, the annual budget of estimates of revenues and expenditures;
- 11.4.3.5 To exercise general financial control over all departments in terms of the approved appropriation;
- 11.4.3.6 To act as spokesperson and direct collective bargaining with all the Corporation's employees within collective bargaining units, to recommend to the Members agreements concerning wages, salaries and working conditions, and, upon approval by the Members, to administer such agreements and in general to be responsible for wage and salary administration, subject to normal grievance procedures, and to recommend to the Board of Directors or its appropriate Committee, a system of grievance procedures for such employees that are not covered by existing agreements, or included in collective bargaining units;
- 11.4.3.7 To have full control and direction of all employees subject to the human resources policies;
- 11.4.3.8 To appoint, employ, suspend or dismiss employees not covered by collective bargaining agreements according to annual budgets, organizational structures and policies and salary scales as approved by the Members from time to time and to appoint and employ all other employees of the Corporation in accordance with procedures obtained in collective bargaining agreements and to suspend or dismiss such employees for cause, subject to the normal grievance procedures contained in the relevant collective bargaining agreements;
- 11.4.3.9 To present to the Members reports and information regarding progress and accomplishments in programs and projects, the status of revenues and expenditures, and the

general administration of the Corporation;

- 11.4.3.10 To have cognizance of all communications to the Corporation and to receive all communications to direct the submission of the same to the Members together with their recommendations thereon;
- 11.4.3.11 To attend all meetings of the Board of Directors;
- 11.4.3.12 The CAO is authorized to seek legal advice and representation where necessary to protect, preserve or assert the best legal interests of the DNSSAB, and is authorized to pay any expenses, disbursements or costs reasonably incurred by or awarded against the DNSSAB within the CAO's delegated authority limits. The CAO will notify the Board of Directors of any legal proceedings against the DNSSAB and of legal advice touching the legal affairs of the Corporation over \$150,000 as soon as is reasonably practicable; and
- 11.4.3.12 To perform such other duties and exercise such other powers as the Members may from time to time lawfully assign to them.

The Chief Administrative Officer shall not be dismissed except by a resolution approved by a majority of the Members at a duly called meeting of the Members; provided that no such resolution shall be presented for consideration at any meeting of the Members unless written notice thereof shall have been given to the Members at least ten (10) days prior to such meeting and the Chief Administrative Officer has been given an opportunity to be heard by the Members.

11.5.4 Secretary: The Secretary shall be appointed by the Members. The Secretary, when in attendance, shall be the Secretary of all meetings of the Board of Directors and Committees of the Board of Directors; regardless of whether or not the Secretary attends meetings of the Board of Directors and Committees of the Board of Directors, the Secretary shall enter or cause to be entered in the Corporation's minute book minutes of all proceedings at such meetings. The Secretary shall give, or cause to be given, as and when instructed, notices to Members, auditors and members of Committees; they will ensure custodial care of the corporate seal and of all the books, papers, records, correspondence and documents belonging to the Corporation.

11.5.5 Treasurer: The Treasurer shall be appointed by the Members. The Treasurer will ensure that full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account are kept and disburse funds of the Corporation as directed by the Members. The Treasurer shall render to the Members an account of their transactions as treasurer and of the financial position of the Corporation. The Treasurer is authorized to transfer approved budgeted resources between departments in order to effect change pursuant to this by-law.

- 11.6 **Standard of Care:** Every Officer of the Corporation in exercising their powers and discharging their duties honestly and in good faith with a view to the best interests of the Corporation shall exercise the care, diligence and skill that a reasonable prudent person would exercise in comparable circumstances. Every Officer of the Corporation shall comply with the By-laws and all applicable Laws.
- 11.7 **Limitation on Liability:** Provided that the standard of care required of them has been satisfied, no Member or Officer shall be liable for the acts, receipts, neglects or defaults of any other Member or Officer or employee, for joining in any receipt of other act for conformity, or any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired for or on behalf of the Corporation, or for the insufficiency or deficiency of any security in or upon which any of the monies of the Corporation shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortious acts of any person with whom any of the monies, securities, or effects of the Corporation have been deposited, or for any loss occasioned by any error of judgment or oversight on their part, or for any other loss, damage or misfortune which shall happen in the execution of their office or in relation thereto, unless the same are occasioned by their own willful neglect or default.
- 11.8 **Indemnification of Members and Officers:** Subject to any applicable laws, the Corporation shall indemnify a Member or Officer of the Corporation, a former Member or Officer of the Corporation or a person who acts or acted at the Corporation's request as a Member or Officer, and their heirs and legal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by them in respect of civil, criminal or administrative action or proceeding to which they were made a party by reason of being or having been a Member or Officer of the Corporation if:
- 11.8.1 They acted honestly and in good faith with a view to the best interests of the Corporation; and
- 11.8.2 In the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, they had reasonable ground for believing that their conduct was lawful.
- The Corporation shall indemnify such person in all such other matters, actions, proceedings and circumstances as may be permitted by Law.
- 11.9 **Insurance:** The Corporation may purchase and maintain such insurance for the benefit of any person entitled to be indemnified by the Corporation pursuant to the immediately preceding section as the Members from time to time may determine.

SECTION C – FINANCIAL

12 FINANCIAL YEAR

- 12.1 The fiscal year-end of the Corporation shall be December 31 of each year.

13 BOOKS AND RECORDS

13.1 The Members shall ensure that all necessary books and records of the Corporation required by the By-laws of the Corporation are regularly and properly kept.

14 AUDITORS

14.1 On an annual basis, the Members will appoint an auditor to audit the accounts of the Corporation.

15 FINANCIAL TRANSACTIONS, ETC.

15.1 All financial transactions and contracts of the Corporation shall be signed as provided for in the Corporation's purchasing policy.

16 DISSOLUTION

16.1 It is specifically provided that in the event of dissolution or winding-up of the Corporation, all its remaining assets after payment of its liabilities shall be distributed to the municipalities in the District, according to a formula to be approved by the Members.

SECTION D – RESTRICTIONS

17 RESTRICTED ACTS AFTER NOMINATION DAY

17.1 The Members shall not take any action described in subsection 17.3 after Nomination Day.

17.2 Basis for determination

If a determination under section 17.1 is made:

17.2.1 After Nomination Day but before voting day, the determination shall be based on the nominations submitted for re-election by current Members that have been certified and any acclamations made to the new councils or Territory Without Municipal Organization; or

17.2.2 After voting day, the determination shall be based on the declaration of the results of the election including declarations of election by acclamation.

17.3 Restrictions

The actions referred to in section 17.1 are:

- a) the appointment or removal from office of any Officer of the Corporation;
- b) the hiring or dismissal of any non-union management employee of the Corporation;
- c) the disposition of any real or personal property of the Corporation which had a value exceeding Fifty Thousand Dollars (\$50,000) when it was acquired by the Corporation; and

- d) the making of any expenditures or incurring any other liability which exceeds Fifty Thousand Dollars (\$50,000) which had not previously been budgeted for or approved of.

17.4 Exception

Subsection 17.3(c) does not apply if the disposition or liability was included in the most recent budget adopted by the Members before Nomination Day in an election year.

17.5 Powers unaffected

Nothing in this section prevents any person or body exercising authority delegated by the Members.

SECTION E – RETENTION PERIOD FOR DOCUMENTS

18 RETENTION PERIODS FOR DOCUMENTS, RECORDS AND OTHER PAPERS OF THE CORPORATION

- 18.1 The Corporation will abide by all standards of the Ministry of Children, Community and Social Services, Ministry of Municipal Affairs and Housing, Ministry of Health and Long Term Care and the Ministry of Labour, Training and Skills Development and all relevant Law with respect to the retention periods during which the receipts, vouchers, instruments, rolls or other documents, records and papers must be kept by the Corporation.

ENACTED AND PASSED THIS XX, Resolution #XX

Dated at North Bay, Ontario this XX and signed by all Members.

_____	_____
_____	_____
_____	_____
_____	_____

BY-LAW NUMBER 2 **PROCEDURE BY-LAW**

SECTION A – INTRODUCTION

1 DEFINITIONS

- 1.1 “Act” means the *District Social Services Administration Act*, R.S.O. 1990 c. D. 15.
- 1.2 “Board” means the Board of Members of the By-law Number 1 of the District of Nipissing Social Services Administration Board.
- 1.3 “By-Laws” By-law Number 1, being the General Business By-law and By-law Number 2, being the Procedure By-law, of the District of Nipissing Social Services Administration Board.
- 1.4 “Chair” is as defined in section 11.4.1 of By-Law Number 1.
- 1.5 “Chief Administrative Officer” is as defined in section 11.4.3 of By-Law Number 1.
- 1.6 “Committee” is as defined in section 2 of By-law Number 2.
- 1.7 “Committee Member” means a member of a Committee.
- 1.8 “Confidential Information” includes any information, either oral, written or recorded in any manner, that one party (disclosing party) furnishes to another party (receiving party) or to which the receiving party has access which is marked as confidential, simply treated as such by the disclosing party or should otherwise be known by the receiving party to be confidential, including but not limited to Intellectual Property Rights, know-how, trade secrets, processes, plans and financial information, data concerning business relationships, strategic objectives and planning, business activities, but excludes information which becomes public knowledge or is in the public domain by reason of becoming public property other than by fault on the part of the receiving party.
- 1.9 “Conflict of Interest” means a situation where:
- 1.9.1 the personal or business interests of a Member, Officer or agent of the Corporation are in conflict with the interests of the Corporation; or
 - 1.9.2 a personal gain, benefit, advantage or privilege is directly or indirectly given to or received by a Member, Officer or agent or a person related to any one of them as a result of a decision by the Corporation;

and includes:

- a. the Corporation giving a direct or indirect gain, benefit, advantage or privilege to a Member, Officer or agent or a person related to any one of them;
- b. a Member, Officer or agent or a person related to any one of them receiving a direct gain, benefit, advantage or privilege from the Corporation as a result of the person's position within the Corporation;
- c. the Corporation, in offering housing accommodation or in setting rents or other occupancy charges, giving any advantage or privilege to Members who are tenants that is not available to tenants who are not Members.

1.10 "Corporation" means the District of Nipissing Social Services Administration Board.

1.11 "District" means the District of Nipissing.

1.12 "Head Office" means the registered head office of the Corporation as from time to time designated by the Members.

1.13 "Intellectual Property Rights" means all right, title and interest in and to all intellectual property rights of any kind, whether registered or not, including domestic and foreign trade-marks, business names, trade names, domain names, trading styles, patents, trade secrets, software, documentation and copyrights, whether registered or unregistered, and all applications for registration thereof, and all goodwill associated with any of the foregoing;

1.14 "Law" means means any domestic or foreign law including any statute, subordinate legislation, and any guideline, directive, rule, standard, requirement, policy, order, judgment, injunction, award or decree of a government authority having the force of law.

1.15 "Member" means a person appointed to the Corporation and representing one or more areas of jurisdiction serviced by the Corporation.

1.16 "Nomination Day" means the first day during the election for a new municipal council on which it can be determined that one of the following applies to the Members that will take office for the next term:

- A) If the new Board of Directors will have the same number of Members as the outgoing Board of Directors, the new Board of Directors will include less than three-quarters of the Members of the outgoing Board of Directors.
- B) If the new Board of Directors will have more Members than the outgoing Board of Directors, the new Board of Directors will include less than three-quarters of the Members of the outgoing Board of Directors or, if the new Board of Directors will include at least three-quarters of the Members of the outgoing Board of Directors, three-quarters of the Members of the outgoing Board of Directors will not constitute, at a minimum, a majority of the Members of the new Board of Directors.
- C) If the new Board of Directors will have fewer Members than the outgoing Board of Directors, less than three-quarters of the Members of the new Board of Directors will have been Members of the outgoing Board of Directors or, if at least three-quarters of the Members of the new Board of Directors will have been Members of the outgoing Board of Directors, three-quarters of the Members of the new Board of

Directors will not constitute, at a minimum, a majority of the Members of the outgoing Board of Directors.

- 1.17 “Officer” is as defined in section 11.1 of By-law number 1.
- 1.18 “Person related to any one of them” means a parent, spouse, same-sex partner, child, household member, sibling, uncle, aunt, nephew, niece, mother-in-law, father-in-law, sister-in-law, brother-in-law or grandparent of a Director, Officer or agent or a person with whom a Member, Officer or agent has a direct or indirect pecuniary interest.
- 1.19 For the purposes of this By-law, the Members may be collectively referred to as the “Board of Directors”, and a resolution of the Board of Directors shall be deemed to be a resolution of the Members. A resolution of the Board of Directors may also be referred to herein as a resolution of the Members.
- 1.20 Unless a contrary intention clearly appears in this By-law, words importing the singular include the plural and vice versa.

SECTION B – ROLES AND DUTIES

2 COMMITTEES OF THE CORPORATION

2.1 General

- 2.1.1 All Committee meetings shall be open to the public, except meetings held in camera.
- 2.1.2 No Committee shall have the authority to bind the Corporation or the Members, unless authorized by resolution of the Board of Directors.

2.2 Duties of the Committees

The purpose of Committees is to facilitate the business of the Corporation. Committees shall operate with the terms of reference established by and approved by the Members.

2.3 Committees:

- 2.4.1 The Finance and Administration Committee will be considered a Committee of the whole, and may meet to review the agenda of the Board of Directors and to provide advice to the Chief Administrative Officer concerning the resolution of, or recommendations on financial matters, contract management and strategic priority projects.
- 2.4.2 The Community Services Committee will consider resolutions or recommendations related to program or service delivery such as social services and employment, children’s services, emergency medical services, and housing services. The Community Services Committee will be comprised of a minimum of eight (8) Members with equal representation from the municipalities within the District and the City of North Bay.

- 2.4.3 As required, ad hoc Committees may be established by motion of the Board of Directors to deal with matters before the Board. An ad hoc Committee may have any number of Committee Members who are interested in the issues at hand. Ad hoc Committees will report recommendations to the Board of Directors.
- 2.4.4 Election of the Committee Chair: The Chair of a Committee shall be elected by the Committee Members and recommended to the Board of Directors for approval at its next regular meeting. The Chair of a Committee shall hold office for one year from the date of appointment. In the event the Chair of a Committee resigns, dies, or is determined by a qualified medical practitioner to be incompetent before the expiry of their term, the Members of the Committee shall appoint another Member to act as Chair of a Committee for the duration of the unexpired portion of the term. The Chair of a Committee may be elected for multiple consecutive terms.
- 2.4.5 Committee Membership: Membership upon the Community Services Committee or upon ad hoc Committees will be determined by resolution of the Board of Directors. The Chair of the Board of Directors is an ex-officio Member of all Committees.
- 2.4.6 Committees shall make recommendations to the Board of Directors on any matter considered by it, which requires a decision of the Board of Directors, by way of Committee report(s) or a recommended motion.
- 2.4.7 Meetings of standing Committees or ad hoc Committees may be held at any time and place to be determined by the Committee Members provided that forty-eight (48) hours' written notice of such meeting shall be given to each committee member. For special or emergency meetings, such notice periods may be waived, provided two-thirds of the Committee Members agree by telephone/email poll to the waiver. No error or omission in giving notice of any meeting of a Committee or any adjourned meeting of the Committee of the Corporation shall invalidate such meeting or make void any proceedings taken thereat. Any Committee Member may, at any time, waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.

SECTION C – MEETING PROCEDURES

3 MEETINGS

- 3.1 All Board of Directors meetings shall be open to the public, except meetings held in camera.

4 DURATION

- 4.1 The duration of a meeting shall not exceed three (3) hours, unless a majority of Members vote otherwise.

5 MEETING TIME

- 5.1 The Chair of the Board of Directors, or in their absence, the Vice Chair shall call Members to order as soon after the meeting time and a quorum is present.
- 5.2 If the Chair of the Board of Directors and Vice Chair are not present within ten (10) minutes after the scheduled meeting time, the Secretary shall call the Members to order if a quorum of Members is present. A Member shall be chosen from among those present to be the presiding officer during the meeting or until the arrival of the Chair or Vice Chair.
- 5.3 In the election of a presiding officer, the Secretary shall call the meeting to order and preside.
- 5.4 If there is no quorum within fifteen (15) minutes after the meeting time, the Secretary shall call the roll, take down the names of the Members present, and declare the meeting cancelled.
- 5.5 The date and time of regular Board of Directors meetings for the upcoming year shall be established by resolution no later than the last regular meeting in each calendar year.
- 5.6 The Members may change the date and time of any regular meeting by resolution, or by notice of the Chair.

6 INAUGURAL MEETING

- 6.1 The inaugural meeting date shall:
 - 6.1.1 be established by the retiring Members in each election year;
 - 6.1.2 be binding upon the new Members; and
 - 6.1.3 be held not later than the end of February of the year immediately following the election year.

7 PARTICIPATION BY ELECTRONIC METHODS

- 7.1 A Member may participate in a meeting of the Board of Directors or in a meeting of a Committee of Members by means of such telephone or other technologies that permits all persons participating in the meeting to communicate with each other simultaneously and instantaneously, and a Member participating in such a meeting by such means is deemed to be present at that meeting.

8 CALLING OF MEETING

- 8.1 Lack of receipt of the notice of a regular meeting shall not affect the validity of holding the meeting or any action taken thereat provided a quorum is established.

9 ATTENDANCE

- 9.1 Members shall notify the Secretary or designate if they are not able to attend the regular meeting of the Board of Directors. Attendance of Members shall be recorded.

10 REGULAR MEETINGS OF THE BOARD OF DIRECTORS

- 10.1 The date and time of regular meetings of the Board of Directors for the upcoming year shall be established by resolution no later than the last regular meeting in each calendar year, with the exception of the inaugural year in which the annual meeting calendar will be established at the inaugural meeting. The annual meeting calendar can be changed at any time with the consent of the majority of the Members for the purposes of ensuring the highest level of Member participation. A copy of any resolution of the Board of Directors fixing the date, place and time of such regular meetings of the Board of Directors shall be sent to each Member forthwith after being passed, but no other notice shall be required for any such regular meetings except where required by legislation.
- 10.2 Any Member wishing to place an item on the agenda may make a request to do so through the Chair or Chief Administrative Officer no later than ten (10) days prior to the meeting.
- 10.3 The meeting package shall be delivered to each Members' designated email address at least five (5) days prior to the upcoming meeting of the Board of Directors, unless special circumstances prevent the package from being distributed within the established timeframe.
- 10.4 The draft agenda of a meeting of the Board of Directors shall be published online in advance of the Board of Directors meeting.
- 10.5 Immediately following the Board of Directors meeting, the meeting package will be published online through the Corporation's website.

11 SPECIAL MEETINGS

- 11.1 Special meetings of the Board of Directors may be held at any time at the call of the Chair. The purpose of the special meeting must be stated in the notice and no other business will be transacted without the consent of the majority of the Members. The meeting notice must be sent to all Members. Lack of receipt of notice of a special meeting shall not affect the validity of holding the meeting or any action taken thereat provided a quorum is obtained.
- 11.2 Notice of special meetings of the Board of Directors shall be given to every Member of the Board of Directors with not less than forty-eight (48) hours' notice (excluding Sundays and holidays) before the date of the special meeting. Notwithstanding the foregoing, notice of a meeting shall not be necessary if all of the Members are present, and none object to the holding of the meeting, or if those absent have waived notice or have otherwise signified their consent to the holding of such meeting. Notice of a special meeting continuance is not required if the time and place of the forthcoming meeting is established at the original special meeting.
- 11.3 The Notice of special meeting shall be in the form of a written agenda accompanied by its supporting documents. This package is prepared by Chief Administrative Officer in

consultation with the Chair. Minutes of the previous regular meeting and any special meetings shall be provided to the Members in the same manner as the agenda. The package shall be delivered to the Members designated email address. Immediately following the special meeting of the Board of Directors, the package will be distributed to appropriate Officers and employees and it will be posted for the public. The agenda of a special meeting of the Board of Directors shall be published online in advance of the meeting of the Board of Directors.

12 EMERGENCY MEETINGS

- 12.1 Emergency meetings may be called when a decision or response from the Board of Directors is required within forty-eight (48) hours. Notices of an emergency meeting will be sent to all Members by electronic communication and/or by telephone. The purpose of the emergency meeting must be stated in the notice and no other business will be transacted without the consent of the majority of the Board of Directors. Lack of receipt of notice of an emergency meeting shall not affect the validity of holding the meeting or any action taken thereat provided a quorum is obtained.

13 QUORUM

- 13.1 Quorum shall be comprised of the majority, being fifty percent plus one (50%+1), of the Board of Directors, which shall include the Chair.

14 DELEGATIONS

- 14.1 Delegation Wishing to Appear Before the Board and Committees:

14.1.1 Public presentations will be received at both regular and special meetings of the Board of Directors and Committees. Presentations at regular meetings shall be on a subject within the jurisdiction or influence of the Board of Directors. Presentation at the special meeting shall be related to the agenda item.

14.1.2 Persons wishing to make a formal presentation to the Board of Directors or Committees must register with the Secretary two (2) weeks prior to any regular meeting and two days prior to a special meeting, and must provide the Secretary with a copy of the presentation to be included in the Board of Directors or Committee package sent to Members or Committee Members in advance of the meeting.

14.1.3 The maximum number of presenters at any presentation (including the spokesperson) shall be two (2).

14.1.4 The Secretary shall inform the presenter of the guidelines affecting the presentation (e.g. 10 minutes maximum time, maximum number of presenters being 2 and adherence to the subject) and to obtain and acknowledgement by the presenter of their understanding of those guidelines.

- 14.1.5 A public presentation, which has been registered with the Secretary, may address a matter of the Corporation's jurisdiction for up to ten (10) minutes.
- 14.1.6 No delegation shall be permitted when the subject matter to be addressed is related to a recommendation of any tribunal that has conducted a hearing under the *Statutory Powers Procedures Act*, R.S.O 1990, c.22, as amended.
- 14.1.7 No person will be permitted to address the Board of Directors with respect to a labour management dispute or issue, unless provided by legislation.
- 14.1.8 Once a delegation has been heard by the Board or a Committee, subsequent presentations by the same delegation on the same or substantially the same matter shall not be heard during the same term of the Board.
- 14.1.9 No presenter shall speak disrespectfully of any person; use offensive words or unparliamentarily language; speak on any subject other than the subject for which they received approval to address; or disobey the rules of order or a decision of the Chair.
- 14.1.10 After the presenter has completed the presentation, Members shall each have the opportunity to ask questions for clarification purposes only, and without debate.
- 14.1.11 The Chair may curtail any presenter, any questions of a presenter, or debate during a presentation, for disorder or for any breach of this Procedure By-law and, should the Chair rule that the presentation is concluded, the presenter shall withdraw immediately and shall be given no further audience by the Board of Directors.
- 14.1.12 Presentations are not allowed on employer/employee matters from individuals or unions/organizations representing employees where the matters to be presented are part of a collective agreement or where there is a contractual agreement with the Corporation.
- 14.1.13 Presentations by the Corporation's employees are limited as per above.

15 MINUTES AND RECORDING OF MEETINGS

- 15.1 The Minutes of the meetings of the Board of Directors and Committees shall record:
 - 15.1.1 the place, time and date of the meeting;
 - 15.1.2 the names of the presiding Officer and a record of the Members or Committee Members in attendance; and
 - 15.1.3 the disclosures of a Conflict of Interest.

15.2 The minutes of the Board of Directors and its Committees shall be available to the general public except where not permitted according to the *Municipal Freedom of Information and Protection of Privacy Act*, and/or other privacy legislation governing the Corporation's programs.

In order to promote positive interpersonal relations amongst Members, employees, and other stakeholders, and to engender trust amongst same, Members and employees are prohibited from creating an audio and/or video recording any proceedings without the expressed knowledge of all other participants. Failure to adhere to this policy, or the belief by any other Member or employee that this policy may have been breached, should be brought to the attention of the Board of Directors, which shall determine the appropriate action. Nothing in this section prohibits the making of personal notes regarding a proceeding and discussions therein.

16 CHAIR

16.1 The Chair of any meeting of the Board of Directors or Committee shall be the first recognized and will officiate the roll call of the meeting. If no such Officer is present, the Members shall choose one of their number to be Chair of such meeting.

SECTION D - VOTING & DEBATE PROCEDURES

17 VOTES TO GOVERN

17.1 At all meetings of the Board of Directors, every question shall be decided by a simple majority of the votes cast on the question and voting is carried out by a show of hands unless otherwise indicated or required by law.

18 VOTING

18.1 Each Member, including the Chair, is entitled to one (1) vote. The Chair shall be entitled to vote at all Committee meetings of the Board of Directors and shall be ex-officio member of all Committees of the Board of Directors and entitled to vote at those meetings, except at the meeting of the Board of Directors, where the Chair shall vote only in the event of an equality of votes, or when a recorded vote has been requested.

19 TIE VOTES

19.1 In the event of a tie vote the motion will be considered lost.

20 NEGATIVE VOTES

20.1 If any Member present refuses to vote for a decision other than a Conflict of Interest, it shall be recorded as a vote in the negative.

21 RECORDED VOTE

- 21.1 Where required by statute, and whenever any Member, including the Chair, shall request a recorded vote, the names of those who vote for and against the question shall be entered in the minutes, and each Member present shall announce their vote openly.

22 TO AMEND A MOTION

- 22.1 A motion to amend a main motion must be relevant to that motion and properly moved and seconded. An amendment may propose to omit certain words, to insert or add certain words, or to omit certain words in order to insert or add other words.
- 22.3 A sub-amendment may be proposed to an amendment under the same conditions as an amendment is moved to a main motion.
- 22.4 At no time may there be more than one main motion, one amendment and one sub-amendment on the floor. When all three exist, the Chair submits them in the reverse order to which they were moved.
- 22.5 A motion once defeated cannot be re-introduced as an amendment to some other motion. The mover with the consent of their seconder may incorporate a “friendly” amendment into the main motion if the mover and seconder of the amendment are agreeable.

23 RECONSIDERATION

- 23.1 If a motion has been either carried or defeated during a meeting, and at least one Member voted on the winning side wants to have the vote reconsidered, such a Member may make the motion to reconsider.
- 23.2 A Member may move that the motion be reconsidered at the next meeting; however, there shall be no reconsideration unless verbal notice thereof is given at the meeting at which the question was decided.

24 INQUIRES

- 24.1 Inquiries about a matter may be raised by any Member and put to the Chair or through them to the Chair, who may call upon another officer to reply.
- 24.2 No argument of opinion shall be offered or fact stated except as is necessary to explain the inquiry or the answer.
- 24.3 A Member or employee are not to debate the matter.
- 24.4 Inquiries may be in writing or may be made orally.
- 24.5 An Officer shall reply promptly in writing in response to all requests for reports made by a resolution of the Board of Directors.

25 RESCISSION

25.1 No matter decided within one (1) year shall be considered for rescission without the prior consent by resolution of two thirds majority of the whole Board of Directors.

26 RULES OF ORDER

26.1 In the event that this By-law does not address an issue, then Robert's Rules of Order shall apply.

26.2 All decisions will be made on the basis of motions.

26.3 To make a motion, a Member must obtain the floor first.

26.4 Every motion must be seconded by another Member.

26.5 A motion will not be debated until it has been moved and seconded and put on the floor by the Chair.

26.6 There will be only one substantive motion before the meeting at any one time. An amendment may be made to a motion, but may not negate the main motion or materially alter the intent.

26.7 After Members debate the motion the Chair shall put the question to a vote and shall announce the results of the vote.

26.8 A motion that has been moved and seconded can be withdrawn or modified, if such modifications would not occasion debate if proposed as amendments, with the agreement of the mover.

27 MEETING OF THE BOARD OF DIRECTORS

27.1 Conduct of the Chair: The Chair will:

27.1.1 call the meeting to order;

27.1.2 determine the presence of a quorum;

27.1.3 announce in proper sequence the business that comes before the Board of Directors;

27.1.4 maintain a list of Members who have signaled the Chair that they wish to speak or ask questions;

27.1.5 recognize Members in order that they have signaled that they wish to speak or ask questions;

27.1.6 state and put to a vote all questions that legitimately come before the Board of Directors as motions, announcing the outcome;

28.1.7 protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them;

- 27.1.8 expedite business;
 - 27.1.9 decide all questions of order;
 - 27.1.10 respond to inquiries of Members relating to parliamentary procedure bearing on the business of the Board; and
 - 27.1.11 declare the meeting adjourned when the Board of Directors so votes.
- 27.2 Members who have already spoken may speak again only after all other Members have been given the opportunity to speak. A Member may not speak more than twice on an issue without a resolution of the Board of Directors. The Chair shall not put any matter to the vote, nor shall any Member move a procedural motion to have the vote taken, until every Member who wishes to speak has spoken at least once.
- 27.3 If the Chair rules that it is beneficial and in the best interests of the Corporation to deal with a question immediately, then this is the action the Board of Directors must take. The Chair's ruling on order or procedure are not debatable, but may be appealed by any Member by motion, duly seconded. If the motion is carried, the Chair's decision is overturned.
- 27.4 If the Chair rules that a motion is contrary to the rules of the Board of Directors, the Chair will tell the Members immediately before putting the question, and will cite the rule or authority applicable to the case without argument or comment.
- 27.5 The Chair may place time limits on speeches and such limits must be the same for all Members.

28 CONDUCT OF MEMBERS AND COMMITTEE MEMBERS

- 28.1 A Member and Committee Member will be courteous and will not engage in any action, which disturbs the meeting.
- 28.2 A Member and Committee Member will not:
- 28.2.1 Use unparliamentary or offensive language, including any expressions or statements in debate or in questions that attribute false or undeclared motives to another Member or employee, charge another Member with being dishonest, be abusive or insulting, or cause disorder in compliance with *Occupational Health and Safety Act* and the *Ontario Human Rights Code*;
 - 28.2.2 Make any noise or disturbance that prevents a Member from being able to participate in a meeting;
 - 28.2.3 Interrupt a Member who is speaking, except to raise a point of privilege or a point of order;

- 28.2.4 Disobey the rules of the Board of Directors, or disobey a decision of the Chair on question of order or practice or on the interpretation of the rules of the Board of Directors.
 - 28.2.5 Speak on any subject other than the subject of debate;
 - 28.2.6 Ask a question except for the purpose of obtaining information relating to the matter under discussion, and then only if the previous speaker, except when a Member recognized as the next speaker wishes to ask a question of the presiding Officer or of an employee, and then only for the purpose of obtaining information, after which the Member shall speak;
 - 28.2.7 Speak for more than ten (10) minutes or more than once on the same question without the leave of the Board of Directors, except that a reply shall be allowed to be made only by a Member who has presented the motion to the Board, but not by any Member who has moved an amendment or a procedural motion; and
 - 28.2.8 Disobey the rules of the Corporation or a decision of the presiding Officer on questions of order or practice or on the interpretation of the rules.
- 28.3 A Member and Committee Member who wishes to speak shall signal the Chair by a raised hand, and wait for recognition by the Chair.
 - 28.4 All remarks and questions, including questions intended for another Member or Officer will be addressed by the Chair.
 - 28.5 The Chair may deny a Member and Committee Member the right to speak on a particular topic if the Member and Committee Member is disruptive or persistently interrupts others.
 - 28.6 The Chair may exclude a Member and Committee Member from the meeting who has been given a warning but continues to disregard the rulings from the Chair.

29 CONDUCT OF THE PUBLIC

- 29.1 Members of the public will be courteous and will not engage in any action which disturbs the meeting.
- 29.2 Members of the public will not:
 - 29.2.1 Make any noise or disturbance that prevents Members from being able to participate in the meeting;
 - 29.2.2 Address the Board of Directors without a prior appointment, or without the permission of the Board of Directors at the meeting; or
 - 29.2.2 Use unparliamentary or offensive language.

- 29.3 The Chair may exclude any member of the public from a meeting for improper conduct or, potential or perceived security risk.

SECTION E - MINUTES AND AGENDAS

30 DISTRIBUTION

- 30.1 Board of Directors and Committee agendas and minutes are public information and will be made available to the public. Copies of all the approved Board of Directors and Committee minutes, with the exception of any optional confidential minutes of in-camera sessions, are retained on file in administration for reference by Members or the public. Minutes of all meetings and motions presented are numbered and indexed by the Secretary to facilitate ready reference.

31 REGULAR MINUTES OF THE MEETINGS OF THE BOARD OF DIRECTORS

- 31.1 Minutes are recorded by the appointed recording Secretary for later transcription in draft form, and forwarded to Members before the next meeting. Additions and corrections are brought to the following full meeting of the Board of Directors for adoption in the minutes.

32 COMMITTEE MINUTES

- 32.1 Minutes of Committee meetings are recorded by the appointed recording Secretary or designate of the Chief Administrative Officer. Additions and corrections are brought forward to the following full Meeting of the Board of Directors for adoption in the minutes.

33 NEW BUSINESS

- 33.1 At the beginning of any regular meeting the Chair may announce additional items to be added to the agenda.

34 AGENDA FOR MEETINGS OF THE BOARD OF DIRECTORS

- 34.1 The Secretary shall prepare for the use of the Members an agenda as follows:
- 1) Adoption of Agenda
 - 2) Declarations of Conflicts of Interest
 - 3) Chair's Remarks
 - 4) Approval of Agenda
 - 5) Approval of Minutes
 - 6) Public Presentations/Delegations
 - 7) Report from the Chief Administration Officer, Staff Director and Managers
 - 8) Consent Agenda: All matters deemed by the Secretary, Chair or Chief Administrative Officer as routine, administrative, or considered matters not thought to require debate shall be placed on the Consent Agenda and any Member has the option of removing a Consent Agenda Item for discussion by means of a mover and seconder.

Items removed from the Consent Agenda would require a separate resolution if approval is required.

- 9) Managers Reports
- 10) In-Camera
- 11) Other Business
- 12) Adjournment

34.2 The business shall be taken up in the order in which it stands upon the agenda in all cases except where a majority of the Members otherwise agree.

34.3 A motion that is not listed on the agenda may be presented at the meeting of the Board of Director, if not more than one third of the Members present at the meeting objects to its consideration.

35 MOTIONS

35.1 A motion shall be formally moved and seconded before the presiding Officer can put the question to a vote or the motion can be recorded in the minutes.

35.2 Immediately preceding the taking of the vote, the presiding Officer or their designate shall summarize the question and response unless asked to state the question precisely in the form in which it will be recorded in the minutes.

35.3 Any Member may require the question of motion under discussion to be read at any time during the debate but not as to interrupt a person while speaking.

35.4 When a question is under debate, the only motions in order shall be:

35.4.1 To extend the time of the meeting;

35.4.2 To refer to a Committee;

35.4.3 To amend;

35.4.4 To table;

35.4.5 To postpone to a certain time and day; and

35.4.6 To move the previous question.

36 PUBLIC OR CONFIDENTIAL MEETING

36.1 In-camera is a legal term which means "in secret". In-camera meetings are closed and generally open only to Members and certain management personnel. Other individuals may be included if their presence is considered by the Board of Directors as necessary to facilitate its work.

36.2 A meeting of the Board of Directors will move in-camera to discuss intimate financial or personnel matters or where matters may be disclosed at the meeting of such a nature

that the desirability of avoiding open discussion outweighs the desirability of adhering to the principle that the meeting be open to the public.

36.3 The Authority and Procedure for Holding In-Camera Meetings:

With regards to the exceptions listed below, in-camera minutes of a general nature shall be taken by the Secretary. Approval of in-camera minutes provided on canary coloured paper, or separately in a confidential electronic document when meetings are held virtually, shall be at the next in-camera meeting of the Board of Directors or the appropriate Committee meeting and shall be voted on in closed session. The minutes shall be collected prior to returning to open session, or in the case where the meeting is held virtually, the Member shall delete the electronic copy. All in-camera minutes and background reports shall be held by the Secretary in a secure location.

36.4 Exceptions to Open Meetings (In-Camera Protocol)

A meeting or part of a meeting may be closed to the public if the subject matter being considered is:

1. the security of the property of the Board of Directors;
2. personal matters about an identifiable individual, including employees of the Corporation;
3. a proposed or pending acquisition or disposition of land by the Corporation;
4. labour relations or employee negotiations;
5. litigation or potential litigation, including matters before administrative tribunals, affecting the Corporation;
6. advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
7. a matter in respect of which a council, board, Committee or other body may hold a closed meeting under another federal or provincial statute;
8. information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
9. a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
10. a trade secret or scientific, technical, commercial or financial information that belongs to the Corporation and has monetary value or potential monetary value; or
11. a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Board of Directors.

- 36.5 Other criteria:
A meeting shall be closed to the public if the subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act*.
- 36.6 Educational or training sessions:
A meeting of the Board of Directors or of a Committee may be closed to the public if the following conditions are both satisfied:
- 36.6.1. The meeting is held for the purpose of educating or training the Members.
- 36.6.2. At the meeting, no Member or Committee Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Board of Directors.
- 36.7 Open meeting
A meeting shall not be closed to the public during the taking of a vote.
- 36.8 Record of meeting
The Board of Directors or a Committee thereof shall record without note or comment all resolutions, decisions and other proceedings at a meeting of the body, whether it is closed to the public or not.
- 36.9 It is clear that both the Act and the By-laws anticipate and allow for certain items to be discussed in-camera. These items again should only be those covered by the By-laws.
- 36.10 In order for to proceed in-camera a motion must be made. This motion can be discussed and voted on. Once the Board of Directors or a Committee thereof has voted in favour of going in-camera, the information discussed should not be disclosed except as outlined in this By-law. Before holding a closed meeting or going in camera, the Board of Directors shall state by resolution the fact of the holding of the closed meeting or going in camera and the general nature of the matter to be considered during the closed meeting or in camera portion of the meeting. As per section 7.1, Members may participate in in-camera meetings via electronic methods provided the Member ensures total privacy and confidentiality within their surroundings.

ENACTED AND PASSED THIS XX, Resolution #XX

Dated at North Bay, Ontario this XX and signed by all Members.

BRIEFING NOTE HS15-21

For information or For Approval

Date: March 24, 2021

Purpose: Investment Plan for Social Services Relief Fund Phase 3

Prepared by: Stacey Cyopeck, Manager, Housing Programs

Reviewed by: Catherine Matheson, CAO

Recommendation:

THAT the District of Nipissing Social Services Administration Board approves the 2021 Investment Plan for the allocation of the Social Services Relief Fund Phase 3 as set out in the report HS15-21, and;

THAT the DNSSAB authorizes staff to reallocate funds throughout the 2021/22 fiscal year to programs/initiatives which will support the homelessness programs and reduce the risk of COVID amongst the homeless population and within congregate settings.

Background:

On March 10, 2021 the DNSSAB received notification from the Ministry of Municipal Affairs and Housing that the province had allocated an additional \$2,611,180 in Social Service Relief Fund (SSRF) Phase 3 funding for use from March 1, 2021 to December 31, 2021:

- This funding supports eligible operating expenses only beginning March 1, 2021 and incurred up to December 31, 2021.”
- The intention is to continue to help vulnerable people meet short-term critical needs, including people living in community housing, supportive housing, people with low incomes, social assistance recipients, or others who require social services support as well as those that are experiencing homelessness.
- The Ministry of Municipal Affairs and Housing (MMAH) will again be administering this investment to Service Managers through the existing Community Homelessness Prevention Initiative (CHPI) Service Agreement.

Report:

The SSRF Phase 3 funding can only be used for eligible operating expenses in any of the four service categories under CHPI: Emergency Shelter Solutions, Housing and Related Supports, Other Services and Supports and Homelessness Prevention. In recognition of the number of households that have been financially impacted by the pandemic, a specific sub-category: Homelessness Prevention - Rent Relief Only; has also been added.

Eligible operating expenses include but are not limited to:

- Expanding homeless shelter capacity;
- Use of motels or hotels for isolation or to support social distancing;
- Rental assistance such as funding for rent arrears and short-term housing allowances;
- Transportation costs;
- Food security;
- Enhanced cleaning services;
- Non-medical staffing requirements (e.g., enhanced outreach services);
- Personal protective equipment; and
- Minor retrofits, alterations and repairs under \$50,000 that do not extend the useful life of pre-existing buildings or assets.

More broadly, this funding could also be used towards initiatives delivered through local service agencies like:

- Rent bank and emergency energy funds;
- Food banks and grocery gift cards;
- Community outreach to support vulnerable populations in self-isolation;
- Transportation for low-income individuals to get to and from medical appointments; and
- Funding administration needs, including staffing.

Proposed Social Service Relief Fund Phase 3 Investment Plan:

Total SSRF Phase 3 Allocation					2,611,180.00
SSRF Phase 3 Service Categories	Q4 Planned (March 2021)	Q1 Planned (Apr - Jun)	Q2 Planned (Jul - Sep)	Q3 Planned (Oct - Dec)	Total
Spending Categories					
Emergency Shelter Solutions	-	609,769.20	766,265.15	807,587.83	2,183,622.18
Homelessness Prevention	-	63,434.07	40,000.00	40,000.00	143,434.07
Homelessness Prevention - Rent Relief	-	68,596.00	68,596.00	68,596.35	205,788.35
Housing with Related Supports	-	-	-	-	0.00
Services and Supports	-	-	-	-	0.00
Total	-	741,799.27	874,861.15	916,184.18	2,532,844.60
Administration Fee	-	26,111.00	26,111.00	26,113.40	78,335.40
Admin Fee % of Total (max: 3%)	0%	3%	3%	3%	3.00%

Emergency Shelter Solutions: Throughout the COVID-19 pandemic, the capacity within the shelter system has continued to be overwhelmed. From December 2020 to March 2021, the average number of individuals who have required shelter each night has averaged between 50 to 70, when the actual bed capacity due to pandemic protocols, has remained static with only 12 beds at the Crisis Centre North Bay's 4 Elms Family Shelter and 21 beds at the Low Barrier Shelter, as well as 10 overflow beds. Once the available beds are full, individuals are placed in overflow beds in motels or temporary cots at a Day Programming site. The need for these beds has been evident since the shelter first opened in April of 2020. The SSRF Phase 3 funding will allow the shelter and overflow beds to remain fully operational, with enhanced hours of operation, through to December 31, 2021.

It will also allow the continuation of outreach and service navigation supports for individuals experiencing absolute and chronic homelessness, including those living rough in encampments or other hidden homeless locations.

Homelessness Prevention: The funding will be used to provide direct supports and benefits for individuals who are at risk of homelessness due to the pandemic. These supports could include funding for housing risk mitigation interventions for individuals who have had less access to housing retention supports during the service restrictions that have been in place during the pandemic.

Homelessness Prevention - Rent Relief Only: The pressure on the capacity of the Emergency Shelter system during the pandemic has been exacerbated by an increasing number of individuals and families who have become homeless as a result of lost employment and income due to business shutdowns, illness, or other financial and health-based stressors. In addition, the pandemic has created barriers for those who are attempting to leave shelters or absolute homelessness and find housing stability. There is a lack of affordable housing, and rents, especially first and last month rent payments, are unmanageable for many low-income households. Flexible rent relief will lessen the number of households that enter the shelter system while also allowing flow from the shelters into market rent units in the community, thereby opening beds and capacity in the shelter system.

Risk Identified and Mitigation:

To receive this funding, the Ministry required a completed Investment Plan and sign back to the terms and conditions of the funding **by March 22, 2021**.

Conclusion:

It is hoped that the SSRF P3 Funding will sustain the operations of Emergency Shelter and homelessness prevention services and supports until the end of 2021. The DNSSAB and its community partners will continue to advocate for sustainable, long-term funding for the programs and services that have been integral to maintaining and enhancing the housing and homelessness system in Nipissing.

BRIEFING NOTE HS16-21

For information or For Decision or For Approval

Date: March 24, 2021

Purpose: Social Services Relief Fund Phase 2 - Additional Funding Allocation

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 HS16-21 regarding the recommendations for the allocation of the Social Services Relief Fund Phase 2 - additional funding allocation.

Report:

On March 15, 2021, the DNSSAB received notification of an allocation of an additional **\$500,000** in Social Service Relief Fund (SSRF) Phase 2 funding. This brings the total allocation under SSRF Phase 2 to the DNSSAB in the 2020-2021 Fiscal year to \$5,132,615.

This additional funding from the SSRF Phase 2 may only be used for eligible *operating* expenses, in accordance with the Social Services Relief Fund Phase 2 Program Guidelines and must be expensed by March 31, 2021.

The capacity at Crisis Centre North Bay's Four Elms Residence and the Low Barrier Shelter has continued to be significantly impacted by the pandemic protocols, which has led to an increased use of overflow beds in hotels and motels and the need for increased staffing to monitor those beds.

In addition, costs associated with the need for provision of 24/7 shelter options as a result of continued service restrictions and winter weather, have also created financial pressures.

The additional SSRF Phase 2 funding will be used to mitigate the costs associated with stabilization of capacity in the homelessness system.

Total SSRF Phase 2 Hold Back Allocation for 2020-21				500,000.00
SSRF Phase 2 Service Categories	Q2 Actuals (Jul-Sep)	Q3 Planned (Oct - Dec)	Q4 Planned (Jan - Mar)	Total
Capital Components				
New Facilities	-		-	0.00
Retrofits/Upgrades				0.00
Capital Total	-	-	-	0.00
Operating Components				
Emergency Shelter Solutions			485,000.00	485,000.00
Homelessness Prevention				0.00
Homelessness Prevention - Rent Relief				0.00
Housing with Related Supports				0.00
Services and Supports				0.00
Operating Total	-	-	485,000.00	485,000.00
Administration Fee			15,000.00	15,000.00
<i>Admin Fee % of Total (max: 3%)</i>	#DIV/0!	#DIV/0!	3%	3.00%
Total	-	-	500,000.00	500,000.00

Risk Identified and Mitigation:

In order to commit the operating funding under SSRF in this fiscal year, the Ministry required a completed Investment Plan and sign back to the terms and conditions of the funding **by March 22, 2021**. The Investment Plan must indicate how the funds **will be spent by March 31, 2021**.

Conclusion:

The SSRF funding continues to ensure that the DNSSAB and its community partners are able to respond immediately and collaboratively to meet the extreme pressures facing the homelessness system as a result of the ongoing pandemic.

BRIEFING NOTE HS13-21

For Information or For Approval

DATE: March 24th, 2021

PURPOSE: 2021/22 Community Homelessness Prevention Initiative - Investment Plan

PREPARED BY: Stacey Cyopeck, Director, Housing Programs

REVIEWED BY: Catherine Matheson, CAO

RECOMMENDATION

THAT the District of Nipissing Social Services Administration Board (DNSSAB) approves the 2021/22 Investment Plan for the allocation of the Community Homelessness Prevention Initiative as set out in the report HS13-21, and attached as Appendix A, and;

THAT the DNSSAB authorizes staff to reallocate funds throughout the 2021/22 fiscal year to programs/initiatives which will support the homelessness programs.

BACKGROUND:

- The Community Homelessness Prevention Initiative (CHPI) is 100% provincially funded and aims to prevent, address and reduce homelessness.
- The DNSSAB's CHPI Investment Plan supports a number of key Strategic Objectives of Nipissing's 10-Year Housing and Homelessness Plan:
 - Homelessness Prevention, Shelters and Diversions
 - Improving Housing Stability;
 - Leadership, Integration, Coordination and Advocacy
 - Awareness, Education, Information and Best Practices
- Nipissing's 2021/22 CHPI allocation is \$1,771,340, unchanged from the 2020/21 allocation
- Under CHPI, Service Managers have the flexibility to fund services and activities in any of the following four service categories:
 - **Emergency Shelter Solutions** - services and supports for those who are experiencing homelessness.

- **Housing with Related Supports** - activities such as providing operating funding for long-term and transitional housing, as well as supports related to the delivery of that housing.
- **Other Services and Supports** - various services and supports to assist vulnerable clients with relief or support in obtaining housing.
- **Homelessness Prevention** - services that assist households at-risk of homelessness to retain their housing (.g. landlord outreach and mediation, shelter diversion programs, and emergency financial assistance in the form of payment of rental and/or utilities arrears).

The program guidelines also allow for up to 10% of the annual allocation to be spent on program administration costs.

REPORT

In the 2021/22 Investment Plan, the DNSSAB will continue to allocate its annual funding towards two service categories, Emergency Shelter Solutions and Homelessness Prevention.

2021- 22 Budget and Investment Plan			
Total 2021-2022 Funding:		\$1,771,340.00	
Service Category	2021/22 IP	2020/21 IP	+/-Change
Emergency Shelter Solutions	\$300,000	\$300,000	\$0
Homelessness Prevention	\$1,105,206	\$1,044,206	\$61,000
Housing with Related Supports	\$189,000	\$250,000	-\$61,000
General Administration	\$177,134	\$177,134	\$0
Enumeration	\$0	\$0	\$0
Total Funding	\$1,771,340	\$1,771,340	\$0

Emergency Shelter Solutions:

The Emergency Shelter Solutions service category provides funding for:

1. **Crisis Centre North Bay’s Four Elms 19-bed facility** to assist individuals and families experiencing homelessness from across the District. During the pandemic, capacity at Four Elms was limited to 12 beds to correspond with physical distancing protocols.
2. **Crisis Centre North Bay’s Emergency Overflow** short-term emergency housing when the Four Elms Emergency Shelter reaches capacity and can no longer house homeless individuals and families.

Homelessness Prevention:

The Homelessness Prevention service category provides funding for:

1. **DNSSAB CHPI Household Benefits:**

Delivered by the Homelessness Prevention Navigators and Housing Programs Representative, the benefits program provides supports and services to help households obtain and retain housing across the Nipissing District. The types of assistance offered include, but are not

limited to, first or last month's rent, rent arrears, utility arrears, and utility deposits. The CHPI Navigators work in collaboration with Low Income People Involvement and the North Bay Indigenous Friendship Centre to mitigate risks of homelessness.

2. DNSSAB Housing Allowance:

The Housing Allowance provides short-term assistance with a maximum of \$250 per month for up to six (6) months to secure and stabilize housing. The program is targeted to assist a minimum of twenty-six (26) households over twelve (12) months.

3. LIPI Homelessness Prevention Services:

The DNSSAB purchases Homelessness Prevention services from Low Income People's Involvement of Nipissing (LIPI) to provide assistance to individuals and families experiencing homelessness or at-risk of homelessness, to obtain and retain housing across the Nipissing District.

4. LIPI Global Emergency Homelessness Fund:

The purpose of the fund is to provide one-time emergency assistance based on the principle of last resort where no other source of assistance is available or accessible. LIPI works in collaboration with the GNSSAB CHPI Navigators and the North Bay Indigenous Friendship Centre to mitigate risks of homelessness.

5. CCNB Community Mobile Housing Support Program:

The DNSSAB purchases services from Crisis Centre North Bay to provide assistance to individuals and families experiencing homelessness or at risk of homelessness, to obtain and retain housing across the Nipissing District. Delivered by two workers, with one focusing on Youth, the program works to divert households from staying in the shelter through its homelessness prevention services and/or delivers rapid rehousing solutions to minimize time spent there. These workers also work with individuals housed in overflow beds.

6. Trusteeship Program:

The DNSSAB purchases services to provide support to individuals and families with managing their financial resources to prevent homelessness and/or to obtain and maintain sustainable housing. These services will also assist households as they work towards financial independence.

Housing with Related Supports

Funding received through the Social Services Relief Fund Phase 1 was dedicated for the development of 16 units of transitional supportive housing at the 590 Chippewa Gateway House site. Renovations are underway and the units are scheduled to be ready for occupancy in the second quarter of the fiscal year. Funding will be used toward the operations of the new housing.

Risk Identification and Mitigation:

The CHPI Investment Plan aligns funding based on community priorities realized during the previous fiscal year. Funding allocations have been based on 2020/21 actual expenditures, as much as possible. It must be acknowledged that targeted COVID-19 funding that was received

during the pandemic, including the Social Services Relieve Funding Phase 1 and 2, impacted the projected CHPI Budget in unanticipated ways.

During the pandemic, bed capacity within the Emergency Shelter system was significantly impacted by physical distancing protocols and service restrictions and closures. The creation of a Low Barrier Shelter added to the system's capacity, but a corresponding increase in numbers of individuals presenting for shelter countered the benefit of the increase in bed numbers. In addition, a lessening of beds at the Crisis Centre North Bay and at the Low Barrier Shelter, after a move to a new, and smaller, location at 590 Chippewa, saw Emergency Overflow usage hit an all-time high during the winter months of 2020-21. The SSRF funding was used to supplement the CHPI funds to cover the additional Overflow costs for both CCNB and the Low Barrier Shelter. For 2021-22, a moderate amount of \$100,000 has been budgeted for Overflow, in anticipation of the easing of pandemic restrictions and the ability to use the Day Programming site at 590 Chippewa for overflow spaces rather than just motels. The completion of the 16 units at Gateway House is also anticipated to reduce the need for overflow in motels.

CHPI Household Benefits were also supplemented by COVID-19 emergency funding during 2020-21. The allowable benefits were increased in amount and flexibility to mitigate the risks of homelessness caused by the economic uncertainty and job loss of the pandemic.

The contracts for Homelessness Prevention services provided by LIPI and CCNB were due to expire as of March 31, 2021. The contracts were extended by six months while the pandemic protocols and restrictions are continuing to provide continuity and stability of service, and an RFP process will be undertaken in the upcoming months.

It should be noted that unspent funds cannot be moved from one fiscal year to another. Any unspent funding will be reconciled, deducted in the following fiscal year and reassigned to another Service Manager area.

The Ministry of Municipal Affairs and Housing (MMAH) will receive quarterly financial updates and performance outcome measurements to ensure service delivery is consistent with the approved strategies.

Conclusion:

The COVID-19 pandemic has influenced the CHPI budget and planning. The programs funded through the base CHPI dollars were required to change the way they conducted business and offered services. Unusual costs that included PPE, cleaning and sanitizing products and services had to be added into budgets. COVID-19 specific funding allowed the DNSSAB to fund much-needed supportive housing units and provided funding for pilots and projects that would otherwise have been difficult to fund.

The DNSSAB has the flexibility to move funding from one service category to another within a fiscal year as long as services provided meet program outcomes. As the service and funding impacts of the pandemic lessen, this flexibility will be even more imperative. Housing Programs will continue looking for efficiencies in other service categories, to ensure those experiencing or at-risk of homelessness are fully supported.

BRIEFING NOTE B07-21

For information For Approval

Date: March 24, 2021

Purpose: **Healthy Communities Fund 2021**

Prepared by: David Plumstead, Manager of Planning, Outcomes and Analytics

Reviewed by: Catherine Matheson, CAO

RECOMMENDATION:

That the District of Nipissing Social Services Administration Board (DNSSAB) reviews the options for distributing this year's Healthy Communities Fund (HCF) and approves option # 1 recommended by staff, to retain the \$170,000 funding and invest it where it is needed most in the community (similar to 2020/2021).

BACKGROUND

It is time for staff and the Board to consider the distribution of the Healthy Communities Fund (HCF) for the next 2021/22 funding cycle. As the pandemic continues to present an atypical operating environment and continuing uncertainty into the year, the method of delivering and allocating the fund also remains in flux and requires Board approval on fund distribution and allocation.

The onset of the pandemic last year had an indirect impact on the HCF, which is spilling over into this year. Specifically, the creation of the low barrier shelter and Gateway House (transitional funding) in 2020 put additional funding pressure on the Board with a need to find more sustainable funding to continue shelter operations and the transitional housing concept. Subsequently, the Board committed \$100,000 in annualized funding

from the HCF to the Gateway House, thereby reducing the portion of HCF available to the community by 37% (to \$170,000).¹

In view of the above, staff came to the Board in June, 2020 recommending that the regular community application process be suspended over concerns there would be a high application failure rate due to fewer funds being available. Additionally, staff acknowledged that the application parameters would need to be reviewed and changed before returning to the community application process (e.g. reducing the maximum funding amount per application, limiting the number of applications that an organization can submit, etc.).

As an alternative to the above funding application process, the Board was presented with three options for distributing the HCF in 2020. These options boiled down to retaining the funds (\$170,000) and investing them where they are needed most in the community; allocating the funds to the Gateway House/ low barrier shelter; or identifying community core services and funding the organizations that deliver them.

The Board went with the first option and directed staff to put the funds where the community need was greatest. Staff then identified organizations who had been relying on the HCF the past few years and cross-referenced their programs and services with the areas of highest need during the pandemic, identified by the community in the DNSSAB social services relief fund survey (April, 2020). These organizations and their programs that fell into the high-need areas of food security, PPE, housing supports, and homelessness/shelters, were subsequently funded for the 2020/21 funding cycle.

CURRENT STATUS

While the low barrier shelter and Gateway House are further along operationally and the coronavirus is at a different stage in its lifecycle, things remain much the same from a HCF perspective. The fund has the same \$170,000 for disbursement in this funding cycle and the pandemic continues to pose challenges and uncertainty in the community.

Given the current status, it is recommended that the community application process be bypassed again in favour of one of the above options. These options are presented in more detail below and option 1 is being recommended by staff (Note: due to the recent funding announcements, allocating HCF to the Gateway House /low barrier shelter is not considered an option):

¹ The 2020 HCF budget was set at \$400,000 and removing the annualized commitments for LIPI (\$130,000) and the Gateway House (\$100,000) leaves \$170,000 for the community.

Option 1. Retain and Invest Based on Current Need (Short Term)

Similar to last year and given the exceptional circumstances, the Board retains the \$170k funding and directs staff to invest it where it is needed most in the community. The same methodology used to distribute the funds last year will be used again this year.

This option provides the most flexibility in terms of directing the funds to where they are needed during the pandemic – staff are recommending this option.

Option 2. Core Services (Long Term)

Staff identify the organizations that deliver core services in the area of poverty reduction and have been accessing the municipal funds over a number of years. The funds are then directly allocated to these organizations on an annual basis going forward. Annualizing the funds helps to stabilize these core community services while also reducing the fund's persisting administrative burden.

Note: While option 1 is the staff recommendation, option 2 is a strong contender and staff will be recommending this option once the pandemic affects are primarily over (and possibly in time for the next funding cycle, 2022/2023).

RISK IDENTIFIED AND MITIGATION

As stated in previous briefing notes, the largest risk with the HCF occurs when the funds are no longer available to support community organizations and their projects /programs in poverty reduction. Option #2 exposes the largest amount of risk in this regard and some of the core services that have come to rely on the HCF may be in jeopardy.

NEXT STEPS

Staff will carry out the HCF distribution process as per the Board's direction and chosen option.



BRIEFING NOTE EMS02-21

For Information or For Approval

Date: March 24, 2021

Purpose: Community Paramedicine for Long Term Care

Prepared by: Rob Smith, Chief, Emergency Medical Services

Reviewed by: Catherine Matheson, Chief Administrative Officer

RECOMMENDATION

That the District of Nipissing Social Services Administration Board (DNSSAB) approves participation in a pilot project for the provision of Community Paramedicine for Long Term Care (CPLTC) for citizens across Nipissing District for the period ending 2024.

BACKGROUND

The District of Nipissing Social Services Administration Board (DNSSAB) has been designated by the Province of Ontario as the Designated Delivery Agent (DDA) for provision of land ambulance services across the entirety of Nipissing District, inclusive of First Nation communities and unincorporated geography. DNSSAB has historically contracted the service delivery to North Bay Regional Health Centre (NBRHC), Mattawa General Hospital, and the Municipality of Temagami.

In 2014, funding from the Ministry of Health and Long Term Care (MOLHTC) to the District permitted the establishment and implementation of a CP program focusing on vulnerable persons in the District, and intended to address service gaps, prevent hospitalization, and improving quality of life. The CP program linked closely with the proposed outcomes defined in the Provincial Seniors Strategy (2012), authored by Dr. Sinha on behalf of the Provincial Government.

The current annualized program deploys one CP member referred from a number of partner agencies. IN the first year (2019/20), the CP program engaged with nearly 450 clients.

In late 2020, Nipissing District received further funding that focused on high intensity clients. This temporary funding is set to expire at the end of March 2021.

CURRENT STATUS

During the January 2021 Board meeting, staff informed Board members that MOHLTC had requested through an expressions of interest proposals to provide Community

Paramedicine programs that would focus on clients awaiting placement into Long Term Care (LTC), or who are at risk of requiring placement due to evolving medical/environmental conditions. Additionally, the plans would address systemic barriers in the LTC system in Ontario.

In response to the above request, the DNSSAB submitted a proposal to expand the existing the Community Paramedicine (CP) program across Nipissing District. Earlier this month, the Ministry approved the proposal and funding of a 3-year project for Community Paramedic deployment across the District of Nipissing to help mitigate clients who are in need of, or at risk for LTC placement. The focus is on reducing use of 9-1-1 services, hospital admissions, and ED visits, while working to help ensure their independence within the community.

RISK AND MITIGATION

Funding for the CPLTC program is currently set to expire at the end of March 2024. That could result in layoff or realignment of personnel engaged in the program. Despite this risk, the evolution of community based medical collaboration, and historical methods for funding of similar programs, staff are confident of continued funding in some iteration, limiting municipal partner risk.

NEXT STEPS

CPLTC Pilot Program Implementation

As mentioned above, the CPLTC is being funded by the Ministry of Long Term Care and has a focus to assist with those awaiting LTC placement, and those at risk of needing to be placed within the LTC system. The CPLTC framework will target the senior citizen population and specifically those on a long-term care waiting list or deemed eligible for long-term care. As Ontario's boomer cohort continues ageing at an accelerated rate and putting pressure on the health care system and long-term care facilities, the CPLTC program will service this population directly to alleviate system waiting lists and primary health care demand. Nipissing District has a population representation of seniors (≥ 65) of 20.4% of the total population, whereas the national senior citizen representation is just 16.4% of the population (Government of Canada Census, 2016). The combination of the senior citizen cohort, with reduced capacity for LTC in Northern Ontario communities leads to a much more significant benefit for CP programs.

CPLTC Operational Plan and Outcomes

The implementation of CPLTC in Nipissing District will follow the guidelines set out by the Ministry of Long Term Care form within their established framework, and will assess outcomes including:

- Maintaining client independence outside of LTC placement
- Avoiding 9-1-1 and ED dependence
- Hospital Admission Avoidance
- Reduction of LTC waitlist.

The CPLTC program will utilize four (4) designated Paramedic personnel with a Commander to oversee the program as well as the other CP initiative in place. The program will operate 12 hours each day, and 7 days per week, while also engaging with partner agencies to leverage remote monitoring programs currently available. Additionally, the CPLTC program will offer point of care diagnostic testing through contract medical oversight, and potential for virtual primary health partner engagement by way of technology solutions.

CPLTC Approved Budget

The proposed cost for delivery of the CPLTC program across Nipissing District is \$3.25 million and has been approved by the Province, meaning that the design and deployment is funded outside of any municipal contributions.

CONCLUSION

The Nipissing DSSAB has received approval from the Ministry of Long Term Care for design and provision of a Community Paramedicine project focusing on citizens waiting for placement into LTC, or at risk of loss of independence to the point where LTC placement would be necessitated. As the approved funding amount is in excess of the authorized ceiling for any staff, Board approval for this program is requested.

BRIEFING NOTE FA03-21

For information For Approval

Date: March 24th, 2021

Purpose: 2021 Board Service Reimbursement Update

Prepared by: Justin Avery, Manager of Finance

Reviewed by: Melanie Shaye, Director of Corporate Services

Approved by: Catherine Matheson, CAO

RECOMMENDATION:

That the draft revisions to the Board Service Reimbursement policy, previously approved under resolution 2020-39, be approved by the District of Nipissing Social Services Administration Board as presented in report FA03-21.

BACKGROUND:

- The Board Service Reimbursement Policy (the Policy) was originally adopted under Resolution EX06-15 which stated the Policy will be reviewed every four years.
- The Policy was reviewed and revised in 2016 under Resolution 2016-08 and included honoraria rates.
- The Policy was again reviewed and revised in 2017 under Resolution 2017-23.
- The Policy was updated in 2020 to include Nipissing District Housing Corporation (NDHC), reflect the committee structure changes and make some minor corrections.
- The honoraria rates in the Policy are set to increase each year in February in accordance with the Consumer Price Index (CPI) for Ontario based on the year over year change as of January 31st.

REPORT:

The January 2020 to January 2021 CPI change for Ontario was 1.1%. Therefore a 1.1% increase is applied to the 2020 Board honoraria rates to determine the 2021 rates as outlined in Figure 1 below, and in accordance with the Policy's statement on meeting rates being adjusted in February of each year by the Consumer Price Index (Ontario) for the prior year based on Statistics Canada¹.

Figure 1:

Board Member Rate				
2020	Board Meeting	Committee Meetings	Ad-hoc Meeting	NDHC Board
Board Chair	\$ 533.24	\$ 125.00	\$ 67.04	\$ 125.00
Vice Chair	\$ 400.01	\$ 125.00	\$ 67.04	\$ 125.00
Board Member	\$ 332.97	\$ 125.00	\$ 67.04	\$ 125.00

Statistics Canada Consumer Price Index
 January 2021 = 1.1% increase
 (12 month change)

Board Member Rate				
2021	Board Meeting	Committee Meetings	Ad-hoc Meeting	NDHC Board
Board Chair	\$ 539.11	\$ 126.38	\$ 67.78	\$ 126.38
Vice Chair	\$ 404.41	\$ 126.38	\$ 67.78	\$ 126.38
Board Member	\$ 336.63	\$ 126.38	\$ 67.78	\$ 126.38

The attached Policy is amended to remove the Appendix so the Policy will not require annual amendments for the new rates.

CONCLUSION:

The increase in Board/Committee honoraria rates is effective February 2021 until the rates are updated in 2022.

ATTACHMENT:

Board Service Reimbursement Policy

¹ Original rates and annual increases based on the Consumer Pricing Index (CPI) approved in Resolution 2011-067

TITLE: Board Service Reimbursement Policy	SECTION: Board
DATE: Feb 2017	POLICY NO.:
APPROVED BY: <u>Resolution # #2021-33</u> TBD	REVISED: March 2020 2021

1. GENERAL STATEMENT OF POLICY AND PROCEDURE

The District of Nipissing Social Services Administration Board (DNSSAB) and Nipissing District Housing Corporation (NDHC) are committed to ensuring publically funded expenditures are fair, open, accountable, efficient, and transparent.

The purpose of this policy is to provide clarification to the manner the DNSSAB and NDHC Boards will provide reimbursements to Board Members for costs incurred as a result of their service.

The revisions to this policy are guided by the “Broader Public Sector Procurement Directive” issued by the Management Board of Cabinet July 2011, and by the Travel, Meal and Hospitality Expenses Directive of the Management Board of Cabinet dated January 1, 2017.

2. SCOPE

This policy applies to all board members of DNSSAB and NDHC in connection with Board business.

3. OBJECTIVE

This policy shall provide members with equitable compensation for time spent on, and reimbursement of costs incurred in doing Board related business.

Expenses must:

- Be Board related,
- Be modest and appropriate, and
- Strike a balance among economy, health & safety, and efficiency in operations.

4.0 PROCEDURE/ADMINISTRATION

4.1 Honoraria

Honorarium rates are paid on a monthly basis and in accordance with attendance at each meeting. Members will receive payments based on attendance at all Board, Committee and Ad Hoc meetings, whether in person or by teleconference. Members will not be compensated for non-attendance at scheduled meetings, unless otherwise decided by the Chair and/or CAO (Resolution No. 2017-83). A maximum of one Board Meeting per organization (DNSSAB & NDHC) per month will be paid; any other scheduled meetings of the Board shall be paid at the Ad Hoc Meeting rate. Members are required to report absences to the Executive Coordinator forty-eight (48) hours prior to a Regular Board Meeting for quorum purposes.

Board members attending Committees as guests will only be eligible for the honorarium when specifically invited by the Committee Chair.

Meeting rates will be adjusted in February of each year by the Consumer Price Index (Ontario) for the prior year based on Statistics Canada¹. ~~Please refer to "Appendix 1 – Meeting Rates" for current meeting rates.~~

4.2 Travelling Expenses

Please refer to the Travel, Meal and Hospitality Policy FIN/ADM 03.

4.3 Information Technology

4.3.1 Cell Phones

The Chair and Vice-Chair of the DNSSAB Board will be offered a stipend of \$50 per month for the duration of their term to cover the cost of the cell phone fees. The stipend will be reimbursed on the monthly honorarium.

If the Chair and Vice Chair subscribe to a cellular service prior to assuming their office on the Board, they may request reimbursement of any additional cell phone charges incurred as a result of doing Board business. Request for additional reimbursements is to be paid through the travel expense claim process.

¹ Original rates and annual increases based on the Consumer Pricing Index (CPI) approved in Resolution 2011-067

4.3.2 Internet

Access to the internet is required intermittently. Any Board Member who does not subscribe to an internet provider prior to assuming their role on the Board will be offered a stipend of \$60 per month for the duration of their term on the Board to cover the cost of internet access fees. The stipend is not intended to cover the full cost of internet access, but a portion that would fairly represent the estimated cost associated with DNSSAB Board business. The stipend will be reimbursed on the monthly honorarium.

If a Board member subscribes to an internet provider prior to assuming their role on the Board, they may request reimbursement of any additional internet access charges incurred as a result of doing Board business. Request for additional reimbursements is to be paid through the travel expense claim process.

4.3.3 Electronic Devices (Tablets/ Laptops/Cell Phones)

All board correspondence, including committee and board packages shall be electronic. Board members will be permitted to choose from the following options relating to Electronic Devices::

- The Board Member shall be provided with a stipend of \$700 towards the purchase of an Electronic Device that can be used for DNSSAB Board business. This stipend is available once during the 4 year term of the Board (Resolution Number 2017-23);
- The Board Member can choose from a variety of Electronic Device options as determined by DNSSAB staff;
- If a Board Member receives an Electronic Device from their municipal council, DNSSAB will, at the request of the Board Member, reimburse that Council up to the stipend of \$700.

Appendix 4
Board Service Reimbursement Policy

Meeting Rates — 2020

	Regular DNSSAB Board Meetings Attended	Finance and Administration and Community Services Committee Meetings Attended	Ad-hoc Meetings Attended	Regular NDHC Board Meetings Attended
Board Chairperson and Executive Committee Vice-Chair	\$533.24	\$125.00	\$67.04	\$125.00
Board Vice-Chairperson and Executive Standing Committee Chair	\$400.01	\$125.00	\$67.04	\$125.00
Board Members	\$332.97	\$125.00	\$67.04	\$125.00

—(Statistics Canada Consumer Price Index January 2020 — 2.1%)

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