

District of Nipissing
Social Services
Administration Board



Conseil d'administration
des services sociaux
du district de Nipissing

REGULAR BOARD MEETING OF
Wednesday, January 29, 2020 - 3:00 PM
Golden Age Club, 135 Worthington St. W, North Bay

MISSION STATEMENT

Proactively enabling inclusive, healthy, and prosperous communities within the District of Nipissing through a focus on prevention, innovation, and accessible quality human services.

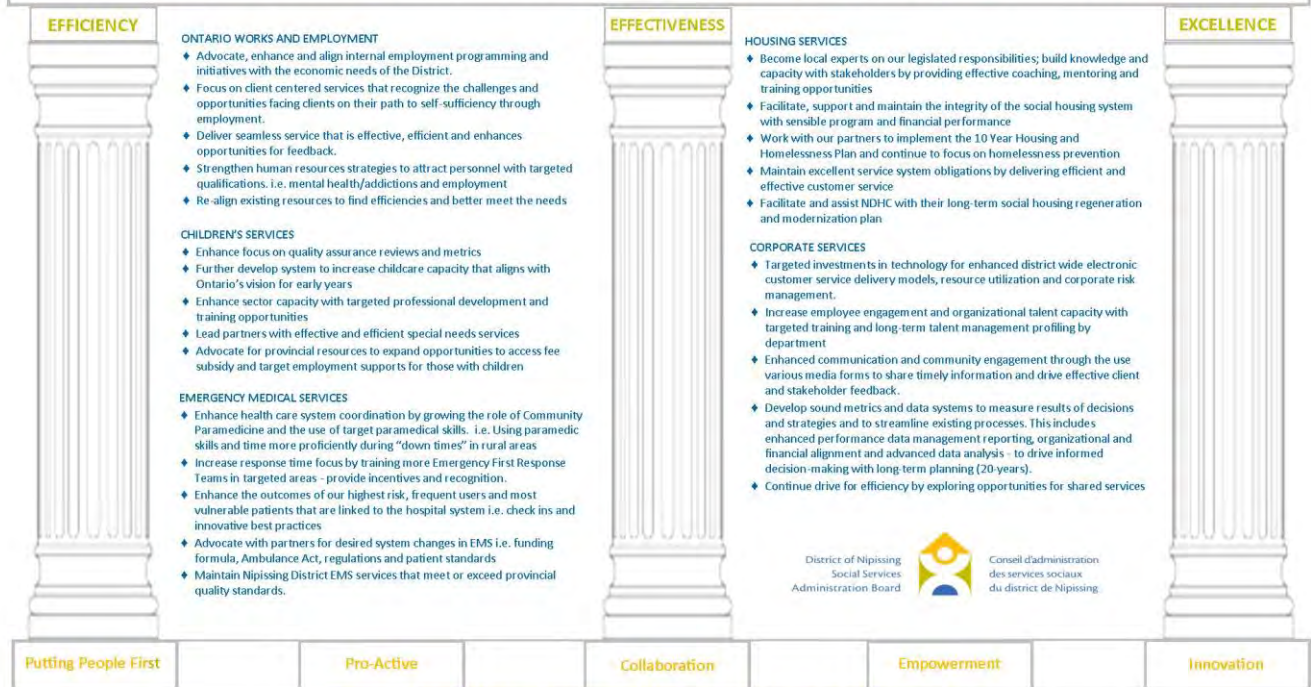
VISION 2019

Healthy Communities Without Poverty

STRATEGIC PLAN 2020

OUR VISION: Healthy communities without poverty

OUR MISSION: Proactively enabling inclusive, healthy and prosperous communities within the District of Nipissing through a focus on prevention, innovation and accessible human services



FIVE CORE VALUES MAKE UP OUR FOUNDATION AND ARE APPLIED TO EVERYTHING WE DO



Resolution No. 2020-01

Carried:

Defeated:

Date: January 29, 2020

MOVED BY:

SECONDED BY:

BE IT RESOLVED THAT the Board of Directors accepts the Roll Call as read by the Secretary for the Regular Board meeting of January 29, 2020 at ____PM.

CARRIED _____

CHAIRPERSON

CARRIED _____

CATHERINE MATHESON
SECRETARY



Resolution No. 2020-02

Carried:

Defeated:

Date: January 29, 2020

MOVED BY:

SECONDED BY:

BE IT RESOLVED THAT the Board of Directors accepts the Agenda as presented.

CARRIED _____

CHAIRPERSON

CARRIED _____

CATHERINE MATHESON
SECRETARY



BOARD OF DIRECTORS MEETING AGENDA

Healthy communities without poverty.

A G E N D A

Date: Wednesday, January 29, 2020 (Note: this agenda is out of order)

Time: 3:00 PM

Location: Golden Age Club, 135 Worthington St W, North Bay,

Teleconference # 1-855-392-2520 Access Code 2950967

Item	Topic
1.0	<p>Call to Order</p> <p>1.1 Roll Call</p> <p>MOTION: #2020-01 Resolved THAT the Board of Directors accepts the Roll Call as read by the Secretary for the Regular Board meeting of January 29, 2020 at ____PM.</p> <p>1.2 Declaration of Conflict of Interest</p>
2.0	<p>Review Board Agenda</p> <p>MOTION: #2020-02 Resolved THAT the Board of Directors accepts the Agenda as presented.</p>
3.0	<p>Election of DNSSAB Chair and Vice Chair</p> <p>3.1 MOTION: #2020-03 Resolved THAT the nominations for the DNSSAB Chairperson for the term of January 1, 2020 – January 2021 (the first Board meeting of the year) be open.</p> <p>3.2 MOTION: #2020-04 Resolved THAT the nominations for the DNSSAB Chairperson for the term of January 1, 2020 - January 2021 (the first Board meeting of the year), 2020 be closed.</p>

Item	Topic
	<p>3.3 MOTION: #2020-05 <i>Resolved THAT the DNSSAB Chairperson Elect _____ be appointed for the term of January 1, 2020 – January 2021 (the first Board meeting of the year) and;</i> THAT the DNSSAB Chairperson Elect be the Chair of the Executive Audit Committee; and</p> <p>THAT the remainder of the board meeting shall be chaired by the Chair Elect.</p> <p>3.4 MOTION: #2020-06 <i>Resolved THAT the nominations for the DNSSAB Vice-Chairperson for the term of January 1, 2020 - January 2021 (the first Board meeting of the year) be open.</i></p> <p>3.5 MOTION: #2020-07 <i>Resolved THAT the nominations for the DNSSAB Vice-Chairperson for the term of January 1, 2020 - January 2021 (the first Board meeting of the year) be closed.</i></p> <p>3.6 MOTION: #2020-08 <i>Resolved THAT the DNSSAB Vice-Chairperson Elect _____ be appointed for the term of January 1, 2020 – January 2021 (the first Board meeting of the year); and</i></p> <p>THAT the DNSSAB Vice-Chairperson Elect be the Vice-Chair of the Executive Audit Committee.</p>
	<p>Chair’s Opening Remarks</p>
<p>4.0</p>	<p>Appointment of CAO</p> <p>4.1 MOTION: #2020-09 BE IT RESOLVED THAT Catherine Matheson be appointed to the Board as Chief Administrative Officer of the District of Nipissing Social Services Administration Board effective January 6, 2020 pursuant to the District of Nipissing Social Services Administration Board Procedural By Law 2019-01, Section 10.1;</p> <p>BE IT FURTHER RESOLVED THAT Catherine Matheson be appointed as Administrator under Section 4(3) of the DSSAB Act, effective January 6, 2020; AND</p> <p>BE IT FURTHER RESOLVED THAT we hereby request approval from the Minister of Children, Community and Social Services (MCCSS) for this appointment.</p>

Item	Topic
	<p>4.2 MOTION: #2020-10 BE IT RESOLVED THAT Catherine Matheson be appointed Secretary to the Board, per Procedural By-Law 2019-01, Section B-10.5.3, effective January 6, 2020.</p>
	<p>4.3 MOTION: #2020-11</p> <p>WHEREAS the Board of Directors approved the appointment of Catherine Matheson as Chief Administrative Officer, (Resolution No. 2020-09) and;</p> <p>WHEREAS in accordance with best practices established by the DNSSAB, where signing authority includes the signatures of both the Chief Administrative Officer and the Chair, or their designates;</p> <p>BE IT RESOLVED that the Chair _____, or Vice Chair _____, in the absence of the Chair, and Chief Administrative Officer Catherine Matheson, or her delegate Melanie Shaye, Director of Corporate Services, in the absence of Catherine Matheson, be signing officers of the Corporation.</p>
5.0	<p>Minutes of Proceedings</p> <p>Review of Minutes MOTION: #2020-12 <i>Resolved</i> THAT the Board adopt the minutes of the proceedings of the Regular Board Meeting of December 18, 2019.</p>
6.0	<p>CAO Report</p> <p>MOTION: #2020-13 <i>Resolved</i> THAT the Board accepts the January 29, 2020 verbal Report from the Chief Administrative Officer.</p>
7.0	<p>Consent Agenda – (Items may change for the final agenda)</p> <p>MOTION: #2020-14 <i>Resolved</i> THAT the Board of Directors approves the Consent Agenda of January 29, 2020 which includes the following:</p> <p>(Consent Agenda Items)</p> <p>7.1 Executive Audit Committee Minutes – January 15, 2020 7.2 Social Services and Employment Committee Minutes – January 15, 2020 7.3 Children’s Services and EMS Committee Minutes – January 15, 2020 7.4 Housing Services Minutes – January 15, 2020 7.5 Correspondence/Notices 7.5.1 Dec 18 - NBRHC Letter and Declaration of Intent</p>

Item	Topic
	<p>7.5.2 Dec 19 Letter to Municipality of East Ferris RE MCCSS Letter</p> <p>7.5.3 Dec 20 2019 Memo from MCCSS ADM to DNSSAB</p> <p>7.5.4 Jan 2 Letter to Acting CAO from Chisholm Twp.</p> <p>7.5.5 Jan 15 AMO communication RE Government announces consultation on recomposition of OPP Detachment Boards</p>
8.0	Reports
	<p>8.1 MOTION: #2020-15 Draft Apportionment of the Municipal Share of the Approved 2020 Budget EX01-20</p> <p>THAT the apportionment of the municipal share of the 2020 District of Nipissing Social Services Administration Board budget, approved under resolutions 2019-177, 2019-178, 2019-179, and 2019-180, be received for information purposes as presented in report EX01-20.</p>
	<p>8.2 MOTION: #2020-16 Travel, Meals and Hospitality Policy Update EX02-20</p> <p>THAT the draft revisions to the 2019 Travel, Meal and Hospitality policy, previously approved under resolution 2019-70, be approved by the District of Nipissing Social Services Administration Board as presented in report EX02-20.</p>
	<p>8.4 MOTION #2020-17 Transfer of 416 Lakeshore Drive, North Bay, ON – Canada-Ontario Affordable Housing Program Extension (2009) Project</p> <p>That the District of Nipissing Social Services Administration Board (DNSSAB) receives for information report HS02-20 regarding the transfer of the Canada-Ontario Affordable Housing Program (AHP) project located at 416 Lakeshore Drive in North Bay.</p>
	<p>8.5 MOTION #2020-18 Reaching Home: Community Plan</p> <p>That the District of Nipissing Social Services Administration Board (DNSSAB) receives information related to the amended Reaching Home – Community Plan, for the District of Nipissing and as set out in report HS03-20.</p>
	<p>8.6 MOTION #2020-19 Move in-camera</p> <p>That the District of Nipissing Social Services Administration Board (DNSSAB) moved in camera at _____ to discuss a property matter (Section E -</p>

Item	Topic
	47.4.3 of the DNSSAB By-Laws).
	<p>8.7 MOTION # 2020-20 Adjourn in-camera</p> <p>That the District of Nipissing Social Services Administration Board (DNSSAB) adjourn in-camera at _____.</p>
	<p>8.8 MOTION #2020-21 Approve in-camera</p> <p>That the District of Nipissing Social Services Administration Board (DNSSAB) approved the action/direction resulting from the in-camera discussion.</p>
9.0	New Business
10.0	<p>Next Meeting Date</p> <p>Wednesday, February 26 at 3:00 PM DNSSAB Boardroom</p>
11.0	<p>Adjournment</p> <p>MOTION: #2020-22 Resolved That the Board meeting be adjourned at p.m.</p>



Resolution No. 2020-03

Carried:

Defeated:

Date: January 29, 2020

MOVED BY:

SECONDED BY:

BE IT RESOLVED THAT the nominations for the DNSSAB Chairperson for the term of January 1, 2020 – January 2021 (the first Board meeting of the year) be open.

CARRIED _____

CHAIRPERSON

CARRIED _____

CATHERINE MATHESON
SECRETARY



Resolution No. 2020-04

Carried:

Defeated:

Date: January 29, 2020

MOVED BY:

SECONDED BY:

BE IT RESOLVED THAT the nominations for the DNSSAB Chairperson for the term of January 1, 2020 – January 2021 (the first Board meeting of the year) be closed.

CARRIED _____

CHAIRPERSON

CARRIED _____

CATHERINE MATHESON
SECRETARY



Resolution No. 2020-05

Carried:

Defeated:

Date: January 29, 2020

MOVED BY:

SECONDED BY:

BE IT RESOLVED THAT the DNSSAB Chairperson Elect _____ be appointed for the term of January 1, 2020 – January 2021 (the first Board meeting of the year) and;

THAT the DNSSAB Chairperson Elect be the Chair of the Executive Audit Committee; and

THAT the remainder of the board meeting shall be chaired by the Chair Elect.

CARRIED _____

CHAIRPERSON

CARRIED _____

CATHERINE MATHESON
SECRETARY



Resolution No. 2020-06

Carried:

Defeated:

Date: January 29, 2020

MOVED BY:

SECONDED BY:

BE IT RESOLVED THAT the nominations for the DNSSAB Vice-Chairperson for the term of January 1, 2020 - January 2021 (the first Board meeting of the year) be open.

CARRIED _____

CHAIRPERSON

CARRIED _____

CATHERINE MATHESON
SECRETARY



Resolution No. 2020-07

Carried:

Defeated:

Date: January 29, 2020

MOVED BY:

SECONDED BY:

BE IT RESOLVED THAT the nominations for the DNSSAB Vice-Chairperson for the term of January 1, 2020 - January 2021 (the first Board meeting of the year) be closed.

CARRIED _____

CHAIRPERSON

CARRIED _____

CATHERINE MATHESON
SECRETARY



Resolution No. 2020-08

Carried:

Defeated:

Date: January 29, 2020

MOVED BY:

SECONDED BY:

BE IT RESOLVED THAT the DNSSAB Vice Chairperson Elect _____ be appointed for the term of January 1, 2020 – January 2021 (the first Board meeting of the year) and;

THAT the DNSSAB Vice Chairperson Elect be the Vice Chair of the Executive Audit Committee.

CARRIED _____

CHAIRPERSON

CARRIED _____

CATHERINE MATHESON
SECRETARY



Resolution No. 2020-09

Carried:

Defeated:

Date: January 29, 2020

MOVED BY:

SECONDED BY:

BE IT RESOLVED THAT Catherine Matheson be appointed to the Board as Chief Administrative Officer of the District of Nipissing Social Services Administration Board effective January 6, 2020 pursuant to the District of Nipissing Social Services Administration Board Procedural By Law 2019-01, Section 10.1;

BE IT FURTHER RESOLVED THAT Catherine Matheson be appointed as Administrator under Section 4(3) of the DSSAB Act, effective January 6, 2020; AND

BE IT FURTHER RESOLVED THAT we hereby request approval from the Minister of Children, Community and Social Services (MCCSS) for this appointment.

CARRIED _____

CHAIRPERSON

CARRIED _____

CATHERINE MATHESON
SECRETARY



Resolution No. 2020-10

Carried:

Defeated:

Date: January 29, 2020

MOVED BY:

SECONDED BY:

BE IT RESOLVED THAT Catherine Matheson be appointed Secretary to the Board, per Procedural By Law 2019-01, Section B-10.5.3, effective January 6, 2020.

CARRIED _____

CHAIRPERSON

CARRIED _____

CATHERINE MATHESON
SECRETARY



Resolution No. 2020-11

Carried:

Defeated:

Date: January 29, 2020

MOVED BY:

SECONDED BY:

WHEREAS the Board of Directors approved the appointment of Catherine Matheson as Chief Administrative Officer, (Resolution No. 2020-09) and;

WHEREAS in accordance with best practices established by the DNSSAB, where signing authority includes the signatures of both the Chief Administrative Officer and the Chair, or their designates;

BE IT RESOLVED that the Chair _____, or Vice Chair _____, in the absence of the Chair, and Chief Administrative Officer Catherine Matheson, or her delegate Melanie Shaye, Director of Corporate Services, in the absence of Catherine Matheson, be signing officers of the Corporation.

CARRIED _____

CHAIRPERSON

CARRIED _____

CATHERINE MATHESON
SECRETARY



Resolution No. 2020-12

Carried:

Defeated:

Date: January 29, 2020

MOVED BY:

SECONDED BY:

BE IT RESOLVED THAT the Board adopts the minutes of the proceedings of the Regular Board Meeting of December 18, 2019.

CARRIED _____

CHAIRPERSON

CARRIED _____

CATHERINE MATHESON
SECRETARY



MINUTES OF PROCEEDINGS

**REGULAR BOARD MEETING – WEDNESDAY, December 18 , 2019
3:00 PM –DNSSAB BOARDROOM, 3RD FLOOR, CITY HALL**

MEMBERS PRESENT:

Councillor Mac Bain (North Bay) via teleconference
Councillor Dave Mendicino (North Bay)
Mayor Dan O'Mara (Temagami)
Councillor Dan Roveda (West Nipissing)
Councillor Scott Robertson (North Bay)
Mayor Dean Backer (East Nipissing)
Councillor Mark King (North Bay)
Mayor Jane Dumas (South Algonquin) via teleconference
Councillor Terry Kelly (East Ferris)
Councillor Bill Vrebosch (North Bay)
Councillor Chris Mayne (North Bay)

REGRETS:

Representative Amanda Smith (Unincorporated)

STAFF ATTENDANCE:

Melanie Shaye, A/Chief Administrative Officer, Director of Corporate Services
Marianne Zadra, Executive Coordinator and Communications
Justin Avery, Manager of Finance
Pierre Guenette, Manager, Housing Operations
Stacey Cyopeck, Manager, Housing Programs
Lynn Demore-Pitre, Director, Children's Services
Michelle Glabb, Director, Social Services and Employment
Aimie Caruso, District Coordinator, Employment Services & Client Outcomes
Dave Plumstead, Manager Planning, Outcomes & Analytics. EMS Liaison

Guests:

Jennifer Hamilton McCharles- North Bay Nugget

CALL TO ORDER

The Regular Board Meeting was called to order at 3:04 PM by Chair Mark King.

Adoption of the Roll Call Resolution No. 2019-171

Moved by: Mayor Dean Backer

Seconded by: Councillor Chris Mayne

That the Board of Directors accepts the Roll Call as read for the Regular Board meeting of December 18, 2019.

Carried.

Adoption of the Agenda Resolution No. 2019-172

Moved by: Councillor Terry Kelly

Seconded by: Councillor Bill Vrebosch

That the Board accepts the agenda for the Regular Board meeting as presented.

Carried.

DECLARATION OF CONFLICTS OF INTEREST

Bill Vrebosch noted a conflict with the 2020 Budget regarding Ontario Works with respect to resolution number 2019-177.

Mac Bain noted a conflict with the 2020 Budget regarding Type B funerals with respect to resolution number 2019-179.

CHAIR'S REMARKS

The Chair welcomed everyone to what should be the last meeting of the year. He thanked everyone and noted it's been just a year that the new board has been together and that they have accomplished some good work in trying to reach the vision of a health community without poverty. He talked about a provincial initiative to reduce poverty and invitation for input.

He talked about the closure of 29 residential treatment beds at the hospital and how this will impact the initiative by the DNSSAB, Nipissing Mental Health and Housing Support Services and the Crisis Centre.

He noted the board is looking forward to welcoming the new CAO in January and looks forward to her ideas.

He extended his thanks to all for helping out during the CAO search.

Dave Mendicino took the opportunity to clarify that the closure at the hospital residential treatment program was a direct result of the Mayor's roundtable discussion and recommendations, and that the money for the beds would be reinvested into the new services that are better targeted to the needs of the community. The Chair concurred.

Review of Minutes**Resolution No. 2019-173**

Moved by: Mayor Dan O'Mara

Seconded by: Councillor Dan Roveda

Resolved THAT the Board of Directors adopt the minutes of the proceedings of the Regular Board Meeting of November 20, 2019.

Carried.

CAO Report**Resolution #2019-174**

Moved by: Councillor Dave Mendicino

Seconded by: Councillor Scott Robertson

Resolved THAT the Board of Directors accepts the Report from the Chief Administrative Officer B10-19, dated December 18, 2019.

Acting CAO Melanie Shaye reviewed the contents of the CAO Report. In addition to her report, she informed members of incidents of vandalism that have occurred at the Main Street location over the last few weeks. DNSSAB will be reaching out to the DIA support worker for assistance, in addition to surveillance cameras located in the area. She informed members that the conditional offer for the NDHC condos has fallen through, and the units will be put back on the market.

Lastly, the Acting CAO thanked staff and the board for their patience and kindness during her role as Acting Chair. Members voiced their accolades for the work of the Acting CAO and her team.

It was suggested by one member that the other board members be invited to attend the meeting with the new CAO.

Consent

Agenda (These items are subject to change)

Resolution #2019-175

Moved by: Mayor Dean Backer

Seconded by: Councillor Terry Kelly

Resolved THAT the Board of Directors approves the Consent Agenda of December 18, 2019 which includes the following:

7.1 Executive Audit Committee Minutes – December 5, 2019

[Note-There were no other committees held on December 5 to allow more time for budget discussion.]

7.2 Correspondence/Media Coverage (items will be added as they arise)

7.2.1 Nov 21 Bay Today RE Opinion - Rapid response unit will improve health care

7.2.2 Nov 22 Nugget Article RE Reduction in \$4,000 DNSSAB meetings suggested

7.2.3 Nov 25 MyWestNipissingNow Article RE Councillor Dan Roveda alleviates concerns over ambulance services in West Nipissing

7.2.4 Nov 25 Nugget Article re New centre to provide support for homeless

7.2.5 Nov 26 2019 Letter from Chair to Calvin Council

7.2.6 Nov 26 BayToday article RE Transitional housing centre key part of Mayors Roundtable

7.2.7 Nov 29 BayToday RE New top dog at social services organization

7.2.8 Nov 29 Nugget Article RE Social services board welcomes new CAO

7.2.9 Nov23 Nugget Article RE Health unit invests in bed bug kits

7.2.10 November-26- Hansard transcript RE Community Paramedics services

7.2.11 Dec 2 letter from East Ferris RE proposed DNSSAB 2020 Budget

7.2.12 Letter from MCU RE AMO delegation

7.2.13 Dec 6 Letter to Municipality of East Ferris RE Levy Increase

7.2.14 Dec 7 Nugget Article RE Province reveals new Near North Ontario Health Team

7.2.15 Dec 9 BayToday Article RE Team approach to health care announced for the Near North

7.2.16 Dec 14 East Ferris Letter to MCCSS

7.2.17 Dec 11 Letter from Papineau Cameron

The chair opened the consent agenda for discussion, namely letters from member councils regarding the budget and levy. There was discussion as to whether a response is appropriate. A draft response letter was presented. The members were in favour of doing this.

Carried.

**HS24-19 Five-Year Review of the 10 Year Housing and Homelessness Plan
Resolution #2019-176**

Moved by: Councillor Bill Vrebosch
Seconded by: Mayor Dan O'Mara

Resolved THAT the Board of Directors approves the "5- Year Review of A Place to Call Home: Nipissing District 10 Year Housing and Homelessness Plan 2014-2024" as set out in report HS24-19 and Attached "A" (same title).

Carried.

**EX23-19 2020 Proposed Budget Report
Resolution #2019-177**

Moved by: Councillor Dan Roveda
Seconded by: Councillor Dave Mendicino

Resolved THAT the Board of Directors accepts the Ontario Works program delivery budget as presented in the 2020 Proposed Budget report EX23-19.

Carried.

**EX23-19 2020 Proposed Budget Report
Resolution #2019-178**

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

Resolved THAT the Board of Directors accepts the Healthy Communities Fund budget as presented in the 2020 Proposed Budget report EX23-19.

Carried.

**EX23-19 2020 Proposed Budget Report
Resolution #2019-179**

Moved by: Councillor Terry Kelly
Seconded by: Councillor Bill Vrebosch

Resolved THAT the Board of Directors accepts the Type B Funerals budget as presented in the 2020 Proposed Budget report EX23-19.

One member drew attention to the increase in supervision to 24-hours a day for the EMS as he has some concerns about the cost and suggested that 12-hour supervision be tried first, and then go to an on-call basis for the remainder of the time. Another member agreed stating this is an experiment that is being proposed at a cost of half a million dollars and would also like to try a 12-hour supervision instead of 24 hours.

Another member had a question of response times but he is happy with the responses he has received this past week.

Another member noted supervision is also a training opportunity, and feels this is worthwhile. It is also anticipated other costs will be brought down as a result of the 24 hour supervision. This supervision would be for the whole district, but not at each site. It was also mentioned there will be benchmarking in 12 months from now to see if there are any improvements with the increase in supervision. Another comment was that it is difficult to go back if it's been found unsuccessful.

Justin indicated there are options in the budget report. The majority agreed to try the 24 hour supervision option.

Carried

**EX23-19 2020 Proposed Budget Report
Resolution #2019-180**

Moved by: Councillor Scott Robertson

Seconded by: Councillor Dan Roveda

Resolved THAT the Board of Directors accepts 2020 Proposed Budget report EX23-19, with the exceptions of Resolutions 2019-177, 2019-178 and 2019-179.

[The In-Camera session was deemed unnecessary so Resolutions 2019-181, 182 and 183 are not required.]

**In-Camera
Resolution #2019-181**

Moved by:—

Seconded by:

THAT the Board move in-camera at— PM.

**Adjourn In-Camera
Resolution #2019-182**

Moved by:—

Seconded by:

THAT the Board adjourns in-camera at— PM.

**Approve In-Camera
Resolution No. 2019-183**

Moved by:—
Seconded by:

~~THAT the Board accepts action(s) discussed in-camera.~~

New Business

A letter from the Township of Bonfield was presented, which supports a motion by the Municipality of East Ferris requesting that levy increases for 2020 be set at the same rate as 2019. This letter was received too late to include in the Consent Agenda.

Next Meeting Date

Wednesday, January 29, 2020 At the Golden Age Club, North Bay.

**Adjournment
Resolution No. 2018-184**

Moved by: Mayor Dean Backer
Seconded by: Councillor Chris Mayne

Resolved That the Board meeting be adjourned at 3:50 p.m.
Carried.

MARK KING
CHAIR OF THE BOARD

MELANIE SHAYE
ACTING SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Marianne Zadra, Executive Coordinator



Resolution No. 2020-13

Carried:

Defeated:

Date: January 29, 2020

MOVED BY:

SECONDED BY:

BE IT RESOLVED THAT the Board accepts the January 29, 2020 verbal report from the Chief Administrative Officer.

CARRIED _____

CHAIRPERSON

CARRIED _____

CATHERINE MATHESON
SECRETARY

Resolution No. 2020-14

Carried: Defeated: Date: January 29, 2020

MOVED BY: _____

SECONDED BY: _____

BE IT RESOLVED THAT the Board of Directors approves the Consent Agenda of January 29, 2020 which includes the following:

(Consent Agenda Items)

7.1 Executive Audit Committee Minutes – January 15, 2020

7.2 Social Services and Employment Committee Minutes – (This meeting was deferred)

7.3 Children's Services and EMS Committee Minutes – January 15, 2020

7.4 Housing Services Minutes – January 15, 2020

7.5 Correspondence/Notices

7.5.1 Dec 18 - NBRHC Letter and Declaration of Intent

7.5.2 Dec 19 Letter to Municipality of East Ferris RE MCCSS Letter

7.5.3 Dec 20 2019 Memo from MCCSS ADM to DNSSAB

7.5.4 Jan 2 Letter to Acting CAO from Chisholm Twp.

7.5.5 Jan 15 AMO communication RE Government announces consultation on recomposition of OPP Detachment Boards.

CARRIED _____

CHAIRPERSON

CARRIED _____

CATHERINE MATHESON
SECRETARY

Executive Audit Committee Meeting

Wednesday, January 15, 2020
Guillemette Rankin Board Room – 10:00 AM

ATTENDANCE:

Councillor Mark King (Chair)
Councillor Dave Mendicino
Mayor Dan O'Mara
Councillor Dan Roveda
Councillor Mac Bain (Vice Chair)

NOT ON COMMITTEE:

Councillor Scott Robertson
Councillor Bill Vrebosch
Councillor Terry Kelly
Representative Amanda Smith

REGRETS:

Mayor Jane Dumas

GUEST:

Jennifer Hamilton-McCharles – North Bay Nugget

STAFF IN ATTENDANCE:

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

1. CALL TO ORDER 10:06 AM

1.2 Declarations of Conflict of Interest

No conflicts were noted.

2.0 OPENING REMARKS BY THE CHAIR

Chair Mark King welcomed CAO Catherine Matheson to the DNSSAB and indicated we are excited to have her as part of our team. He commended the hiring committee as well. The hiring committee has had a discussion with her about priorities and the Board is supportive of these priorities including the Mayor's Roundtable discussions that have taken place in the short time Catherine has been with the DNSSAB. He asked for support for this initiative at the ROMA conference and extended an invitation to all attending ROMA to show their support as well. He noted two other priorities; the potential consolidation of EMS and streamlining committee operations. He also acknowledged the resolution that West Nipissing provided our Board regarding the levy and indicated the apportionment report will be interesting to all.

The Chair also provided the surprising news that the CAO of the Parry Sound DNSSAB is no longer with that organization.

3.0 APPROVAL OF AGENDA FOR JANUARY 15, 2020

THAT the Executive Audit Committee members accept the Agenda as presented.

Moved by Dan O'Mara and Dan Roveda.

.../Carried.

4.0 ADOPTION OF MINUTES

MINUTES OF PROCEEDINGS OF THE REGULAR BOARD MEETING OF NOVEMBER 20, 2019

The minutes of proceedings of the Regular Board meeting of November 20TH were approved. The following recommendation will be presented at the board meeting for approval.

Recommendation:

THAT the Board adopt the minutes of the proceedings of the Regular Board Meeting of December 18, 2019.

Moved by Dave Mendicino and Mac Bain.

.../Carried.

5.0 DRAFT BOARD AGENDA FOR THE REGULAR BOARD MEETING OF JANUARY 29, 2020

The Draft Board Agenda for the Regular Board meeting of January 29, 2020 meeting was approved as presented. The following recommendation will be presented at the January 29, 2020 board meeting for approval to take place at the Golden Age Club in North Bay.

Recommendation:

THAT the Board accepts the Board Agenda for January 29, 2020.

Moved by Dan Roveda and Dave Mendicino /**Carried.**

6.0 PRESENTATIONS

Indigenous Hub Update by Lynn Démoré Pitre – It was indicated these updates will be shorter in the future as the Indigenous Hub is nearing completion. The health team is ready to move to the upper level of the building. The elevator issue should be resolved by the end of the month, which will assist with partial occupancy by the end of the month. The remainder should be done by February 17th. The child care is currently working on setting up the classrooms for licensing therefore it should be up and running by mid-February as well. One member commented that the workers are on site around the clock to get the job done on time.

7.0 REPORTS

7.1 Draft Apportionment of the Municipal Share of the Approved 2020 Budget EX01-20

Recommendation

THAT the apportionment of the municipal share of the 2020 District of Nipissing Social Services Administration Board budget, approved under resolutions 2019-177, 2019-178, 2019-179, and 2019-180, be received for information purposes as presented in report EX01-20.

Manager of Finance, Justin Avery explained how the apportionment and weighted assessment is calculated. The municipal levy amount of approximately \$20.5M for 2020 has been approved. About \$621K of this is paid by the province for TWOMOs. The rest is paid by the municipalities. He reviewed the range of increases. He will be sending out letters to municipalities that will indicate their levy rate. He explained the reasons for the variations. There was discussion about how some discontent that may arise from the increases. The Chair noted that the Province can be made aware at ROMA that the increases are due to changes in provincial funding. It was made clear the budget was passed by a vote of 5 to 4. Justin will provide West Nipissing with the percentage increase at the request of the West Nipissing representative. It was indicated the taxes are based on the assessed value of properties through MPAC, and that some

assessments have been challenged. If we do open the levy process, there could be hard feelings. There was further discussion about the formulas being used. To make any changes, a majority of the board would need to vote in favour and those board members would need to represent a majority of the electors in the Nipissing District. Justin indicated it appears the system is designed around the municipalities' ability to pay. The chair noted as well that comparisons with other DSSABs aren't appropriate unless they offer exactly the same services as DNSSAB. The letter will be send out today or tomorrow to CFOs/CAOs.

Moved by Dave Mendicino and Mac Bain.

/Carried.

UPDATES

7.2 Travel, Meals and Hospitality Policy Update EX02-20

Recommendation

THAT the draft revisions to the 2020 Travel, Meal and Hospitality policy, previously approved under resolution 2019-70, be approved by the District of Nipissing Social Services Administration Board as presented in report EX02-20.

Director of Corporate Services Melanie Shaye presented amendments to the policy that clarify that corporate credit cards can't be used for alcohol, and that using a personal vehicle to travel to Sudbury from North Bay can be used since the change increases the allowable distance to 300 KM. The policy speaks to the least expensive mode of transportation where practical and economical, which could involve ride-sharing in rental vehicles. Each situation will have to be looked at individually. Once approved, the policy can be shared with other organizations.

Moved by Dan Roveda and Dave Mendicino.

/Carried

[Amanda Smith arrived at 10:47]

7.3 Move in Camera

Recommendation

THAT the Executive Committee moves in-camera under Section E 47.4 (3) proposed acquisition of land, at 10:49 AM.

[All staff, with the exception of Melanie and Stacey, Catherine Matheson (CAO) and Marianne Zadra (recording secretary) left the room as did Guest Jennifer McCharles.]

In Camera minutes are filed separately.

7.4 Adjourn in Camera

Recommendation

THAT the Executive Committee adjourn in-camera at 12:25 PM and approve action(s) discussed.

Moved by Dan Roveda and Dave Mendicino.

/Carried

8.0 CAO Updates

The CAO Catherine Matheson provided updates on:

- Strategic Plan – this current plan is expiring and option will be brought forward at the next committee as to how this can be done, and direction will be sought at this time.
- EMS Interim Report – a public consultation meeting was held on January 13th in North Bay on the Emergency Health Service Modernization. Dave Plumstead will be updating members during the EMS Committee.
- Committee Meeting Structure – a report on the committee meeting structure is being developed to look for efficiencies. In total, there were 74 board and committee (including ad hoc) meetings last year.
- ROMA Attendance – please let Marianne know if you intent on attending.
- The following correspondence was brought forward:
 - Jan. 2 letter to Acting CAO from Chisholm Twp.
 - Dec. 20 memo from MCCSS ADM to DNSSAB

OTHER BUSINESS

Election of Chair and Vice Chair - There will be an election for the Chair and Vice Chair of the Board, who also hold those positions at the Executive Audit Committee at the January board meeting. The election will be held by ballot. Anyone not present in person will have the option to vote electronically by texting the CAO. It was noted the resolution identifying the elected Chair and Vice Chair should stipulate that the term is effective the first board meeting of the next year, once an election has occurred.

Audit Planning Presentation – the Auditor will be presenting the audit plan to the Executive and Housing Committees in February. It was suggested the order of the committees be rearranged to have one follow the other in consideration of the Auditor. The Committee was amenable to the change.

9.0 NEXT MEETING DATE

Board Meeting January 29, 2020 at 3:00 PM at the Golden Age Club

Next Committee Meeting February 12, 2020 at 10:00 AM

ADJOURNMENT

The Executive Audit Committee meeting adjourned at 12:34 PM. Moved by Mac Bain and Dan Roveda.

/Carried.

Children's Services and EMS Committee
Wednesday, January 15, 2020
Guillemette Rankin Board Room – 12:00 PM

ATTENDANCE:

Councillor Terry Kelly (Chair)
Councillor Dan Roveda
Councillor Bill Vrebosch

NOT ON COMMITTEE BUT IN ATTENDANCE:

Mark King
Scott Robertson
Amanda Smith

REGRETS:

Jane Dumas
Dan O'Mara

GUESTS:

Jennifer Hamilton-McCharles – North Bay Nugget

STAFF IN ATTENDANCE:

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

1. CALL TO ORDER

Chair Terry Kelly called the meeting to order at 1:13 PM.

[Due to an overrun of the Executive Audit Committee, Social Services and Employment Committee was deferred until next month, and the lunch break occurred later.]

1.2 DECLARATION OF CONFLICT OF INTEREST

No conflicts of interest were noted.

2.0 Opening Remarks by Chair

The Chair welcomed everyone to the meeting, especially the new CAO, Catherine Matheson.

3.0 APPROVAL OF AGENDA WEDNESDAY, JANUARY 15, 2020.

The Wednesday, January 15, 2020 Children's Services and EMS Committee agenda was approved as presented.

Moved by Dan Roveda and Bill Vrebosch.

/Carried.

4. REPORTS/UPDATES

4.1 EMS

- EMS Liaison Dave Plumstead presented a map of the services areas indicating frequency and clusters for the past year. He reviewed the priority calls – about half of which were urgent calls. Trends show that the total call volume has leveled off. High priority calls increased. Non urgent calls such as transfers have dropped in both deferrable and scheduled calls. Response times are being met. He showed the age distribution of the 911 calls showing about 20% were under the age of 40 and the older group (over 40) accounted for the remaining 80% of the calls. Seniors account for about 53% of ambulance calls. Boomers account for about 32%. EMS patients don't follow the age distribution of the general population. For example, seniors are about 2.5 times more likely to make EMS calls based on their over-representation in 911 calls
- He updated on Lake Temagami ambulance service. Bear Island will likely take up EMS transport on Lake Temagami but we are waiting on a confirmation letter. The default is the OPP.
- There are issues in South Algonquin about where part-time paramedics can stay. Currently some of them stay at the ambulance station but this, poses liability and other concerns with the South Algonquin Township /council.
- The MOHLTC held a public consultation on January 13th in North Bay as part of the EHS modernization process. There was good representation from the EMS sector and Dan Roveda, Catherine Matheson and Dave Plumstead attended from the DNSSAB. Problems with funding formula were identified as were challenges due to the area's vast geography and non-urgent calls, dispatch

equipment and triage system. It was recommended that paramedicine should be expanded.

- Consolidation and restructuring work is underway. The deployment plan is being updated, hospital patient flow is being analyzed in conjunction with addressing the low priority calls, and peer support for paramedics is being put in to place. Dave was asked to break down call volume stats by age and station, i.e. West Nipissing.
- Phelps, Thorne, Field, Bonfield, East Ferris and Bear Island are where there are volunteer Emergency First Responders. It was suggested the volunteers be provided with a stipend as a way to build on this method of first response. The Chair indicated East Ferris has integrated volunteer firefighters and first responders and this has been effective in getting more positive results. They take advanced first aid. It was suggested EMS be brought in-house if the province doesn't go ahead with amalgamation of services from 57 to 10. The CAO indicated we will bring further incremental reports on this in the future. DNSSAB is the designated delivery agent. The NBRHC currently administers the EMS system for less than 2%. Stipends are taxed after \$1,000.

4.2 Children's Services Updates (presentation)

Director of Children's Services, Lynn Démoré-Pitre informed the committee that there are no concerns about the data or waitlist so in order to save time, Children's Services won't report this month.

5.0 OTHER BUSINESS

There was no other business.

6.0 CORRESPONDENCE

There was no correspondence.

7.0 NEXT MEETING DATE

Board Meeting Wednesday, January 29, 2020 at The Golden Age Club.

Next Committee Meeting – Wednesday, February 12, 2020 - DNSSAB Boardroom

8.0 ADJOURNMENT

The meeting was adjourned at 1:45 PM.

Moved by Dan Roveda and Bill Vrebosch.

/Carried.

Housing Services Committee
Wednesday, January 15, 2020
Guillemette Rankin Board Room – 1:30 PM

ATTENDANCE:

Councillor Dave Mendicino (Chair)
Councillor Scott Robertson (Vice Chair)
Councillor Mark King
Councillor Chris Mayne
Councillor Dan Roveda
Representative Amanda Smith

REGRETS:

Mayor Dean Backer (issues with teleconferencing system)
Mayor Jane Dumas (issues with teleconferencing system)
Mayor Dan O'Mara

GUEST:

Jennifer Hamilton-McCharles, North Bay Nugget

STAFF IN ATTENDANCE:

Catherine Matheson, CAO
Melanie Shaye, Director Corporate Services
Marianne Zadra, Executive Coordinator and Communications
Stacey Cyopeck, Manager Housing Programs
Pierre Guenette, Manager Housing Operations
Elise Larochelle, Corporate Assets Supervisor
Tyler Venable, Supervisor, Housing Programs
Justin Avery, Finance Manager
Michelle Glabb, Director Social Services and Employment
Lynn Démoré-Pitre, Director Children's Services
Dave Plumstead, Manager Planning, Outcomes and Analytics and EMS Liaison

1. CALL TO ORDER

Chair Dave Mendicino called the meeting to order at 1:48 PM.

1.2 DECLARATION OF CONFLICT OF INTEREST

No conflicts were declared.

2. Opening Remarks by Chair

Chair Mendicino welcomed everyone, especially the new CAO, Catherine Matheson.

3. APPROVAL OF AGENDA WEDNESDAY, JANUARY 15, 2020

The January 15, 2020 Housing Services Committee agenda was approved as presented.

Moved by Mark King and Scott Robertson.

Carried

4.0 REPORTS

4.1 HS01-20 NDHC Capital and Operating Budgets

RECOMMENDATION

THAT the District of Nipissing Social Services Administration Board (DNSSAB) approves the operating and capital budgets for all phases operated by the Nipissing District Housing Corporation (NDHC) as set out in report HS01-20.

Finance Manager Justin Avery made the committee aware that the subsidy DNSSAB provides NDHC, which is based on this budget, has already been approved through the DNSSAB Budget. He reviewed the budget by phase.

Phase 1 at 555 McNamara includes RGI and market rent. MMAH provides the cost factors which determine how certain expenses are adjusted. Property taxes and mortgages/debt repayments are adjusted based on the best information available at the time.

The budget increased by about \$72K largely due to the capital operations budget increase that includes the replacement of light poles and deteriorating sidewalks.

Phase 2 at 545 McNamara, Thelma Ave. and 111 Carruthers is a mix of units including market and RGI rents. The Ministry provides cost indices which determine how certain expenses are adjusted. 32 furnaces need to be replaced. This is funded through OPHI and not the municipal levy. He reviewed the other significant capital items.

Phase 3 is a mix of all kinds of building types and is only RGI. 14 furnace replacements will be necessary based on inspections in the spring. This phase doesn't have a ministry

mandated formula to apply to this. This phase is mortgage free, but various properties have outstanding debentures. The capital budget for this phase is funded by the municipal levy. He reviewed the major jobs that require replacements and repairs in phase 3.

Phase 4 units are located at various addresses and are low end of market rent. This phase is mortgage free. Budgeting for this is similar to Phase 3 with no legislated requirements. High cost items are siding and space heaters.

Phase 5 includes the Indigenous Hub, the South Algonquin Hub, and Main street locations. Plans are for funds for any repairs for these three to be set aside through lease agreements. The budgeted excess of revenue over expenses is \$59,775 which will go towards capital replacement.

Moved by Dan Roveda and Scott Robertson.

Carried

4.2 HS02-20 Transfer of 416 Lakeshore Drive

RECOMMENDATION

THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives for information report HS02-20 regarding the transfer of the Canada-Ontario Affordable Housing Program (AHP) project located at 416 Lakeshore Drive in North Bay.

An informational update was provided following the chapter revocation of the CMHA Nipissing charter. In Nov of 2009, the province and CMHA entered in contribution agreement at 416 Lakeshore Drive. Funding provided to that project was \$1.3M which is forgiven after a 20-year period, ending in 2029. A recommendation has been made to ministry to have Nipissing Mental Health and Housing Services as the new proponent. The transfer is scheduled to occur January 31.

Moved by Mark King and Amanda Smith.

Carried.

4.3 HS03-20 Reaching Home: Community Plan

RECOMMENDATION

THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives information related to the amended Reaching Home – Community Plan, for the District of Nipissing and as set out in report HS03-20.

Information was provided about the plan approved by the Board and CAB. The Province requires clarification on a few items including how indigenous persons were involved in the process, as well as how they have been engaged in the implementation of Co-ordinated Access. The North Bay Indigenous Friendship Centre was consulted as

part of the process, and is a representative on the Co-Ordinated Access Sub-Committee. Further details were also requested around French Language Services.. We have made the required changes and submitted then to the Federal Government and are awaiting approval.

Moved by Scott Robertson and Dan Roveda.

Carried.

5.1 HOUSING UPDATES:

Housing Programs –

- Presentation by Housing Supervisor Tyler Venable on Social Housing Regulatory Changes - Tyler informed the committee about the changes announced in September 2019 around community safety, refusal of offers, preferences, and the over-housed, tenant transfer and RGI calculations. He explained what each area entails. One big change is around refusal of offers. This has been reduced from three refusals to one. Effective January 2021, a person will be taken off the list after one refusal. We will have to review these changes with partners and create a binder to be able to show prospective renters what the units look like before they refuse. We have about 1,860 RGI units right now. Three changes in amendments to simplify RGI calculations which include a slow increase from \$85 to \$121 for minimum rent. This involves less administration so housing providers will likely approve of these changes.

[Chris Mayne arrived at 2:22]

Housing Operations –

- Housing Operations Manager Pierre Guenette reviewed operations for December 2019, including move outs, tenders issued and quotes requested for upgraded lighting at 135 Worthington and 365 Lakeshore, and appliance replacements. All 2019 capital projects are completed.
- Tribunal delays continue and it's hoped the province can rectify the delays soon.
- Bed Bugs Update - 365 Lakeshore Drive is bed bug free at this time. There are two units left at 135 Worthington. A two-week wait is required after treatment to ensure the treatment has worked.

6.0 OTHER BUSINESS: There was no other business.

7.0 CORRESPONDENCE: There was no correspondence.

8.0 NEXT MEETING DATE

NDHC Board Meeting to follow.

Board Meeting Wednesday, January 29, 2020, Golden Age Club

Next Committee Meeting – Wednesday February 12, 2020 DNSSAB Boardroom

8.0 ADJOURNMENT

The meeting was adjourned at 2:36 PM.

Moved by Dan Roveda and Mark King.

CARRIED.

December 17, 2019

Dear Near North Health & Wellness Members:

On behalf of our North Bay Regional Health Centre (NBRHC) Board of Directors, we want to congratulate Near North Health & Wellness (NNH&W) for being named one of the first 24 Ontario Health Teams in the province. Our community should be proud of the extensive collaboration and work effort that went into preparing the successful application.

After careful reflection and much dialogue by both our Leadership Team and Board of Directors, we would like to share with you our decision to move from being a NNH&W *member* to an *affiliate*.

The primary driver of this decision is the resource intensive work our organization will be undergoing over the next year (stabilization and optimization of our digital health platform, preparation for Accreditation Canada survey, strategic planning exercise, major projected budget reduction and constant bed crisis)—all while continuing to focus on our hospital's core business of providing the best care possible to the patients and communities we serve.

The interventions that are necessary to end hallway health care and best serve our Year 1 population are primarily the mandate of community based providers. We are confident that you, as our long-standing health care partners, are well positioned to provide more integrated care and improved services to these patients.

As the system evolves and NNH&W nears maturity, we will revisit our category of participation in the Ontario Health Team.

We look forward to working with you as an affiliate member in transforming our provincial health care system for the communities we serve and continuing to put the patient at the center of everything we do. We believe this can be achieved by:

- continuing to work with partners at regional and district tables and committees (eg. Right Place of Care Committee)
- learning more about your Year 2 and beyond identified populations
- providing content expertise where necessary
- participating in future strategic planning
- expanding community paramedicine
- leveraging successful partnership initiatives to improve patient access (eg. Empire Living Pilot)

Sincerely,



Gary Jodeuin
Board Chair

Cc Rhonda Crocker-Ellacott, Transitional Regional Lead (North), Ontario Health, Chief Executive Officer, North LHIN
Paul Heinrich, President & CEO, North Bay Regional Health Centre

**DECLARATION OF INTENT
NEAR NORTH HEALTH AND WELLNESS ONTARIO HEALTH TEAM**

1. **Name of Organization/Provider:**

NORTH BAY REGIONAL HEALTH CENTRE

2. **Address:**

50 COLLEGE DRIVE
NORTH BAY, ONTARIO
P1B 5A4

3. **Primary Contact:**

Name and Title: PAUL HEINRICH, PRESIDENT & CEO

Email address: paul.heinrich@nrhc.on.ca

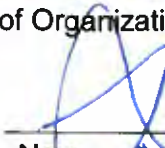
Telephone number: (705) 495-7979 (direct line)

- I declare the intent of the named Organization/Provider to be a Member of the Near North Health and Wellness Ontario Health Team.
- I declare the intent of the named Organization/Provider be an Affiliate of the Near North Health and Wellness Ontario Health Team.

NORTH BAY REGIONAL HEALTH CENTRE

Name of Organization/Provider

Per:


Name: GARY JUDOUIN

Title: BOARD CHAIR

Per:


Name:

Title: **Paul Heinrich, President & CEO**

(We have the authority to bind)

December 19, 2019

The Municipality of East Ferris
390 Highway 94
Corbeil ON
POH 1K0

Dear Mayor and members of council,

This is to acknowledge receipt of a copy of your letter to the Minister of Children, Community and Social Services.

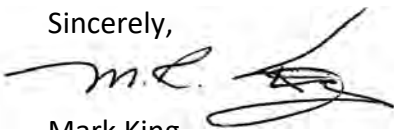
The District of Nipissing Social Services Administration Board wishes to support our member municipalities whenever possible. We understand the fiscal challenges many smaller municipalities face as they simply don't have the economy of scale of larger municipalities.

Your concerns will be brought to the Northern Ontario Social Services Deliverers Association, as they regularly advocate on behalf of the North on DSSAB-related issues, and may have some insight to share in this matter. As well, some of our services fall under other provincial legislation, such as the Ontario Works Act, the Day Nurseries Act and the Social Housing Reform Act, which we must also adhere to.

It is also important to note that not all DSSABs offer the same services. For example, the District of Parry Sound which you reference in your letter does not have EMS Land Ambulance services under their purview. As you know from the dialogue we've had to date, EMS Land Ambulance is one of the major cost drivers in the 2020 Budget.

We are happy to support you in your advocacy, as we also support the provincial government in its goal to reduce the provincial deficit.

Sincerely,



Mark King

Chair, District of Nipissing Social Services Administration Board.

Vandals targeting downtown walkway

Jennifer Hamilton-McCharles

[More from Jennifer Hamilton-McCharles](#)

Published on: December 19, 2019 | Last Updated: December 19, 2019 11:46 PM EST



Vandalism has become an issue at the District of Nipissing Social Services Administration Board, which owns the building at 133 Main St. W. Jennifer Hamilton-McCharles, The Nugget

Vandalism in the walkway linking Main and Oak streets is getting out of control, according to the District of Nipissing Social Services Administration Board.

DNSSAB owns the building at 133 Main St. W. It houses several tenants, as well as the Main to Oak walkway.

"Individuals are getting into the building and doing a lot of damage," acting CAO Melanie Shaye told the board this week.

"We've had to install cameras and we will be working with the DIA (Downtown Improvement Area) support worker to come up with some other solutions."

The DIA launched the Ambassador Outreach Program this past summer. The initiative, based on a program in Guelph, is aimed at promoting safety and well-being in the downtown for merchants, business owners, patrons and the city's vulnerable population.

The program involves a partnership between local social service agencies, community partners and other agencies to provide outreach services to vulnerable people, while providing support to merchants and patrons.

DNSSAB isn't alone in combating vandalism in the downtown core.

The former Pearl's store on Main Street was targeted by vandals four times in less than a year.

Rod Bilz, the building's new owner, held a public meeting earlier this month to garner suggested uses for the former jewelry store.

**Ministry of Children,
Community and Social
Services**

**Ministère des Services à
l'enfance et des Services
sociaux et communautaires**



Assistant Deputy Minister
Social Assistance Programs
Division

Sous-ministre adjoint
Division des programmes d'aide
sociale

315 Front St. W, 3rd Floor
Toronto ON M7A 0B8

315, rue Front Ouest, 3^e étage
Toronto ON M7A 0B8

December 20, 2019

DSSAB Board Chairs

Good Afternoon,

Earlier this year, John Fleming held focussed discussion sessions with your organizations on key areas of District Social Services Administration Board (DSSAB) governance and accountability. I am pleased to share a copy of Mr. Fleming's final report and communicate next steps.

Mr. Fleming's report notes that overall the system of governance within DSSABs is working well and that boards and municipalities can work together to respond to local needs and that any structural changes by the ministry could upset the collaborative system that exists now.

As you know, the ministry respects local decision-making and the ability of Boards and municipalities to resolve differences at the local level. As such, with the conclusion of the consultation process and after careful review, the ministry will maintain the current governance and conflict resolution framework for DSSABs and allow the moratorium on cost apportionment to expire on January 1, 2020.

To further support the effective governance of DSSABs, we will work with you and our partner ministries in 2020 to finalize the DSSAB Accountability and Governance guidelines and explore other opportunities to support transparency and accountability of the Boards and ensure they are supported and functioning well.

I would like to take this opportunity to express my gratitude for your participation in the engagement process and for your ongoing support in matters related to DSSAB governance and accountability. Please share this information with your members and district members.

If you have any questions, please feel to contact me directly.

Sincerely,



Richard Steele
Assistant Deputy Minister
Social Assistance Programs Division

Attachment (1)

c: Laura Belfie, Director, Social Assistance Program Policy Branch, MCCSS
Jim Adams, Director, Housing Programs Branch, MMAH
10 DSSAB CAOs
NOSDA, FONOM, NOMA
AMO

Corporation of the Township of Chisholm

Municipal Office: 2847 Chiswick Line, RR #4, Powassan, ON P0H 1Z0

(705)724-3526 - Fax (705)724-5099

After Hours (705)223-0250

info@chisholm.ca

Leo Jobin, Mayor
Jennistine Leblond, CAO Clerk Treasurer

January 2, 2020

Melanie Shaye, Acting CAO
DNSSAB
200 McIntyre St East
PO Box 750
North Bay, ON P1B 8J8

Dear Melanie,

Similar to letters you have received from other municipalities within the Nipissing District, the Council of the Township of Chisholm wishes to express their concern over the proposed 4.52% increase to our municipal levy.

The Municipality of Calvin forwarded the following resolution to the District of Nipissing Social Services Administration Board (DNSSAB) last year stating that the DNSSAB, and municipalities alike, should be looking at ways to reduce costs.

- *WHEREAS the Province of Ontario has reduced and/or withdrawn funding over the past 10+ years to municipalities and their associated boards, and continues to do so;*
- *WHEREAS because of the reduced funding all parties are and will be required to reduce or cut spending and;*
- *WHEREAS the DNSSAB in a letter issued on April 29, 2019 to member municipalities stated "Please prepare yourself for a significant levy adjustment of these downloaded provincial costs".*
- *NOW THEREFORE BE IT HEREBY RESOLVED THAT the Municipality of Calvin opposes this "Significant levy adjustment due to these downloaded provincial costs" and that DNSSAB, like municipalities, should look at reducing costs and services, if necessary, in order to mitigate any municipal levy increase.*

The 2019 levy to the DNSSAB for our township was \$247,895. With a 4.52% increase projected, this would increase our levy by \$11,205. For a small township, this amount is significant. Chisholm's portion of all the local agencies, boards and commissions (ABCs) in 2019 was equal to 35% of the property taxes collected or \$572,934.

One other thing to point out is that our neighbouring municipality, that is in a different social services administration board (SSAB) district, has almost triple our revenues but pay less than half of our levy.

Both social services administration boards (SSAB) and municipalities have services to provide and budgets to adhere to. We all want to be able to provide the best possible services to our stakeholders but as the Municipality of Calvin states in their resolution, and further that the Township of Chisholm agrees with, the DNSSAB "should look at reducing costs and services, if necessary, in order to mitigate any municipal levy increase."

As a valued partner, the Township of Chisholm is requesting to work together with the DNSSAB and the other municipalities in the district to maintain the municipal levy for 2020 at the same rates as 2019.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Leblond". The signature is fluid and cursive, with a large initial "J" and a long, sweeping underline.

Jennistine (Jenny) Leblond
CAO Clerk Treasurer

Government announces consultation on re-composition of OPP Detachment Boards

On January 15th, the Honourable Sylvia Jones, Ontario's Solicitor General, wrote to Heads of Council to announce province-wide consultations on the drafting of regulations needed to support the establishment of new OPP detachment boards. These discussions will include changes to the billing framework allocating costs between municipalities with a shared OPP detachment board. AMO strongly encourages the participation of local elected officials in these discussions.

For municipalities, the goal of this engagement is a regulatory framework that supports successful and effective governance and delivers strong local civilian oversight of policing by the OPP. This should include mechanisms for every municipal council to be represented on an OPP detachment board and the equitable distribution of costs between municipalities.

The need for new OPP governance regulations is as a result of the new *Community Safety and Policing Act, 2019*. Key governance-related changes include:

Structure of Boards and Local Say

- There shall be one OPP detachment board per detachment (with flexibility for unique circumstances/geography). A board's composition, terms of office, and remuneration will be provided for in regulations and has yet to be determined.
- In effect, these changes extend police governance to about 200 municipalities (which do not have a board, ie. Section 5.1) but will consolidate multiple existing boards within a detachment.

Activity of Boards

- Boards shall determine local objectives, priorities, and policies in consultation with the Detachment Commander, consistent with the Solicitor General's strategic plan for the OPP.
- Boards shall consult with the Commissioner of the OPP regarding the selection of the Detachment Commander.
- The Detachment Commander shall prepare and adopt a local action plan in consultation with the board.
- Training for board members will become mandatory (Ministry support and funding is needed).

Financial Considerations

- There will be no distinction between contract and non-contract in the future. Effectively all policing will become contract.
- The focus of the billing related regulations will be to address transition matters and to account for service differences between municipalities as well as existing contracts expiring at the end of 2020.
- It should be noted, billing model changes will not lower the overall cost of policing for the municipal sector.

OPP Governance Advisory Council (Provincial)

- The establishment of this Council is to provide advice to the Solicitor General with respect to the use of the Solicitor General's powers related to the OPP.
- More generally, this change will enhance civilian governance of the OPP.

AMO Advocacy

AMO has impressed upon the Ministry of the need for:

- open and transparent discussions;
- a recognition that policing is fundamentally local (ie. it is important to maintain the close proximity of a community to its board and the police);
- locally workable governance arrangements; and
- the representation of every municipal council.

Key Municipal Considerations

For local elected officials participating in the government's consultation, here are some key considerations:

1. For communities without existing police service or detachment boards: boards are an opportunity to expand the democratic oversight and governance of policing. In the words of Sir Robert Peel, the father of modern policing, "the police are the public and the public are the police." A detachment board helps to align policing objectives, priorities, and policies with community expectations.
2. For communities with existing OPP boards: the legislation aims to consolidate existing municipal board boundaries with OPP detachment board boundaries (thus potentially including multiple neighbouring municipalities in the same detachment). However, the legislation provides for flexibility to address unique geographic circumstances. If you feel your area's needs are unique, help the Ministry understand that uniqueness in a province-wide context.
3. The size and composition of detachment boards have not been determined. This is your opportunity to inform the regulations which will determine board composition.
4. On the issue of policing costs, speak to your local circumstances. Highlight areas where your property taxpayers would benefit from greater transparency or illustrate steps that could be taken to improve the efficiency and effectiveness of policing in your community (ie. shift scheduling). This should include highlighting the need that all new policing regulations (governance and operations) should aim to improve the efficiency and effectiveness of policing and not drive policing costs even higher.
5. On the issue of OPP billing, note that billing changes alone will not lower the overall cost of policing by the OPP. The equitable distribution of costs across the detachment is a key goal of all municipalities.

The Solicitor General has advised that regional roundtable meetings will be taking place in Kenora, Thunder Bay, Sudbury, Timmins, London, Brockville, and Orillia. The Ministry will communicate the dates and times of these meetings shortly in separate correspondence.

In addition, the Ontario Association of Police Service Boards is convening an [OPP Governance Summit](#) on January 30, 2020 which will include a presentation by the Ministry.

AMO will continue to engage the Ministry in discussions related to OPP detachment boards and other regulations which affect policing (OPP and own-force) in all municipalities in the months ahead. Please feel free to relay any positions or concerns of sector-wide interest to AMO.

AMO Contact: Matthew Wilson, Senior Advisor, mwilson@amo.on.ca, 416-971-9856 ext. 323.



Resolution No. 2020-15

Carried:

Defeated:

Date: January 29, 2020

MOVED BY:

SECONDED BY:

THAT the apportionment of the municipal share of the 2020 District of Nipissing Social Services Administration Board budget, approved under resolutions 2019-177, 2019-178, 2019-179, and 2019-180, be received for information purposes as presented in report EX01-20.

CARRIED _____

CHAIRPERSON

CARRIED _____

CATHERINE MATHESON
SECRETARY

REPORT

EX01-20

For information or For Decision or For Approval

DATE: January 15th, 2020

PURPOSE: 2020 Municipal Apportionment

PREPARED BY: Justin Avery, Manager of Finance

REVIEWED BY: Catherine Matheson, CAO
Melanie Shaye, Director of Corporate Services

RECOMMENDATION

That the apportionment of the municipal share of the 2020 District of Nipissing Social Services Administration Board budget, approved under resolutions 2019-177, 2019-178, 2019-179, and 2019-180, be approved as presented in report EX01-20.

BACKGROUND

The apportionment of the municipal share of the budget is calculated using the weighted assessment method. This is calculated by multiplying the taxable assessments for property by the property class tax ratios of the respective Municipalities. This method is supported by the DSSAB Act, Ontario Regulation 278/98 section 6, and is the method which has always been utilized by the District of Nipissing Social Services Administration Board.

REPORT SUMMARY

The apportionment calculation of the \$20,504,986 municipal share of the 2020 budget is based on the approved 2019 tax ratios from the municipalities in the District of Nipissing and the 2019 property current value assessment provided by MPAC (Municipal Property Assessment Corporation).

Of the municipal share of the budget, \$19,884,135 will be collected through levies from the 11 municipalities in the District of Nipissing and the balance of \$620,851 will be collected from the Province for the TWOMO (Territories Without Municipal Organization) portion of the municipal share.

In total, the change in municipal share of the budget (or levy) year over year is 4.42%. However, since the apportionment is based on weighted assessments, the actual change in levy for a municipality may be more or less than 4.42% based on each municipality's respective assessments and tax ratios. The change in levy for the Municipalities year over year ranges from a low of 2.87% to a high of 6.97%. See Appendix 1 for more details on the apportionment calculation and distribution of the municipal share of the budget.

COMMUNICATION

For January, levy invoices have been sent to the municipalities based on the 2019 apportionment calculation. An adjusting invoice with a supporting letter will be sent to each municipality in February.

CONCLUSION

The change in levy year over year for a Municipality considers the total budget allocation to the municipalities, the 2019 property current value assessments, and the approved 2019 tax ratios by property class of the municipalities in the District of Nipissing. The apportionment calculation method is prescribed in the DSSAB Act.

APPENDIX 1

District of Nipissing Social Services Administration Board 2020 Approved Budget \$- Municipal Apportionment

The weighted assessment figures have been calculated using 2019 Assessment Rolls and 2019 Tax Ratios.
There are no Tax Ratios available for the Unincorporated Townships.

Municipality	A - Current Value Assessment Method used to determined Unincorporated share only			B - Weighted Assessment Method (Excl. PIL) - Actual			2020 Monthly Levy =Col.6/12	2019 Budget Allocation	Variance Yr over Yr Budget Allocataion	Variance % Change
	Current Value Assessment-2019	%	Budget Allocation	Weighted Assessment-2019	%	Budget Allocation				
	1	2	3	4	5	6				
	CVA %Cost for Unincorporated									
City of North Bay	5,562,077,695		-	6,571,548,846	60.8861%	12,484,679	1,040,390	12,028,715	455,964	3.79%
Municipality of West Nipissing	1,563,632,472		-	1,642,770,643	15.2204%	3,120,948	260,079	2,954,371	166,577	5.64%
Municipality of East Ferris	655,401,400		-	657,626,860	6.0930%	1,249,365	104,114	1,190,186	59,179	4.97%
Municipality of Temagami	489,146,800		-	490,320,170	4.5429%	931,514	77,626	870,786	60,728	6.97%
Township of Bonfield	287,556,402		-	275,446,323	2.5520%	523,295	43,608	492,922	30,373	6.16%
Township of South Algonquin	261,827,900		-	273,401,158	2.5331%	519,410	43,284	497,317	22,093	4.44%
Township of Papineau-Cameron	161,781,100		-	147,483,790	1.3665%	280,191	23,349	264,604	15,587	5.89%
Town of Mattawa	106,362,625		-	115,950,762	1.0743%	220,284	18,357	214,135	6,149	2.87%
Township of Chisholm	147,418,600		-	139,256,528	1.2902%	264,561	22,047	247,895	16,666	6.72%
Municipality of Calvin	88,724,900		-	125,213,200	1.1601%	237,881	19,823	224,209	13,672	6.10%
Township of Mattawan	27,507,200		-	27,375,134	0.2536%	52,007	4,334	48,886	3,121	6.39%
Sub Total Municipalities	9,351,437,094		19,884,135	10,466,393,413	96.9722%	19,884,135	1,657,011	19,034,026	850,109	4.47%
TWOMO - (MCSS, EDU, & MMAH)	407,351,300		620,851							
Sub Total Unincorporated	407,351,300	4.17%	620,851	407,351,300		\$620,851	\$51,738	\$602,161	18,690	3.10%
TOTAL	9,758,788,394		20,504,986	10,873,744,713		20,504,986	1,708,749	19,636,187	868,799	4.42%
	Municipal share net of EMS		14,873,524	Municipal Share		20,504,986				
	EMS Budget (municipal share)		5,631,462	Less TWOMO		620,851				
				Municipal Levy		19,884,135				

Note: TWOMO share of DNSSAB costs
excludes Emergency Medical Services
Costs



Resolution No. 2020-16

Carried:

Defeated:

Date: January 29, 2020

MOVED BY:

SECONDED BY:

THAT the draft revisions to the 2019 Travel, Meal and Hospitality policy, previously approved under resolution 2019-70, be approved by the District of Nipissing Social Services Administration Board as presented in report EX02-20.

CARRIED _____

CHAIRPERSON

CARRIED _____

CATHERINE MATHESON
SECRETARY

REPORT

EX24-19

DATE: December 4th, 2019

PURPOSE: Draft Revisions to the Travel, Meal and Hospitality Policy

PREPARED BY: Melanie Shaye, Acting CAO/Director of Corporate Services
Justin Avery, Manager of Finance

RECOMMENDATION

THAT the draft revisions to the 2019 Travel, Meal and Hospitality policy, previously approved under resolution 2019-70, be approved by the District of Nipissing Social Services Administration Board as presented in report EX24-19.

PURPOSE

In an effort to contain travel, meal and hospitality expenses, changes have been made to the policy. Adjustments have also been made to better represent current practices as it relates to travel to/from Sudbury from North Bay.

BACKGROUND

The policy was last reviewed in February 2019, at which time the kilometre rate was adjusted from \$0.54 per kilometre to \$0.58 per kilometre.

PROPOSED CHANGES

- Remove all permissions to use corporate credit cards to buy alcohol
- Allow the use of a personal vehicle when travelling up to 300 km, in recognition of travel to Sudbury which typically covers approximately 260 kilometer

ATTACHMENT

Draft 2019 Travel, Meal and Hospitality Policy

TITLE: Travel, Meal and Hospitality Policy	SECTION: CORPORATE SERVICES
DATE: February 1, 2010	POLICY NO.: FIN/ADM 03
APPROVED BY: Resolution No. 2019-70	REVISED: April 2019

1.01 GENERAL STATEMENT OF POLICY AND PROCEDURE

The purpose this policy is provide clarification to the manner and extent the District of Nipissing Social Services Administration Board (DNSSAB) will reimburse board members, employees, and guests for travel, meal, and hospitality expenses.

This policy is guided by the best practices of the Travel, Meal and Hospitality Expenses Directive of the Management Board of Cabinet as modified for distribution to the Ministry of Community and Social Services Transfer Payment Agencies, January 2017 and the DNSSAB Collective Agreements with CUPE Local 4720-01 and CUPE Local 4720-02.

1.02 SCOPE

This policy is to apply to all employees and board members of DNSSAB, except where otherwise specified in the DNSSAB Collective Agreements with CUPE Local 4720-01 and Local 4720-02.

1.03 OBJECTIVE

Travel, meal and hospitality expenses as set out in this policy will be reimbursed. Expenses must:

- Be work related,
- Be modest and appropriate, and
- Strike a balance among economy, health and safety, and efficiency of operations.

DNSSAB assumes no obligation to reimburse expenses not in compliance with this policy.

1.04 RESPONSIBILITY

Employees have an obligation to be aware of the requirements of this policy, to comply with them, and seek clarification from their supervisor as needed. Supervisors are responsible for ensuring compliance to this policy and taking appropriate corrective action as needed.

1.05 DEFINITIONS

Home Office –

An employee's regular place of business, permanent location associated with their position, or other place as designated by the employer.

District of Nipissing –

The District of Nipissing as defined under Ontario Regulations 278/98 Schedule 3

Spending Authority -

Managers with authority and responsibility to approve the expenses subject to this policy. Spending authority must comply with the Purchasing Policy approval authority.

Travel –

Business travel authorized by the appropriate spending authority, and does not include commuting between residence and headquarters.

Traveller –

Employees of DNSSAB, guests and consultants.

1.06 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Travelling and overtime.

When the employee is travelling outside of regular working hours, overtime shall be incurred as described in the Human Resources Policy- Overtime. Travel that will incur overtime must receive prior approval their supervisor.

Persons Travelling Together

In determining the number of employees traveling together in the same vehicle (plane, train or automobile), consideration should be given to business continuity needs in order to reduce the risk of a major disruption in DNSSAB's ongoing operations.

Approval to Travel

Prior approval by the appropriate authority is required for all business travel by travelers according to destination (see table below):

Level of approval required for infrequent travel:

	Staff	Manager
Within district	Immediate supervisor	none
Outside district (within Ontario)	Supervisor and Manager	Supervisor and Manager
Out of Province	Manager and CAO	Manager and CAO

Insurance:

Travel Accident Insurance

DNSSAB employees have basic insurance for accidental injury or accidental death including reimbursement of emergency medical expenses. Extra insurance may be purchased at the traveler's own expense.

Vehicle Insurance

Employees renting a vehicle for work travel purposes must make the booking under DNSSAB's account, not the individual employee. This ensures that the appropriate insurance coverage is in place for the employee. The rental company insurance can be waived as long as the booking has been made under DNSSAB's account. Personal vehicles used on DNSSAB business must be insured at the vehicle owner's expense for personal motor vehicle liability. Coverage should be equal to or greater than the minimum liability specified in the Insurance Act. Drivers must satisfy themselves whether their motor vehicle insurance coverage should include business use of their vehicles. The DNSSAB will not reimburse costs of business use coverage or collision and liability coverage and DNSSAB assumes no financial responsibility for privately owned vehicles other than paying the kilometric rate when used for DNSSAB business. The DNSSAB is not responsible for reimbursing deductible amounts related to insurance coverage. Those driving a personal vehicle on DNSSAB business cannot make claims to the DNSSAB for damages as a result of a collision.

Road Transportation

When road transportation is the most practical and economical way to travel, the order of preference shall be:

1. Personal vehicle only when it is more economical than use of a rental vehicle. Travelers are strongly encouraged to rent cars for business travel instead of using their own vehicle when the total distance to be driven per day will exceed ~~300~~²⁰⁰ kilometers.
2. Bridge, ferry and highway tolls and necessary parking fees paid while driving on DNSSAB business will be reimbursed. Receipts must be obtained and submitted.

Accidents must be reported immediately to local law enforcement authorities, the rental car agency (if applicable), the automobile insurance company (if using a personal vehicle), and the person's immediate supervisor (and the corporate charge card company if applicable).

Car Rental

The size of the rental car must be the most economical and practical required for the business task and number of occupants. Exceptions must be documented and approved by the appropriate spending authority. Luxury and sports car rentals are prohibited. The rental car must be refueled in accordance with the rental contract.

Where a traveler accumulates more than 1600 km/month on a regular basis, the manager should investigate lower cost options. Where a traveler continues to use a personal vehicle, the rationale for this practice should be documented.

Other Road Transportation

Whenever practical, local public transportation/hotel shuttles must be used. Receipts for reimbursement are not required.

Taxi expenses are also justified where group travel by taxi is more economical than the total cost of travelling separately.

Air and Rail Travel

Travel by air or rail is permitted when this is the most practical and economical way to travel. Travel must be arranged in advance and be booked by fixed dates; open-ended tickets are prohibited. Only economy class seating is permitted.

Accommodations:

Reimbursement for overnight accommodation within an employee's home office area will not normally be authorized. Exceptional or emergency situations that require employees to remain close to their home office for periods long in excess of normal working hours.

Reimbursement will be made for single accommodation in a standard room, and no reimbursement will be made for suites, executive floors, or concierge levels.

Private stays with family or friends are encouraged. A maximum of \$30.00 per night for gratuitous lodging expenses is allowed. No receipt is required.

For extended stays at one location, long-term accommodation must be arranged on the approval of an immediate supervisor, to take advantage of lower weekly or monthly rates. This may include the rental of a housekeeping facility.

Gratuities

Reasonable gratuities for meals and taxis will be reimbursed. Receipts are necessary to support reimbursement of these expenses.

Dependent Care

Actual dependent care expenses that are incurred as a result of travelling and are additional to expenses the person would incur when not travelling, will be reimbursed up to a daily maximum as set out in Schedule 1.

A written explanation of the circumstances must be provided with prior verbal/written approval from the appropriate spending authority. Reimbursement will not be made where business travel is regular and a requirement of the job.

Meals:

Reasonable and appropriate actual meal expenses will be reimbursed, subject to approval by the employee's supervisor's, if the expenditure is incurred when the employee is required to work during or through normal meal periods or when, during a normal meal period, the employee is away on DNSSAB business from his or her home office base for a distance exceeding twenty-five (25) kilometers and such travel is infrequent and occasional in nature and does not fall within his/her regular duties.

Reimbursement of actual meal expenses incurred is subject to the rates set out in Schedule 1.

Itemized receipts must be provided for reimbursement. Reimbursement must not exceed the amount actually spent (including taxes and gratuities) as validated by a receipt accompanying the claim, and in accordance with the meal reimbursement limits in Schedule 1.

Gratuities are restricted to a maximum of 15% for reimbursement. Any gratuities beyond this limit will not be reimbursed.

The limits set out in Schedule 1 are before taxes and gratuities. For example, if you were to purchase a lunch outside of the district and the meal cost \$25 before taxes and gratuities, the total cost for the meal would be \$32.49 (\$25 + 13% HST + 15% gratuity). The full \$32.49 would be reimbursed in accordance with this policy because the pre-tax and gratuity amount was within the stated limits. Any costs above the stated limits must be paid for personally and not with a corporate credit card.

Receipts must be submitted through the Portal.

Reimbursement of meal costs must not include the reimbursement for any alcoholic beverages. No reimbursement shall be made for meals consumed at home prior to departure or on return, or for meals included in the cost of transportation, accommodation, seminars and/or conferences.

Hospitality:

The DNSSAB CAO and senior management may provide hospitality to board members, employees, working group members, guests, visitors, volunteers, and other individuals as part of the business meeting.

Meals or light refreshments provided in the course of a business meeting must be a ***necessary and integral part of the business meeting, not a matter of personal convenience***, whether the meeting is for internal purposes or includes external organizations. When a meeting takes place over an extended period of time and the agenda includes a working meal, there may be justification that the meal is integral to the business function. Examples of such events:

- A meeting where there is a scheduled luncheon speaker.
- A meeting where participants work through a lunch period.
- Circumstances where it would be too time-consuming or disruptive to event continuity for participants to take a meal break away from the meeting location.

DNSSAB does not permit reimbursement when two or more employees choose to go to lunch (or dinner) together to continue their *regular* business. In such cases the meal would be considered *incidental* to the meeting.

DNSSAB does not permit reimbursement when the catered meeting is used as an enticement for meeting attendance.

It is preferred that meetings involving employees are not to be scheduled during lunch break as employees should be given an opportunity to receive a break from work during the day.

Frequency of meals and light refreshments

Meals and light refreshments should be provided to employees on an infrequent basis.

Hospitality costs

Functions should minimize costs but be consistent with:

- The status of the guest(s);
- The number of persons attending; and,
- The business purpose to be achieved.

Hospitality internal control

Hosts must ensure that hospitality expenses are recorded, and records contain information for each function:

- The circumstances, including any requiring special authority;
- The form of hospitality (meal, reception, etc.);
- The cost supported by receipts;
- Name and location of the establishment;
- The number of attendees listed by category (i.e. guests, employees);
- Names of individuals entertained, their titles and company name; and,
- Approvals by appropriate individuals.

~~Part of normal business hospitality may include the consumption of alcoholic beverages with a meal or during a reception. Such hospitality requires prior approval of the CAO.~~

Gifts of Appreciation:

Token gifts of appreciation, valued at up to \$30, may be extended to persons who are not attached to DNSSAB in exchange for pro bono services. Gifts valued above \$30 must be justified and approved by an immediate supervisor.

1.07 PROCEDURE/ADMINISTRATION

Non-Reimbursable Expenses

Expenses of a personal nature will not be reimbursed. Such expenses include, but are not limited to;

- recreational purposes (movie rentals, mini-bar, etc...);
- personal items;
- traffic and parking violations;
- social events that do not constitute hospitality as described above;
- alcoholic drinks, ~~unless part of hospitality as described above;~~
- friends or family members.

Receipts

Receipts must be submitted with claims. Credit card slips by themselves are insufficient to support claim for reimbursement.

Time Limit for Claims

All claims must be submitted on a timely basis, and no later than 4 weeks after the date which the expense was incurred. Managers may extend this time limit using the principles to guide exceptions set out in this Policy.

Guidance on Exceptions to Rules

Requests for reimbursement should not be rejected solely because they arose from mistakes or misinterpretations of the requirements of this Policy. Decisions whether to approve reimbursement or to require repayment must be reviewed on a case-by-case basis.

Principle to guide exceptions to the rules:

Where a manager decides to exercise discretion in making an exception, and in order to ensure a proper record for audit purposes, the rationale for the exception must be documented and accompany the claim.

Responsibilities of Employees

Employees must:

- consider alternatives to travel such as teleconferencing; and, obtain approval from appropriate authority levels for travel;
- request and accept the lowest fare practicable;
- use the corporate charge card for payment of expenses under this policy;
- supply an itinerary to and notify their supervisors in the event of any changes, so that travelers may be contacted in an emergency;
- in the event of changes, cancel hotel bookings within the allowable cancellation period set by the hotel to avoid “no-show” charges. Penalties incurred for non-cancellation of guaranteed hotel reservations will be the employee’s responsibility and will be reimbursed only in exceptional circumstances;
- become familiar with, and adhere to, the provisions of this policy; and
- follow applicable conflict of interest rules and/or regulations

Responsibility of Approval Authority

Those authorized to approve expense claims must:

- ensure that expenses are consistent with the principles of this Policy and comply with other relevant DNSSAB policies;
- determine and authorize when business travel is necessary;
- ensure that all travel arrangements are consistent with the provisions of this Policy;
- ensure that appropriate receipts are provided to support expense claims
- ensure that any unusual items are explained appropriately or proof is given of prior approval; and,
- ensure that employees and appointees are aware of all conflict of interest rules and/or regulations.

SCHEDULE 1

Kilometre rates, meal reimbursement, reimbursable dependent care rates

(Updated April 24, 2019)

Kilometre rate:	\$0.58 per km
Kilometre rate in excess of 5,000:	\$0.52 per km

The above kilometre rates apply to DNSSAB Board members and non-union employees only.

Meal reimbursement (before taxes and gratuities)

(Within District):	Breakfast	\$10.00
	Lunch	\$20.00
	Dinner	\$25.00

(Outside District):	Breakfast	\$15.00
	Lunch	\$25.00
	Dinner	\$45.00

Dependent Care Allowance:

Daily maximum with written declaration	\$35.00
Daily Maximum with receipt of caregiver	\$75.00



Resolution No. 2020-17

Carried:

Defeated:

Date: January 29, 2020

MOVED BY:

SECONDED BY:

That the District of Nipissing Social Services Administration Board (DNSSAB) receives for information report HS02-20 regarding the transfer of the Canada-Ontario Affordable Housing Program (AHP) project located at 416 Lakeshore Drive in North Bay.

CARRIED _____

CHAIRPERSON

CARRIED _____

CATHERINE MATHESON
SECRETARY

BRIEFING NOTE

HS02-20

For Information or For Decision or For Approval

Date: January 15, 2020

Purpose: Transfer of 416 Lakeshore Drive, North Bay, ON – Canada-Ontario Affordable Housing Program Extension (2009) Project

Prepared by: Stacey Cyopeck, Manager, Housing Programs
Tyler Venable, Supervisor, Housing Programs

Reviewed by: Melanie Shaye, Director of Corporate Services

Recommendation:

That the District of Nipissing Social Services Administration Board (DNSSAB) receive for information report HS02-20 regarding the transfer of the Canada-Ontario Affordable Housing Program (AHP) project located at 416 Lakeshore Drive in North Bay.

Background:

On November 5th, 2009, the Province and the Canadian Mental Health Association – Nipissing Regional Branch (CMHA) entered into a Contribution Agreement for an affordable housing project located at 416 Lakeshore Drive in North Bay, ON. This project offers twenty individualized, self-contained units while also providing communal areas and activities that create social opportunities and lessen the potential for isolation and loneliness for adults living with mental illness and addictions. The AHP funding provided for this project totaled \$1,300,000. This amount will be fully forgiven at the termination of the 20-year agreement on December 31, 2029.

CMHA will no longer be able to own and operate the 416 Lakeshore project as they will be dissolving effective January 5th, 2020. At this time, the services offered by CMHA will be transferred to Nipissing Mental Health Housing and Support Services (NMHHSS). NMHHSS is a well-respected organization that specializes in support services for people with mental illness. A component of the services offered by NMHHSS is to provide affordable housing with integrated mental health support services. Presently, NMHHSS owns and operates six buildings located across the City of North Bay with a combined total of 103 units (1 to 3 bedrooms). In addition to the services offered by CMHA, the 416 Lakeshore affordable housing project is also being put forward for transfer to NMHHSS.

Report:

As the Service Manager for the District of Nipissing, the DNSSAB has facilitated the transfer of the affordable housing project. In order to assess the proposed transfer, the DNSSAB has asked the parties involved to provide specific documentation for review.

Additionally, the DNSSAB also facilitated the transfer of the existing Municipal Housing Facilities Agreement for this project. This Agreement was between the City of North Bay, CMHA and the DNSSAB. On December 10th, 2019, the City of North Bay Council approved the transfer of the Municipal Housing Facilities Agreement from CMHA to NMHHSS.

Based on the DNSSAB's review of the documents provided along with the recent approval for the transfer of the Municipal Housing Facilities Agreement, the DNSSAB provided its recommendation to the Ministry of Municipal Affairs and Housing on December 20th, 2019. Ultimately, NMHHSS is a highly regarded community organization that currently specializes in housing and support services, which mirrors the housing and supports provided by CMHA at 416 Lakeshore Drive. Moreover, NMHHSS has an existing relationship with the DNSSAB and has been extremely cooperative throughout the transfer. In summary, in order to continue to provide the level of care and affordability at 416 Lakeshore Drive, NMHHSS is truly the ideal organization to transfer the project to.

Resources Required:

This transfer will not require any additional funding by the DNSSAB. The funds associated with this affordable housing project have already been disbursed and expensed in order to develop the project in 2009.

Risk Identification and Mitigation:

The most noteworthy risk facing the DNSSAB will be if the Ministry chooses to deny the transfer of the project. At that point, the Ministry may decide to withdraw the AHP funding provided by calling in the mortgage on title for the remainder of the AHP funding. This would be highly unlikely given that NMHHSS is a well-regarded agency in the community, and the DNSSAB has exercised due diligence in completing a thorough review and submitting all the required documentation to the Ministry.

Conclusion:

The District's affordable housing stock is immensely valuable as it provides much needed affordable market housing for citizens. As such, it is crucial to ensure that the 416 Lakeshore Drive project be transferred to an organization like NMHHSS that can continue to provide the affordability and supports to the project's current and future tenants.



Resolution No. 2020-18

Carried:

Defeated:

Date: January 29, 2020

MOVED BY:

SECONDED BY:

That the District of Nipissing Social Services Administration Board (DNSSAB) receives information related to the amended Reaching Home – Community Plan, for the District of Nipissing and as set out in report HS03-20.

CARRIED _____

CHAIRPERSON

CARRIED _____

CATHERINE MATHESON
SECRETARY

BRIEFING NOTE

HS03-20

For Information or For Decision or For Approval

Date: January 15, 2020

Purpose: Reaching Home: Community Plan

Prepared by: Stacey Cyopeck, Manager, Housing Programs
Tyler Venable, Supervisor, Housing Programs

Reviewed by: Melanie Shaye, Director of Corporate Services

Recommendation:

That the District of Nipissing Social Services Administration Board (DNSSAB) receive information related to the amended Reaching Home – Community Plan, for the District of Nipissing and as set out in report HS03-20.

Background:

Under Reaching Home: Canada's Homelessness Strategy, Designated Communities are required to develop a Community Plan that describes their investment plans. The Community Entity (CE) is specifically responsible for the development of the Community Plan. In the development of the plan, the CE in collaboration with the Community Advisory Board (CAB), must engage with Indigenous organizations and community stakeholders.

The outline of the plan includes the following six sections:

1. Engagement
 - a. Explanation of the engagement of a broad spectrum of community stakeholders to understand the needs of the homelessness sector and to inform local priorities.
2. Investment Plan
 - a. Outlines the projected allocation of Reaching Home funding from 2019-20 to 2023-24 in five investment areas.
3. Cost-Matching Requirement
 - a. Specifies how Reaching Home funds will be leveraged to cost-match the Reaching Home funding. Leveraged funding is required to be used for activities that prevent and reduce homelessness.

4. Coordinated Access
 - a. Details of the implementation plan for a coordinated access system by April 1st, 2022.
5. Community-Wide Outcomes
 - a. Description of any additional outcomes beyond the federally mandated outcomes. Along with the additional outcomes, indicators, targets and a methodology must be provided.
6. Official Language Minority Communities
 - a. Outlines the steps taken to ensure that the services funded under Reaching Home take into account the needs of Official Language Minority Communities.

Report:

In October, the DNSSAB submitted the CAB and Board approved Community Plan to the Federal Government. Upon the government's review, revisions were required in order for the plan to receive final approval. The required revisions are listed below.

Coordinated Access

Revision: The answer should be expanded and give a description of how Indigenous Organizations have been engaged, or how they will be meaningfully engaged on the development and implementation of Coordinated Access.

The amended plan now lists the organizations that are a part of the HIFIS 4.0 implementation committee. Specifically, those organizations include Crisis Centre North Bay, Low Income People Involvement of Nipissing, North Bay Indigenous Friendship Centre, and DNSSAB – CHPI Client Benefit Program.

Community-Wide Outcomes

Revision: For Core Outcome No. 2, priority populations must be included and Indigenous homelessness must be indicated – as per the Reaching Home Directive on Planning and Public Reporting.

In conjunction with the CAB, Core Outcome No. 2 now lists the following priority populations:

- Individuals who identify as Indigenous;
- Youth;
- Individuals affected by mental health and addictions; and
- Individuals with income security challenges.

Official Language Minority Communities (OLMC)

Revision: The answer should be expanded so that it is clear to the public how they will meet each of the OLMC requirements of their contribution agreement.

The amended plan now explains precisely the language standards for organizations accessing Reaching Home funding. Service providers must:

- a) make Project-related documentation and announcements available in both official languages;
- b) actively offer Project-related services in both official languages;
- c) encourage members of both official language communities to participate in the Project; and
- d) provide its services, where appropriate, in such a manner as to address the needs of both official language communities.

Resources Required:

Reaching Home is entirely funded by the federal government, and therefore does not currently require any municipal funding. As noted above, the DNSSAB intends to use the 15% maximum annually for Administration Fees for the administration of both the Reaching Home and Community Capacity and Innovation programs.

Risk Identification and Mitigation:

The Community Plan is the integral guiding document for the Reaching Home program, therefore it was essential that the revisions required by the government were corrected in a timely fashion. Only after the Community Plan is approved by the government can the DNSSAB and the CAB move forward on the Request for Proposals (RFP) process for the upcoming fiscal year.



Resolution No. 2020-19

Carried:

Defeated:

Date: January 29, 2020

MOVED BY:

SECONDED BY:

That the District of Nipissing Social Services Administration Board (DNSSAB) moved in camera at _____ to discuss a property matter (Section E -47.4.3 of the DNSSAB By-Laws).

CARRIED _____

CHAIRPERSON

CARRIED _____

CATHERINE MATHESON
SECRETARY



Resolution No. 2020-20

Carried:

Defeated:

Date: January 29, 2020

MOVED BY:

SECONDED BY:

That the District of Nipissing Social Services Administration Board (DNSSAB) adjourn in camera at _____.

CARRIED _____

CHAIRPERSON

CARRIED _____

CATHERINE MATHESON
SECRETARY



Resolution No. 2020-21

Carried:

Defeated:

Date: January 29, 2020

MOVED BY:

SECONDED BY:

That the District of Nipissing Social Services Administration Board (DNSSAB) approve the action/direction resulting from the in-camera discussion.

CARRIED _____

CHAIRPERSON

CARRIED _____

CATHERINE MATHESON
SECRETARY



Resolution No. 2020-22

Carried:

Defeated:

Date: January 29, 2020

MOVED BY:

SECONDED BY:

Resolved That the Board meeting be adjourned at _____ p.m.

CARRIED _____

CHAIRPERSON

CARRIED _____

CATHERINE MATHESON
SECRETARY