



## REGULAR BOARD MEETING AGENDA

Healthy, Sustainable Communities

**Date:** Thursday, October 20, 2022  
**Time:** DNSSAB Board Meeting at 1:00 PM (or directly following the Community Services Committee)  
**Location:** By video conference via link below or at the DNSSAB Boardroom

Join Zoom Meeting

<https://us06web.zoom.us/j/88075834479?pwd=V1dCbDFobkILSDArK3ZBREJWdjhsZz09>

Meeting ID: 880 7583 4479

Passcode: 44686035

One tap mobile

+16132093054,,88075834479#,,,,\*44686035# Canada

+16473744685,,88075834479#,,,,\*44686035# Canada

Dial by your location

+1 613 209 3054 Canada

+1 647 374 4685 Canada

+1 647 558 0588 Canada

855 703 8985 Canada Toll-free

Meeting ID: 880 7583 4479

Passcode: 44686035

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

Item	Topic
1.0	1.1 Call to Order  <b>MOTION: #2022-75</b> <i>Resolved THAT the Board of Directors accepts the Roll Call as read</i>

Item	Topic
	<p>by the Recording Secretary for the Regular Board meeting of October 20, 2022 at _____PM.</p> <p><b>1.2 Declaration of Conflict of Interest</b></p>
2.0	<p><b>Opening remarks by the Chair</b></p>
3.0	<p><b>Approval of Agenda for October 20, 2022</b></p> <p><b>MOTION: #2022-76</b>            THAT Board members accept the Agenda as presented.</p>
4.0	<p><b>Approval of Minutes (September 28, 2022)</b></p> <p><b>4.1 MOTION: #2022-77-A</b>            THAT the Board adopt the minutes of the proceedings of the Regular Board meeting of September 28, 2022.</p> <p><b>4.2 MOTION: #2022-77-B</b>            THAT the Board adopt the minutes of the proceedings of the Finance and Administration Committee meeting of September 28, 2022.</p>
5.0	<p><b>Delegation-</b></p> <p>1. <b>HS34-22 Built for Zero and Coordinated Access Nipissing Update</b>            – by DNSSAB Homelessness Program Coordinator Rheanon Funnell for information</p>
6.0	<p><b>6.1 CAO VERBAL UPDATE:</b></p> <p><b>MOTION: #2022-78</b>            THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives the CAO Verbal Report for October 20, 2022.</p>
7.0	<p><b>CONSENT AGENDA – there are no items.</b></p>
8.0	<p><b>MANAGERS REPORTS</b></p>
	<p><b>8.1 B21-22 2022 Excess Interest Revenue</b></p> <p><b>MOTION: #2022-79</b>            THAT the District of Nipissing Social Services Administration Board (DNSSAB) approves the transfer of excess interest revenue in 2022 to the Affordable Housing Reserve; and;</p> <p>THAT the amount transferred be at the discretion of the Manager of Finance.</p>

Item	Topic
	<p><b>8.2 CS09-22 Children’s Services One-time Special Purpose Funding</b></p> <p><b>MOTION: #2022-80</b>            THAT the District of Nipissing Social Services Administration Board accept and endorse the updated one-time special purpose funding policies as listed below and described in briefing note CS09-22:</p> <ol style="list-style-type: none"> <li>1) Policy: Transformation Funding (Appendix A)</li> <li>2) Policy: Play-Based Materials and Equipment Funding (Appendix B)</li> <li>3) Policy: Repairs and Maintenance Funding (Appendix C)</li> </ol>
	<p><b>8.3 Move in Camera</b></p> <p><b>MOTION: #2022-81</b>            THAT the Board move in-camera at _____ to discuss matters of negotiation and personnel matter.</p>
	<p><b>8.4 Adjourn in Camera</b></p> <p><b>MOTION: #2022-82</b>            THAT the Board adjourn in-camera at _____.</p>
	<p><b>8.6 Approve in Camera</b></p> <p><b>MOTION: 2022-83</b>            THAT the Board approves the direction/action agreed to in the in-camera session.</p>
<p><b>9.0</b></p>	<p><b>OTHER/NEW BUSINESS</b></p> <p><b>2023 Board Meeting Calendar</b></p>
<p><b>10.0</b></p>	<p><b>NEXT MEETING DATE</b></p> <p>Wednesday, November 23, 2022 (if not in lame duck)</p>
<p><b>11.0</b></p>	<p><b>ADJOURNMENT</b></p> <p><b>MOTION: #2022-84</b>            THAT the Board meeting be adjourned at _____.</p>



MINUTES OF PROCEEDINGS

**REGULAR BOARD MEETING – September 28, 2022**

**12:30 PM**

(or directly following the Finance and Administration Committee)  
**Virtually via Zoom and in person in DNSSAB Boardroom**

**MEMBERS PRESENT:**

Councillor Terry Kelly (East Ferris)

**Councillor Mark King - Chair (North Bay)**

Councillor Dave Mendicino (North Bay)

**Councillor Dan Roveda Vice Chair (West Nipissing)**

Mayor Dean Backer (East Nipissing)

Representative Amanda Smith (Unincorporated)

Mayor Jane Dumas (South Algonquin)

Councillor Scott Robertson (North Bay)

Mayor Dan O'Mara (Temagami)

Councillor Mac Bain – (North Bay)

**REGRETS**

Councillor Bill Vrebosch (North Bay)

Councillor Chris Mayne (North Bay)

**STAFF ATTENDANCE:**

Catherine Matheson, CAO

Marianne Zadra, Executive Coordinator and Communications

Melanie Shaye, Director of Corporate Services

David Plumstead – Manager Planning, Outcomes & Analytics

Justin Avery, Manager of Finance

Stacey Cyopeck, Director, Housing Programs

Tracy Bethune, Manager, Housing Operations

Lynn Demore-Pitre, Director, Children's Services  
Michelle Glabb, Director, Social Services and Employment  
Tyler Venable, Manager of Housing Programs  
Dawn Carlyle, Project Manager  
Donna Mayer, Manager of Project Development  
Matthew Campbell, Contract and Purchasing Specialist  
Stephen Kirk, Chief of Paramedic Services

**1.1 CALL TO ORDER**

**Resolution No. 2022-65**

**Moved by:** Dan O'Mara

**Seconded by:** Dan Roveda

**Resolved THAT the Board of Directors accept the Roll Call as read by the Recording Secretary for the Regular Board meeting of September 28, 2022 at 12:48 PM.**

The regular Board Meeting was called to order at 12:48 PM by Chair Mark King.

***Carried.***

**1.2 DECLARATION OF CONFLICTS OF INTEREST**

There were no conflicts declared.

**2.0 CHAIR'S REMARKS**

The Chair welcomed everyone online and in the room. He recognized TWOMO representative Amanda Smith for being acclaimed, and later recognized Mayor Dan O'Mara for his acclamation as well. The Chair also recognized members who have decide to leave municipal politics including South Algonquin Mayor Jane Dumas who was instrumental in building a child care centre in her jurisdiction during her term; Mattawa Mayor Dean Backer who made many contributions to the Board over the years; and to Scott Robertson who the Chair noted has been a strong advocate for the vulnerable in the District.

The Chair acknowledged it has been a difficult term and added that the board completed a tremendous amount of work in the past four years as they worked together as a region, highlighting some accomplishments such as the addition of 36 new rent subsidies, building 60 innovative transitional housing units at Northern Pines, opening the first low barrier shelter of 21 beds, and the issue of an expression of interest for housing development and two application for rapid housing through CMHC. He added that the work in developing affordable housing will continue into the next term.

### **3.0 ADOPTION OF THE AGENDA**

#### **Resolution No. 2022-66**

**Moved by:** Terry Kelly

**Seconded by:** Dave Mendicino

**Resolved THAT the Board accepts the agenda as presented.**

***Carried.***

### **4.0 APPROVAL OF MINUTES**

#### **4.1 Resolution No. 2022-67-A**

**Moved by:** Amanda Smith

**Seconded by:** Jane Dumas

**Resolved THAT the Board adopts the minutes of the proceedings of the Regular Board meeting of June 22, 2022.**

***Carried.***

#### **4.2 Resolution No. 2022-44-B**

**Moved by:** Scott Robertson

**Seconded by:** Mac Bain

**Resolved THAT the Board adopt the minutes of the proceedings of the Community Services Committee meeting of June 22, 2022.**

***Carried.***

### **5.0 DELEGATIONS**

#### **5.1 – 1. Nipissing Wellness Ontario Health Team Strategic Plan 2022-24 – Wendy Smith, NWOHT**

Wendy Smith from the Nipissing Wellness Ontario Health Team presented on how the idea behind Ontario Health Teams is to reduce silos and to have a central vision of “unified, caring, health and social services centred around patients, families and caregivers.” She talked about four focus areas (outcomes to improve patient experience, improve metrics in population health, reducing costs, and care team well being) that remain a top priority across all communication and engagement efforts.

[Dean Backer was called out of the meeting at 1:05 PM]

Ms. Smith also reviewed the goals of OHT’s 2022-24 Strategic Plan.

The presentation was followed by discussion and questions from the Board including whether the Community Safety and Well-Being Plans developed by municipalities are being considered in the OHT’s work. Ms. Smith indicated the plans are being reviewed while attempting not to

duplicate the work being done by the CSWBPs. The Chair thanked Wendy Smith for her presentation.

### **5.2 Harm Reduction Services – Louise Gagne, North Bay Parry Sound District Health Unit**

The Chair welcomed Louise Gagne who presented on the feasibility assessment of an overdose prevention site in North Bay. She noted Nipissing Parry Sound districts have the fourth highest mortality rate due to overdoses. DNSSAB provided funding for the study into an Overdose Prevention Site (OPS). The study identified the need for a lead agency, support from municipalities, an appropriate service model, financial support and human resources. Ms. Gagne indicated there would be challenges in moving ahead without a lead agency. The presentation was followed by discussion, including the possibility of an OPS mobile site if an operator has a willingness and funds to do this, operating an OPS is not within the mandate of the Health Unit, and discussion about the added costs to health response and care if there is no OPS. In response to a question about an OPS drawing more users to North Bay, Ms. Gagne indicated there is no evidence to show there would be an influx, adding overdoses happened to those who are housed and well as to those who aren't.

The Chair thanked Ms. Gagne for her presentation and work on this.

### **6.0 CAO VERBAL UPDATE**

#### **Resolution No. 2022-68**

**Moved by:** Mac Bain

**Seconded by:** Dave Mendicino

**Resolved THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives the CAO Report for September 28, 2022.**

CAO Catherine Matheson commented on the systems work DNSSAB has been involved in and a number of other projects that will move forward under the new Board. She noted that the Strategic Plan themes apply to several items, and that systems issues cannot always be completed within one term. Some projects include:

- National Child Care Program, including recruitment of Early Childhood Educators
- OW Transformation – provincially driven and DNSSAB continues to monitor changes
- Direct Delivery of Paramedic Services
- Transitional Housing at Northern Pines
- Energy Retrofitting and NDHC housing stock
- 10 year Housing and Homelessness Plan

She also recognized all the hard work and good systems thinking that was involved.

***Carried.***

**7.0 CONSENT AGENDA**

**Resolution No. 2022-69**

**Moved by:** Scott Robertson

**Seconded by:** Terry Kelly

**Resolved THAT the Board receives for information Consent Agenda items 7.1 to 7.3.**

**7.1 B17-22 Political Elections Policy**

**THAT the District of Nipissing Social Services Administration Board approve the Political Elections Policy as presented.**

**7.2 B18-22 Revisions to the Travel, Meal, and Hospitality Policy**

**THAT the District of Nipissing Social Services Administration Board approve the changes to the Travel, Meal, and Hospitality Policy as presented.**

**7.3 CS08-22 Canada-Wide Early Learning and Child Care System & Children’s Services Policies – Update**

**THAT the District of Nipissing Social Services Administrative Board (DNSSAB) accepts and endorses the following updated policy as described in briefing note CS08-22:**

- **Policy 5CS-ADM-13 Canada-Wide Early Learning and Child Care System (Appendix A); and**

**THAT the District of Nipissing Social Services Administration Board (DNSSAB) revoke the following policy that was approved by the Board on June 22, 2022 for reasons described in the briefing note CS08-22:**

- **Policy 5CS-ADM-14 Child Care Maximum Profits, Surpluses and Reserves (Appendix B)**

Upon request, item 7.3 was pulled for discussion and there was a question about the profit/surplus issue. Children’s Services Director Lynn Démoré-Pitre replied that the Province provides us with direction, and that the new guidelines have removed that requirement.

***Carried.***

**8.0 MANAGER’S REPORTS**

**8.1 PS05-22 Response Time Standard 2023 Plan****RESOLUTION: #2022-70**

**Moved by:** Terry Kelly  
**Seconded by:** Jane Dumas

**Resolved THAT the District of Nipissing Social Services administration Board approves the Response Time Standard (RTS) plan for calendar year 2023, and approves submission of the plan to the Ministry of Health (MOH) by October 1, 2022.**

Paramedic Chief Rob Smith reviewed his report. In response to a question about the cost of fire department response to paramedic calls that fall on the backs of municipalities that can't afford this, Rob indicated he is meeting with District Fire Chiefs and that will be followed by a tiered response protocol. Another question referenced people calling for an ambulance to avoid Emergency Department wait times. Rob clarified this does provide a jump in the queue, and could cost the patient a \$245 fee if the physician feels this was misuse of an ambulance.

***Carried.***

**8.2 Move in Camera****RESOLUTION: #2022-71**

**Moved by:** Mac Bain  
**Seconded by:** Amanda Smith

**THAT the Board move in-camera at 2:14 PM to discuss a matter of negotiation and labour relations.**

***Carried.***

**8.3 Adjourn in Camera****RESOLUTION: #2022-72**

**Moved by:** Dan Roveda  
**Seconded by:** Terry Kelly

**THAT the Board adjourn in-camera at 2:56 PM.**

***Carried***

**8.4 Approve in Camera**

---

**RESOLUTION: #2022-73**

**Moved by:** Mac Bain

**Seconded by:** Scott Robertson

**THAT the Board approves the direction/action agreed to in the in-camera session.**

*Carried*

**9. NEW BUSINESS**

The Chair noted that Dan O'Mara has also been acclaimed as Mayor of Temagami, apologizing for the omission in his Chair's Remarks.

**10. NEXT MEETING DATE**

Wednesday, October 26, 2022.

**11. ADJOURNMENT**

**Resolution No. 2022-74**

**Moved by:** Jane Dumas

**Seconded by:** Amanda Smith

**Resolved THAT the Board meeting be adjourned at 2:58 PM.**

*Carried.*

---

MARK KING  
CHAIR OF THE BOARD

---

CATHERINE MATHESON  
SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Marianne Zadra, Executive Coordinator



## MINUTES OF PROCEEDINGS

### **FINANCE AND ADMINISTRATION COMMITTEE MEETING WEDNESDAY, SEPTEMBER 28, 2022 12:00 PM – VIRTUALLY VIA ZOOM AND IN DNSSAB BOARDROOM**

#### **MEMBERS PRESENT:**

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

#### **REGRETS**

Councillor Bill Vrebosch (North Bay)  
Councillor Chris Mayne (North Bay)

#### **STAFF ATTENDANCE:**

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

Donna Mayer, Manager of Project Development  
Matthew Campbell, Contract and Purchasing Specialist  
Alexandra Murphy Melnichuk, Business Operations Analyst

**1.1 CALL TO ORDER** – Roll call was taken. All were present with the exception of Councillors Bill Vrebosch and Chris Mayne were absent.

**1.2** The Finance and Administration Committee was called to order at 12:07 PM by Chair Mark King.

**1.3 DECLARATION OF CONFLICTS OF INTEREST**

None were declared.

**2.0 CHAIR'S REMARKS**

Chair Mark King welcomed everyone and noted he will reserve his remarks until the DNSSAB Board meeting.

**3.0 ADOPTION OF THE AGENDA**

**RESOLUTION: #FA08-2022**

MOVED BY: Dan O'Mara  
SECONDED BY: Mac Bain

**That the agenda for the Community Services Committee is accepted as presented.**

***Carried.***

**4.0 DELEGATIONS** – There were no delegations.

**5.0 CONSENT AGENDA**  
**RESOLUTION: #FA09-2022**

MOVED BY: Scott Robertson  
SECONDED BY: Terry Kelly

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

**5.1 FA07-22** – Q2 Financial Report -an update on the YTD financial performance of the organization relative to the budget set for the same period and the forecast to year-end.

*Carried.*

## **6.0 MANAGERS' REPORTS**

**6.1 FA09-22 2023 Preliminary Budget Issues Report** - a preliminary update on the issues that will impact the 2023 budget.

Manager of Finance Justin Avery provided a summary of preliminary issues in the 2023 budget, which won't be approved until 2023. He then reviewed what is expected by department, and indicated this summary doesn't reflect savings or changes to services.

There was discussion about the impact of the high costs related to Northern Pines. Justin indicated his department is working on determining a figure regarding the impact and the CAO indicated DNSSAB is working hard to get health dollars for this service and opportunities to bridge surplus dollars are being examined. DNSSAB will do all it can to keep these costs off the levy.

The Chair noted a letter was received from MPP Fedeli, where it was suggested DNSSAB pursue health dollars for services funding and the Chair agreed funding for the services required at Northern Pines are a health issue and not a municipal or housing issue.

There was further discussion about advocacy to both the provincial and federal governments for additional funding and what reserves could be used for.

### **6.2 F08-22 - Annual Reserves Report** **RESOLUTION: #FA10-22**

MOVED BY: Dan Roveda

SECONDED BY: Jane Dumas

**THAT the District of Nipissing Social Services Administration Board (DNSSAB) approves the reserves recommendations as outlined in briefing note FA08-22.**

The topic of the warming centre was brought up in this discussion, and Housing Manager Stacey Cyopeck noted a planning committee is meeting on this and that unallocated funding through Reaching Home has been earmarked for warming centre services.

There was a discussion about how the reserves will be invested and how any interest will be used.

***Carried.***

**7.0 OTHER BUSINESS**

There was no other business.

**8.0 NEXT MEETING DATE**

Wednesday, October 26, 2022

**9.0 ADJOURNMENT**

**RESOLUTION: #FA11-22**

MOVED BY: Dan O'Mara

SECONDED BY: Jane Dumas

***Resolved That the Community Services Committee meeting be adjourned at 12:36 PM.***

***Carried.***

---

MARK KING  
CHAIR OF THE COMMITTEE

---

CATHERINE MATHESON  
SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Marianne Zadra, Executive Coordinator

**BRIEFING NOTE HS34-22**

For Information or  For Approval

**Date:** October 20, 2022  
**Purpose:** **Built for Zero and Coordinated Access Nipissing Update**  
**Prepared by:** Rheanon Funnell, Homelessness Programs Coordinator  
**Reviewed by:** Stacey Cyopeck, Director, Housing Programs  
Justin Avery, Manager of Finance  
**Approved By:** Catherine Matheson, Chief Administrative Officer

---

***Alignment with Strategic Plan: Healthy, Sustainable Communities***

**Maximize Impact**    **Remove Barriers**    **Seamless Access**    **Learn & Grow**

---

Report HS34-22 provides an update on Built for Zero and Coordinated Access Nipissing and is for information purposes.

**BACKGROUND:**

Over the past several years, the Federal and Provincial governments have begun to implement an alignment of homelessness and housing policies, legislation and funding across Canada. This alignment focuses on achieving a comprehensive picture of homelessness in Canada and using data to distribute homelessness funding equitably and strategically.

In 2014, the development of Coordinated Access (CA) was identified as a priority strategy in “A Place to Call Home”, Nipissing District’s 10 Year Housing and Homelessness Plan, and identified again in the 5 Year Review in 2019 and finally again, in 2021 Homelessness Action Plan.

In 2021, the Province mandated that every Service Manager area would implement a functional, quality “By Name List” (BNL) by January 2022. The Federal Reaching Home Strategy mandated that every Designated Community in Canada would have a CA system, producing reliable data on homelessness, in place by March 31, 2022.

The District met the mandatory provincial requirements for a BNL by December 31, 2021 and the Federal Reaching Home requirements through the implementation of Coordinated Access Nipissing (CAN) by March 31, 2022.

## **CURRENT STATUS/STEPS TAKEN TO DATE:**

After achieving the initial goals of a BNL and CAN, the next requirement was to make sure both were functional and data-driven, which required having ongoing and reliable data.

The four key components to data-driven change in community homelessness:

### **1. A system to collect accurate, timely and reliable data:**

- ***Homeless Individuals and Families Information System (HIFIS)*** is a comprehensive data collection and case management system. HIFIS 4.0 offers homelessness service providers the opportunity to work cohesively and cooperatively for shared clients while creating a data picture of the individuals served.

### **2. A way to identify the numbers and needs of households experiencing homelessness within a community and begin to match those households to the resources they require:**

- ***By-Name List (BNL)***, an ongoing, real-time list of households experiencing homelessness in a community. The BNL is shared between primary CAN service providers so that these households can be prioritized and quickly and appropriately matched with the supports and housing they require to be permanently and successfully housed.

### **3. A means to formally collaborate and coordinate efforts to end homelessness:**

- ***Coordinated Access Nipissing (CAN)*** is a partnership of agencies sharing consents, data, resources and strategies to move prioritized households out of homelessness.

### **4. Momentum and support to continue moving forward and fulfill goals to end homelessness in the District of Nipissing:**

- ***Built for Zero (BFZ)*** is a national change effort helping a core group of leading communities end chronic homelessness and veteran homelessness.

The Nipissing District was accepted as a BFZ community in June 2022 and is now committed to using a structured, supportive and data-driven approach that focuses on optimizing local homeless systems, accelerating the adoption of proven practices and driving continuous improvement.

Since June 2022:

- Over 500 profiles have been added to HIFIS 4.0 by CAN partner agencies – these profiles include both households at risk of homelessness and those who are currently experiencing homelessness.
- The CAN Guide has been finalized and approved.
- The CAN Team has met weekly to begin Action-Based Case Conferencing of households prioritized on the BNL and matching households to available resources.

- Street Outreach staff from four different CAN Partner Agencies are actively collaborating to identify, respond and connect those in the District that are living unsheltered.
- Nipissing's first BFZ Action Cycle began in October 2022. The first goal is to achieve a Quality BNL that gives an accurate and reliable picture of homelessness in the District.

#### **NEXT GOALS:**

- All CAN agencies will be adding real time data to HIFIS on a daily basis.
- Once fully implemented, at any point in time the District will have a more accurate picture of how many households are living in homelessness; how many of those households are experiencing Chronic Homelessness; and what services, supports and housing they require to be housed successfully and remain out of homelessness.
- Data will be used to identify the gaps, barriers and shortages that may impede the District in reaching its identified goal of ending Chronic Homelessness by 2025, and planners along with community leads will use the BNL data to inform choices and decisions.
- All Housing and Housing Support resources will be accurately and comprehensively listed in the District's Housing Resource Inventory so that prioritized households on the BNL can be matched quickly and accurately to resources as they become available.
- A percentage of available resources in the District will be set aside for households prioritized from the BNL.

#### **RISK IDENTIFICATION AND MITIGATION:**

The Provincial and Federal governments have advised that funding associated with homelessness and housing will be data driven in the future.

The maintenance of the BNL and CAN as well as the monitoring and analysing of related data in HIFIS require dedicated resources and staffing positions.

- The Federal Reaching Home and Provincial Homelessness Prevention Program funding both provide opportunities to use the funding for CA and the BNL.
- Partner agencies will also have the opportunity to access funding to relieve the pressures created by active participation in CAN through dedicated Reaching Home Community Capacity and Innovation funding, when available.

#### **CONCLUSION:**

As a Built for Zero Community, Nipissing will use the implementation of CAN, the BNL and HIFIS 4.0, along with the creation of shared processes, consents and assessments, to strengthen the District's Homelessness system and achieve the goal of ending Chronic Homelessness by 2025.

## BOARD REPORT B21-22

For Information or  For Approval

**Date:** October 20, 2022

**Purpose:** 2022 Excess Interest Revenue

**Prepared by:** Justin Avery, Manager of Finance

**Approved by:** Catherine Matheson, Chief Administrative Officer

### *Alignment with Strategic Plan: Healthy, Sustainable Communities*

Maximize Impact  Remove Barriers  Seamless Access  Learn & Grow

### RECOMMENDATION

THAT the District of Nipissing Social Services Administration Board (DNSSAB) approves the one-time transfer of excess interest revenue in 2022 to the Affordable Housing Reserve; and;

That the amount transferred be at the discretion of the Manager of Finance.

### BACKGROUND

DNSSAB interest revenue has historically been used to offset expenses to minimize any increases to the municipal levy.

In response to the pandemic, the Bank of Canada reduced interest rates in 2020. During the pandemic, the Bank of Canada stated that interest rates were expected to remain low until inflation returned to the target rate.<sup>1</sup>

TD had also temporarily reduced DNSSAB's deposit interest rate from TD Prime less 1.73% to TD Prime less 1.85% in 2021. At the time of the 2022 budget preparation, DNSSAB's deposit interest rate was only 0.6% (TD prime of 2.45% less 1.85%). GIC rates were also low at this time given the low interest rate environment. Therefore, minimal interest revenue was budgeted for in 2022.

<sup>1</sup> <https://www.bankofcanada.ca/2020/07/fad-press-release-2020-07-15/>

## **CURRENT STATUS/STEPS TAKEN TO DATE**

Since the 2022 budget was prepared, inflation has steadily increased and recently reached a reached a 40 year high of approximately 8%.<sup>2</sup> In response to high inflation, the Bank of Canada has steadily increased interest rates throughout 2022 and further increases are expected.<sup>3</sup> As a result, DNSSAB's deposit interest rate is currently 3.72% (TD prime of 5.45% less 1.73%).

## **RISK IDENTIFICATION AND MITIGATION**

Per the Reserve Policy, transfers in or out of reserves requires Board approval.

## **CONCLUSION**

DNSSAB has earned excess interest revenue in 2022 due to current interest rates being significantly higher than they were at the time the 2022 budget was prepared. It is recommended that this excess interest revenue be put into the Affordable Housing Reserve on a one-time basis to continue to build this reserve for future housing development.

The actual excess revenue for 2022 will not be known until the 2022 yearend process is completed in early 2023, which is why the recommendation leaves the amount to be transferred at the discretion of the Manager of Finance.

---

<sup>2</sup> Bank of Canada Monetary Policy Report July 22  
<https://www.bankofcanada.ca/2022/07/mpr-2022-07-13/>

<sup>3</sup> <https://www.bankofcanada.ca/2022/10/restoring-price-stability-for-all-canadians/>

**BOARD REPORT CS09-22**

For Information or  For Approval

**Date:** October 20, 2022  
**Purpose:** **Children's Services One-Time Special Purpose Funding Policies**  
**Prepared by:** Lynn Démoré-Pitre, Director Children's Services  
**Reviewed by:** Justin Avery, Manager of Finance  
**Approved by:** Catherine Matheson, Chief Administrative Officer

---

***Alignment with Strategic Plan: Healthy, Sustainable Communities***

Maximize Impact    Remove Barriers    Seamless Access    Learn & Grow

**RECOMMENDATION:**

THAT the District of Nipissing Social Services Administration Board accept and endorse the updated one-time special purpose funding policies as listed below and described in briefing note CS09-22:

- 1) Policy: Transformation Funding (Appendix A)
- 2) Policy: Play-Based Materials and Equipment Funding (Appendix B)
- 3) Policy: Repairs and Maintenance Funding (Appendix C)

**BACKGROUND:**

DNSSAB is the designated child care and early years service system manager responsible for the planning and managing of licensed child care services and EarlyON Child and Family Centres throughout the District of Nipissing.

DNSSAB's policies and practices are planned and implemented to reflect legislation, regulations, directives and best practices, which include the *Ontario Child Care and EarlyON Child and Family Service Management Funding Guideline for Consolidated Municipal Managers and District Social Service Administration Boards*.

The Ministry of Education encourages service system managers to adopt a standard approach to managing the delivery of early years and child care services.

## **CURRENT STATUS/STEPS TAKEN TO DATE:**

The attached policies have been updated to reflect current practices and local priorities as well as promote further transparency and consistency in application and implementation for all licensed child care service providers.

More specifically, all policies have been updated to include further details related to the application process, processing of applications, funding priorities, reporting and reconciliation process as well as appeals process.

Policies, guidelines and applications for one-time special purpose funding will be made available following the approval of the attached policies.

### One-Time Special Purpose Funding Overview:

**Transformation Funding:** This funding is intended to support with one-time costs for licensed child care service providers, including licensed child care centres and home child care agencies that are involved in business transformation activities and/or require business transformation supports.

**Play-Based Material and Equipment Funding:** This funding is intended to support service providers to deliver high quality child care services and to help create enriching environments both indoors and outdoors with open ended materials that promote children's learning and development through exploration, play and inquiry consistent with the views, four foundations and pedagogical approaches of How Does Learning Happen? Ontario's Pedagogy for the Early Years.

**Repairs and Maintenance Funding:** This funding is to support licensed child care centres and home child care agencies that are not in compliance with licensing requirements or may be at risk of not being in compliance with licensing requirements under the Child Care and Early Years Act, 2014. Funding is also intended to cover one-time repair and maintenance costs.

## **RESOURCES REQUIRED, RISKS AND MITIGATION:**

Funding allocations for each one-time special purpose funding is determined through the DNSSAB budget process. From time to time, flexibility within the budget may be exercised to enhance budgeted allocations to address concerns within the sector and support with access to high quality licensed child care services.

The established policies help to mitigate potential risk by ensuring further alignment with best practices and local priorities. Furthermore, they are intended to support a fair, equitable, accountable and transparent decision making process.

## **CONCLUSION:**

DNSSAB will ensure that ongoing communication and messaging regarding policies is handled in a proficient manner through various methods (i.e. website, guidelines,

memorandums, etc.) which in turn will ensure that the necessary information reaches the appropriate individuals throughout the district.

Guidelines, applications and information related to one-time special purpose funding will also be available on the DNSSAB website.

District of Nipissing Social Services Administration Board			
Department	Children's Services	Policy Number	5CS-ADM-04
Policy	1x Special Purpose Funding: Transformation Funding		
Effective Date	June 2014	Annual Review	
Revision Date	October 2022	Board Approval	

### 1. **Policy Statement**

The District of Nipissing Social Services Administration Board (DNSSAB) is committed to ensuring that transformation funding allocated to Service Providers is distributed through a process that is fair, accountable and transparent to ensure the delivery of quality early learning and child care programs throughout the District.

Transformation funding supports program viability and facilitates licensed child care transformation. Funding is intended to cover one-time costs for Licensed Child Care Service Providers, including licensed child care centres and home child care agencies that are involved in business transformation activities and/or require business transformation supports.

### 2. **Goals, Objectives and Purpose**

- To define a policy in regards to the allocation of the transformation funding.
- To adopt a standard approach in managing Funding applications and allocations.
- To ensure fairness among all Licensed Child Care Service Providers.
- To ensure equity, openness, accountability and transparency.
- To align with the Ministry's vision and pedagogical approach.
- To obtain the best value for the use of public funds.
- To maintain the integrity of the process.
- To support affordable, quality, inclusive and accessible licensed child care services.
- To administer Funds within the discretion of the Ontario Child Care and EarlyON Child and Family Service Management Funding Guideline For Consolidated Municipal Managers and District Social Service Administration Boards.

### 3. **Persons or Groups Affected**

- Licensed Child Care Service Providers with an existing purchase of service agreement with DNSSAB, no matter the auspice.

### 4. **Restrictions**

- The availability of one-time Funding will depend on Ministry funding and DNSSAB's Children's Services budget flexibility.

District of Nipissing Social Services Administration Board			
Department	Children's Services	Policy Number	5CS-ADM-04
Policy	1x Special Purpose Funding: Transformation Funding		
Effective Date	June 2014	Annual Review	
Revision Date	October 2022	Board Approval	

- DNSSAB may provide Funding to licensed child care Service Providers with a purchase of service agreement from DNSSAB in order to support and promote access to quality early learning and child care programs.

## 5. Policy

- Whenever possible, DNSSAB will work collaboratively with School Boards and Service Providers to align the use of transformation funding with investments under the Schools-First Child Care Capital Retrofit funding.
- Business transformation activities are defined as, but not limited to:
  - The amalgamation of two or more licensed child care centres in a school or a community setting;
  - The relocation of a licensed child care to a school or within the community;
  - The retrofitting of an existing licensed and child care centre to serve younger age groups.

### Funding Applications

- DNSSAB will consider one-time Funding applications on an ongoing basis, in accordance with funding availability and Policies and Guidelines.
- Applications and guidelines will be made available to all service providers and will be posted to DNSSAB's Children's Services website.
- Service Providers wishing to apply for Funding will complete the application for Funding in the prescribed manner.
- Requests must:
  - be supported, where appropriate, by relevant documentation/plan that confirms the business transformation activity that will take place;
  - be supported by quotes (in accordance to the agency's policy) or current-year receipts and/or paid invoices.

### Processing Applications

- Unless there is outstanding information, DNSSAB will review and process the Service Provider's application within 15 business days of the application's closure date in accordance with established budget, priorities, Policies and Guidelines.

District of Nipissing Social Services Administration Board			
Department	Children's Services	Policy Number	5CS-ADM-04
Policy	1x Special Purpose Funding: Transformation Funding		
Effective Date	June 2014	Annual Review	
Revision Date	October 2022	Board Approval	

Eligible Expenditures

- Business transformation supports include the following one-time expenses:
  - Legal costs (available only to operators that are amalgamating);
  - Lease termination costs (available only to operators that are amalgamating and/or relocating);
  - Moving costs (available only to operators that are amalgamating and/or relocating);
  - Business planning costs;
  - IT upgrades to facilitate internet connectivity for business purposes;
  - Play-based material and equipment;
  - Operating funding to support the viability of child care operators that are transforming their business model; and/or
  - Funding to home child care agencies for home visitors to help support recruitment of home child care providers in under-served areas.

Funding Priorities

- Priority will be given to requests that demonstrate the most critical and time sensitive needs.
- Once the above priority has been addressed, funding will be allocated within priorities identified by the service provider (i.e. first addressing all agency identified "Priority 1" then moving to next agency identified priority until funding has been exhausted.)

Reporting and Reconciliations

- The Service Providers in receipt of Funding will be required to reconcile the Funding allocation with actual expenditures, in the prescribed format provided by DNSSAB.
- As part of the reconciliation process, the Service Provider will be required to submit invoices and a copy of the cancelled cheque or proof of payment to DNSSAB.
- Any adjustments and recoveries of funding will be determined through the reconciliation process.
- Any unused or misused Funds shall be recovered by DNSSAB.

District of Nipissing Social Services Administration Board			
Department	Children's Services	Policy Number	5CS-ADM-04
Policy	1x Special Purpose Funding: Transformation Funding		
Effective Date	June 2014	Annual Review	
Revision Date	October 2022	Board Approval	

### Appeals

- DNSSAB will ensure that a dispute resolution process is in place to allow Service Providers to bring forward issues regarding Funding decisions.
- Individuals with concerns will be asked to complete the "Service Provider Appeal Form" to ensure adequate and appropriate follow-up.
- The "Service Provider Appeal Form" will be made available on the DNSSAB's website along with the information related to 1x special purpose funding applications.
- When received, DNSSAB will review and respond to the Service Provider's appeal within ten (10) business days.

### **6. Annual Policy Update**

This policy will be updated on an annual basis to reflect updates and addendums made to the Ministry's Ontario Child Care and EarlyON Child and Family Service Management Funding Guideline For Consolidated Municipal Managers and District Social Service Administration Boards and/or municipal/provincial/local best practices.

### **7. Definitions**

The words and phrases listed below when used in this policy shall have the following meaning ascribed to them:

- "Act" means the Child Care and Early Years Act, 2014;
- "Agreement" means a service agreement between the DNSSAB and Child Care Service Provider.
- "Auspice" means not-for-profit or for-profit child care agencies and program;
- "Board" means the Board of Directors of the Nipissing District Social Services Administration Board;
- "Children's Services Budget" means Board approved department budget including authorized revisions;
- "DNSSAB" means the District of Nipissing Social Services Administration Board;
- "Funding or Funds" means transformation funding allocated to the Service Provider;
- "Licensed Child Care" means an agency who provides centre based or home child care for one or more children and has a licence issued by the Ministry of Education under the *Child Care and Early Years Act, 2014*.

District of Nipissing Social Services Administration Board			
Department	Children’s Services	Policy Number	5CS-ADM-04
Policy	1x Special Purpose Funding: Transformation Funding		
Effective Date	June 2014	Annual Review	
Revision Date	October 2022	Board Approval	

- “Ministry” means Ministry of Education for the Province of Ontario or any successor ministry, department or government body;
- “Policies and Guidelines” means the policies and guidelines of the Ministry and DNSSAB, as amended or replaced from time to time.
- “Service Provider(s)” means an independent agency providing Licensed Child Care services.

**8. References and Related Statements of Policy and Procedure**

- Ontario Child Care and EarlyON Child and Family Service Management Funding Guideline For Consolidated Municipal Managers and District Social Service Administration Boards (Ministry of Education, updated annually).
- Child Care and Early Learning Act 2014.

District of Nipissing Social Services Administration Board			
Department	Children's Services	Policy Number	5CS-ADM-06
Policy	1x Special Purpose Funding: Play-Based Materials and Equipment Funding		
Effective Date	June 2014	Annual Review	
Revision Date	October 2022	Board Approval	

### 1. **Policy Statement**

The District of Nipissing Social Services Administration Board (DNSSAB) is committed to ensuring that play-based material and equipment funding allocated to Service Providers is distributed through a process that is fair, accountable and transparent to ensure the delivery of quality early learning and child care programs throughout the District.

Play-based material and equipment funding is to support the provision of high quality early learning and child care programs for children from infancy up to 13 years of age. Furthermore, the Funding is intended to help service providers create enriching environments both indoors and outdoors with open ended materials that promote children's learning and development through exploration, play and inquiry consistent with the views, four foundations and pedagogical approaches of *How Does Learning Happen?* Ontario's Pedagogy for the Early Years.

### 2. **Goals, Objectives and Purpose**

- To define a policy in regards to the allocation of the play-based material and equipment funding.
- To adopt a standard approach in managing Funding applications and allocations.
- To ensure fairness among all Licensed Child Care Service Providers.
- To ensure equity, openness, accountability and transparency.
- To align with the Ministry's vision and pedagogical approach.
- To obtain the best value for the use of public funds.
- To maintain the integrity of the process.
- To support affordable, quality, inclusive and accessible licensed child care services.
- To administer Funds within the discretion of the Ontario Child Care and EarlyON Child and Family Service Management Funding Guideline For Consolidated Municipal Managers and District Social Service Administration Boards.

### 3. **Persons or Groups Affected**

- Children up to 13 years of age enrolled in a licensed child care program in the district of Nipissing.
- Licensed Child Care Service Providers with an existing purchase of service agreement with DNSSAB, no matter the auspice.

District of Nipissing Social Services Administration Board			
Department	Children's Services	Policy Number	5CS-ADM-06
Policy	1x Special Purpose Funding: Play-Based Materials and Equipment Funding		
Effective Date	June 2014	Annual Review	
Revision Date	October 2022	Board Approval	

**4. Restrictions**

- The availability of one-time Funding will depend on Ministry funding and DNSSAB's Children's Services budget flexibility.
- DNSSAB may provide Funding to licensed child care Service Providers with a purchase of service agreement from DNSSAB in order to support and promote quality early learning and child care programs.
- Play-Based Materials and Equipment Funding cannot be used for consumable supplies.

**5. Policy**

Funding Applications

- DNSSAB will consider one-time Funding applications on an annual basis, in accordance with funding availability and within Policies and Guidelines.
- Applications and guidelines will be made available to all service providers and will be posted to DNSSAB's Children's Services website.
- Service Providers wishing to apply for Funding will complete the application for Funding in the prescribed manner.
- Requests must:
  - be supported where appropriate by relevant documentation from a Ministry personnel;
  - be supported by quotes (in accordance to the agency's policy) or current-year receipts and/or paid invoices.

Processing Applications

- Unless there is outstanding information, DNSSAB will review and process the Service Provider's application within 15 business days of the application's closure date in accordance to established budget, priorities, Policies and Guidelines.

Eligible Expenditures

- Play-based material and equipment funding may be used to purchase non-consumable supplies/equipment to support the ongoing regular operation of the licensed child care program and promote children's learning and development

District of Nipissing Social Services Administration Board			
Department	Children’s Services	Policy Number	5CS-ADM-06
Policy	1x Special Purpose Funding: Play-Based Materials and Equipment Funding		
Effective Date	June 2014	Annual Review	
Revision Date	October 2022	Board Approval	

through exploration, play and inquiry consistent with the provincial pedagogical approach. Request for funding may include, but not limited to:

- kitchen supplies
- IT (i.e. to support with communication, pedagogical documentation, etc.)
- supplies and equipment to support learning environments while adhering to health and safety requirements, etc.

Ineligible Expenditures

- Play-Based Materials and Equipment Funding cannot be used for consumable supplies.

Funding Priorities

- Priority will be given to requests that demonstrate the most critical and time sensitive needs. Funding will be prioritized for service providers that can demonstrate that they are not in compliance or are at risk of not being in compliance with licensing requirements under the Act.
- Once the above priority has been addressed, funding will be allocated within priorities identified by the service provider (i.e. first addressing all agency identified “Priority 1” then moving to next agency identified priority until funding has been exhausted.)

Reporting and Reconciliations

- The Service Providers in receipt of Funding will be required to reconcile the Funding allocation with actual expenditures, in the prescribed format provided by DNSSAB.
- As part of the reconciliation process, the Service Provider will be required to submit invoices and a copy of the cancelled cheque or proof of payment to DNSSAB.
- Any adjustments and recoveries of funding will be determined through the reconciliation process.
- Any unused or misused Funds shall be recovered by DNSSAB.

Appeals

- DNSSAB will ensure that a dispute resolution process is in place to allow Service Providers to bring forward issues regarding Funding decisions.

District of Nipissing Social Services Administration Board			
Department	Children’s Services	Policy Number	5CS-ADM-06
Policy	1x Special Purpose Funding: Play-Based Materials and Equipment Funding		
Effective Date	June 2014	Annual Review	
Revision Date	October 2022	Board Approval	

- Individuals with concerns will be asked to complete the “Service Provider Appeal Form” to ensure adequate and appropriate follow-up.
- The “Service Provider Appeal Form” will be made available on the DNSSAB’s website along with the information related to 1x special purpose funding applications.
- When received, DNSSAB will review and respond to the Service Provider’s appeal within ten (10) business days.

**6. Annual Policy Update**

This policy will be updated on an annual basis to reflect updates and addendums made to the Ministry’s Ontario Child Care and EarlyON Child and Family Service Management Funding Guideline For Consolidated Municipal Managers and District Social Service Administration Boards and/or municipal/provincial/local best practices.

**7. Definitions**

The words and phrases listed below when used in this policy shall have the following meaning ascribed to them:

- “Act” means the Child Care and Early Years Act, 2014;
- “Agreement” means a service agreement between the DNSSAB and Child Care Service Provider.
- “Auspice” means not-for-profit or for-profit child care agencies and program;
- “Board” means the Board of Directors of the Nipissing District Social Services Administration Board;
- “Children’s Services Budget” means Board approved department budget including authorized revisions;
- “DNSSAB” means the District of Nipissing Social Services Administration Board;
- “Funding or Funds” means play-based material and equipment funding allocated to the Service Provider;
- “Licensed Child Care” means an agency who provides centre based or home child care for one or more children and has a licence issued by the Ministry of Education under the *Child Care and Early Years Act, 2014*.
- “Ministry” means Ministry of Education for the Province of Ontario or any successor ministry, department or government body;

District of Nipissing Social Services Administration Board			
Department	Children’s Services	Policy Number	5CS-ADM-06
Policy	1x Special Purpose Funding: Play-Based Materials and Equipment Funding		
Effective Date	June 2014	Annual Review	
Revision Date	October 2022	Board Approval	

- “Policies and Guidelines” means the policies and guidelines of the Ministry and DNSSAB, as amended or replaced from time to time.
- “Service Provider(s)” means an independent agency providing Licensed Child Care services.

**8. References and Related Statements of Policy and Procedure**

- Ontario Child Care and EarlyON Child and Family Service Management Funding Guideline For Consolidated Municipal Managers and District Social Service Administration Boards (Ministry of Education, updated annually).
- Child Care and Early Learning Act 2014.

District of Nipissing Social Services Administration Board			
Department	Children's Services	Policy Number	5CS-ADM-07
Policy	1x Special Purpose Funding: Repairs and Maintenance Funding		
Effective Date	June 2014	Annual Review	
Revision Date	October 2022	Board Approval	

### 1. **Policy Statement**

The District of Nipissing Social Services Administration Board (DNSSAB) is committed to ensuring that repairs and maintenance funding allocated to Service Providers is distributed through a process that is fair, accountable and transparent to ensure the delivery of quality early learning and child care programs throughout the District.

Repairs and maintenance funding is to support licensed child care centres and home child care agencies that are not in compliance with licensing requirements or may be at risk of not being in compliance with licensing requirements under the Child Care and Early Years Act, 2014. Funding is also intended to cover one-time repair and maintenance costs.

### 2. **Goals, Objectives and Purpose**

- To define a policy in regards to the allocation of the repairs and maintenance funding.
- To adopt a standard approach in managing Funding applications and allocations.
- To ensure fairness among all Licensed Child Care Service Providers.
- To ensure equity, openness, accountability and transparency.
- To align with the Ministry's vision and pedagogical approach.
- To obtain the best value for the use of public funds.
- To maintain the integrity of the process.
- To support affordable, quality, inclusive and accessible licensed child care services.
- To administer Funds within the discretion of the Ontario Child Care and EarlyON Child and Family Service Management Funding Guideline For Consolidated Municipal Managers and District Social Service Administration Boards.

### 3. **Persons or Groups Affected**

- Licensed Child Care Service Providers with an existing purchase of service agreement with DNSSAB, no matter the auspice.
- Children up to 13 years of age enrolled in a licensed child care program in the district of Nipissing.

District of Nipissing Social Services Administration Board			
Department	Children’s Services	Policy Number	5CS-ADM-07
Policy	1x Special Purpose Funding: Repairs and Maintenance Funding		
Effective Date	June 2014	Annual Review	
Revision Date	October 2022	Board Approval	

**4. Restrictions**

- DNSSAB may provide Funding to Service Providers with a Purchase of Service Agreement from DNSSAB in order to support health and well-being and promote quality programs.
- The availability of Funds will depend on Ministry funding and DNSSAB’s Children’s Services budget flexibility.
- Repairs and maintenance funding cannot be used for program expansion.

**5. Policy**

Funding Applications

- DNSSAB will consider one-time Funding applications on an annual basis, in accordance with Funding availability and within Policies and Guidelines.
- Applications and guidelines will be made available to all service providers and will be posted to DNSSAB’s Children’s Services website.
- Service Providers wishing to apply for Funding will complete the application for Funding in the prescribed manner.
- Requests must:
  - be supported where appropriate by relevant documentation from a health and safety authority, fire inspector; health inspector or Ministry personnel;
  - be supported by quotes (in accordance to the agency’s policy) or current-year receipts and/or paid invoices.

Processing Applications

- Unless there is outstanding information, DNSSAB will review and process the Service Provider’s application within 15 business days of the application’s closure date in accordance to established budget, priorities, Policies and Guidelines.

Eligible Expenditures

- Common areas of health and safety concern that may be eligible for repairs and maintenance funding may include, but are not limited to:
  - Food Preparation - which may include but not limited to the addition, repair or replacement of: hand washing sink in the kitchen, dishwasher or hot water booster and/ or major appliances.

District of Nipissing Social Services Administration Board			
Department	Children’s Services	Policy Number	5CS-ADM-07
Policy	1x Special Purpose Funding: Repairs and Maintenance Funding		
Effective Date	June 2014	Annual Review	
Revision Date	October 2022	Board Approval	

- Major Systems – which may include but not limited to addition, repair or replacement of: leaking roof, building foundation, heating/cooling system, ventilation system, sump pump, fire detection alarm changes and upgrades, emergency lighting, accessibility, windows or doors, asbestos removal or encapsulation, secure entrances, wiring upgrades and fencing.
- Play Area – which may include but not limited to the addition, repair or replacement of: damaged walls, peeling paint that may contain lead, cot storage facilities, windows, worn flooring material, worn or damaged ceilings and/or damaged outdoor play climbers or outdoor safety surfacing.
- Washrooms – which may include but not limited to the addition, repair or replacement of: fixtures, partitions, flooring materials, change table/area.

Ineligible Expenditures

- Repairs and maintenance funding cannot be used for program expansion.

Funding Priorities

- Priority will be given to requests that demonstrate the most critical and time sensitive needs. Funding will be prioritized for service providers that can demonstrate that they are not in compliance or are at risk of not being in compliance with licensing requirements under the Act.
- Once the above priority has been addressed, funding will be allocated within priorities identified by the service provider (i.e. first addressing all agency identified “Priority 1” then moving to next agency identified priority until funding has been exhausted.)

Reporting and Reconciliations

- The Service Providers in receipt of Funding will be required to reconcile the Funding allocation with actual expenditures, in the prescribed format provided by DNSSAB.
- As part of the reconciliation process, the Service Provider will be required to submit invoices and a copy of the cancelled cheque or proof of payment to DNSSAB.
- Any adjustments and recoveries of funding will be determined through the reconciliation process.
- Any unused or misused Funds shall be recovered by DNSSAB.

District of Nipissing Social Services Administration Board			
Department	Children's Services	Policy Number	5CS-ADM-07
Policy	1x Special Purpose Funding: Repairs and Maintenance Funding		
Effective Date	June 2014	Annual Review	
Revision Date	October 2022	Board Approval	

### Appeals

- DNSSAB will ensure that a dispute resolution process is in place to allow Service Providers to bring forward issues regarding funding decisions.
- Individuals with concerns will be asked to complete the "Service Provider Appeal Form" to ensure adequate and appropriate follow-up.
- The "Service Provider Appeal Form" will be made available on the DNSSAB's website along with the information related to 1x special purpose funding applications.
- When received, DNSSAB will review and respond to the Service Provider's appeal within ten (10) business days.

### **6. Annual Policy Update**

This policy will be updated on an annual basis to reflect updates and addendums made to the Ministry's Ontario Child Care and EarlyON Child and Family Service Management Funding Guideline For Consolidated Municipal Managers and District Social Service Administration Boards and/or municipal/provincial/local best practices.

### **7. Definitions**

The words and phrases listed below when used in this policy shall have the following meaning ascribed to them:

- "Act" means the Child Care and Early Years Act, 2014.
- "Agreement" means a service agreement between the DNSSAB and Child Care Service Provider.
- "Auspice" means not-for-profit or for-profit child care agencies and program.
- "Board" means the Board of Directors of the Nipissing District Social Services Administration Board.
- "Children's Services Budget" means Board approved department budget including authorized revisions.
- "DNSSAB" means the District of Nipissing Social Services Administration Board.
- "Funding or Funds" means repairs and maintenance funding allocated to the Service Provider.

District of Nipissing Social Services Administration Board			
Department	Children's Services	Policy Number	5CS-ADM-07
Policy	1x Special Purpose Funding: Repairs and Maintenance Funding		
Effective Date	June 2014	Annual Review	
Revision Date	October 2022	Board Approval	

- “Licensed Child Care” means an agency who provides centre based or home child care for one or more children and has a licence issued by the Ministry of Education under the *Child Care and Early Years Act, 2014*.
- “Ministry” means Ministry of Education for the Province of Ontario or any successor ministry, department or government body.
- “Policies and Guidelines” means the policies and guidelines of the Ministry and DNSSAB, as amended or replaced from time to time.
- “Service Provider(s)” means an independent agency providing Licensed Child Care services.

#### 8. References and Related Statements of Policy and Procedure

- Ontario Child Care and EarlyON Child and Family Service Management Funding Guideline For Consolidated Municipal Managers and District Social Service Administration Boards (Ministry of Education, updated annually).
- Child Care and Early Learning Act 2014.