



REGULAR BOARD MEETING AGENDA

Healthy, Sustainable Communities

Date: Wednesday, September 28, 2022

Time: DNSSAB Board Meeting at 12:30 PM (or directly following the Finance and Administration Committee)

Location: By video conference via link below or at the DNSSAB Boardroom

<https://us06web.zoom.us/j/82419379485?pwd=UXdLdkRPd05pNG1Eellwa1Q0cThNdz09>

Meeting ID: 824 1937 9485

Passcode: 77588898

One tap mobile

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Dial by your location

+1 613 209 3054 Canada

+1 647 374 4685 Canada

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

Item	Topic
1.0	1.1 Call to Order MOTION: #2022-65 <i>Resolved</i> THAT the Board of Directors accepts the Roll Call as read by the Recording Secretary for the Regular Board meeting of September 28, 2022 at ____ PM. 1.2 Declaration of Conflict of Interest
2.0	Opening remarks by the Chair

Item	Topic
3.0	<p>Approval of Agenda for September 28, 2022</p> <p>MOTION: #2022-66 THAT Board members accept the Agenda as presented.</p>
4.0	<p>Approval of Minutes (June 22, 2022)</p> <p>4.1 MOTION: #2022-67-A THAT the Board adopt the minutes of the proceedings of the Regular Board meeting of June 22, 2022.</p> <p>4.2 MOTION: #2022-67-B THAT the Board adopt the minutes of the proceedings of the Community Services Committee meeting of June 22, 2022.</p>
5.0	<p>Delegation-</p> <ol style="list-style-type: none"> 1. Nipissing Wellness Ontario Health Team Strategic Plan 2022-24 – Wendy Smith, NWOHT 2. Harm Reduction Services – Louise Gagne, NDPSHU
6.0	<p>6.1 CAO VERBAL UPDATE:</p> <p>MOTION: #2022-68 THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives the CAO Verbal Report for September 28, 2022.</p>
7.0	<p>CONSENT AGENDA - <i>All items in the consent agenda are voted on collectively. The Chair will call out each item for consideration of discussion. Any item can be singled out for separate vote; then, only the remaining items will be voted on collectively.</i></p> <p>MOTION: #2022-69 THAT the Committee receives for information or approval, Consent Agenda item 7.1 to 7.3.</p> <p>7.1 B17-22 Political Elections Policy THAT the District of Nipissing Social Services Administration Board approve the Political Elections Policy as presented.</p> <p>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.</p> <p>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</p>

Item	Topic
	<p>in briefing note CS08-22:</p> <ul style="list-style-type: none"> •Policy 5CS-ADM-13 Canada-Wide Early Learning and Child Care System (Appendix A); and <p>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:</p> <ul style="list-style-type: none"> •Policy 5CS-ADM-14 Child Care Maximum Profits, Surpluses and Reserves (Appendix B)
8.0	MANAGERS REPORTS
	<p>8.1 PS05-22 Response Time Standard 2023 Plan</p> <p>MOTION: #2022-70 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.</p>
	<p>8.6 Move in Camera</p> <p>MOTION: #2022-71 THAT the Board move in-camera at _____ to discuss a matter of negotiation and labour relations.</p>
	<p>8.7 Adjourn in Camera</p> <p>MOTION: #2022-72 THAT the Board adjourn in-camera at _____.</p>
	<p>8.8 Approve in Camera</p> <p>MOTION: 2022-73 THAT the Board approves the direction/action agreed to in the in-camera session.</p>
9.0	OTHER/NEW BUSINESS
10.0	<p>NEXT MEETING DATE Wednesday, October 26, 2022</p>
11.0	<p>ADJOURNMENT</p> <p>MOTION: #2022-74 THAT the Board meeting be adjourned at _____.</p>

DISTRICT OF NIPISSING SOCIAL SERVICES ADMINISTRATION BOARD MEETING

MINUTES OF PROCEEDINGS

6/22/2022 at 1:00:00 PM

IN PERSON IN DNSSAB BOARDROOM OR VIRTUALLY VIA ZOOM

MEMBERS PRESENT:

BILL VREBOSCH (North Bay)

CHRIS MAYNE (North Bay)

MARK KING (North Bay) - Chair

MAC BAIN (North Bay)

DAVE MENDICINO (North Bay)

SCOTT ROBERTSON (North Bay)

DAN ROVEDA (West Nipissing) – Vice-Chair

DEAN BACKER (East Nipissing)

JANE DUMAS (South Algonquin)

TERRY KELLY (East Ferris)

AMANDA SMITH (Unincorporated)

CATHERINE MATHESON (CAO)

REGRETS

DAN O'MARA (Temagami)

STAFF ATTENDANCE:

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

Robert Smith, EMS Chief

Dawn Carlyle, Project Manager

David Plumstead, Manager Planning, Outcomes & Analytics

Donna Mayer, Manager of Project Development

MEDIA:

Stu Campaigne (Bay Today)

1.1 Call to Order

CARRIED

RESOLUTION #2022-51

MOVED BY: MAC BAIN

SECONDED BY: AMANDA SMITH

RESOLVED THAT the Board of Directors accepts the Roll Call as read by the Recording Secretary for the Regular Board meeting of June 22, 2022 at 1:06 PM.

1.2 Declaration of Conflict of Interest

COUNCILLOR MAC BAIN declared a conflict of interest with Item SSE07-22 Funeral Policy Review as his

business receives funding under the program.

2.0 Opening remarks by the Chair

Chair welcomed members, staff and guests. Chair reminded the board that there will be a summer recess, therefore, there will be no board meetings for July and August and the board will reconvene again in September 2022. In the opening remarks, Chair emphasized the work that DNSSAB is doing to ensure equal access and opportunity to its services and programs to all residents within the district. From access to child care, social assistance support, geared to income housing, paramedic services, and homelessness prevention programming, DNSSAB is taking a district-wide approach to ensure residents receive the help they need when they need it. The Chair highlighted the work that Housing Services, through its Service Provider Crisis Centre of North Bay, as well as community agencies that are part of the CAB, are doing to work together to make sure that location is not a deterrent to shelter, support or programming for the District’s most vulnerable citizens. On behalf of the Board, the Chair thanked the services and agencies who are reaching out to persons where they are and helping them address their crisis.

3.0 Approval of Agenda for June 22, 2022 CARRIED

RESOLUTION #2022-52

MOVED BY: DAN ROVEDA
SECONDED BY: DAVE MENDICINO

RESOLVED THAT Board members accept the Agenda as presented

4.0 Approval of Minutes (May 25, 2022)

4.1 Approval of Minutes (Regular Board) CARRIED

RESOLUTION #2022-53-A

MOVED BY: JANE DUMAS
SECONDED BY: SCOTT ROBERTSON

RESOLVED THAT the Board adopt the minutes of the proceedings of the Regular Board meeting of May 25, 2022.

4.2 Approval of Minutes (Finance and Administration Committee) CARRIED

RESOLUTION #2022-53-B

MOVED BY: TERRY KELLY
SECONDED BY: CHRIS MAYNE

RESOLVED THAT the Board adopt the minutes of the proceedings of the Finance and Administration Committee meeting of May 25, 2022.

5.0 Delegations (David Plumstead on Census 2021 Age and Sex)

David Plumstead presented to the Board the 2021 Census Data on Age and Sex (April 27, 2022) which looked at the age structure for Ontario and Nipissing District and the general age groups for Nipissing municipalities and areas.

The Board discussed the presentation and noted that as the population decreases, the District may have excess (or demand taper off) services (i.e., child care and schools) and housing on hand which will need to be addressed; it is possible that the Board may have to address this within 10 years. Board discussed the impacts that immigration will have on boosting population numbers however David confirmed that the District is experiencing a higher death-to-birth ratio so as deaths outnumber births, immigration is needed to achieve population growth.

The Board also discussed the impacts of the population information on employment prospects and noted that inflation may be impacting the choices of the baby boomer generation to work longer - however David noted that the census data presented was not correlated to inflation and its impact on the longevity of employment. David confirmed that the data is a point-in-time snapshot of the District and therefore is not predictive but informative.

6.1 CAO VERBAL UPDATE

CARRIED

RESOLUTION #2022-54

MOVED BY: BILL VREBOSCH
SECONDED BY: DAN ROVEDA

RESOLVED THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives the CAO Verbal Report for June 22, 2022.

CAO updated the Board on the Paramedic Services transition and that as of July 9, 2022 the Paramedic Services management team will be DNSSAB employees. Northern Pines - Phase I second floor has opened with eight (8) rooms available. Phase II is scheduled to open later in the summer of 2022 and Phase III in 2023. For Children Services, applications for child care licenses are due September 1, 2022. Staff are promoting the application and offering assistance to service providers.

7.0 CONSENT AGENDA

CARRIED

RESOLUTION #2022-55

MOVED BY: JANE DUMAS
SECONDED BY: AMANDA SMITH

RESOLVED THAT the Committee receives for approval, Consent Agenda items 7.1 and 7.2.

7.1 B12-22 Lame Duck Restrictions

WHEREAS Section D 17 of the District of Nipissing Social Services Administration Board (DNSSAB) Procedural By-law restricts the actions of the Board if the Board meets the "lame duck" threshold; and

WHEREAS the By-Law states that nothing is preventing any person or body from exercising authority delegated by the Board;

THAT the restricted acts listed in the By-law be delegated to the Chief Administrative Officer (CAO), as described in this report; and

THAT the delegation of authority would be effective the date the Board is confirmed to be in lame duck and would continue to the day after election day or end of the Board's term, depending on the outcome of the election.

7.2 B16-22 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.

Board asked for confirmation if the B12-22-Lame Duck Restriction follows the Municipal Act and/or DNSSAB Act. Department confirmed that the Lame Duck Restrictions were created consistent with the Municipal Act due to the language within the Nipissing By-Law.

Board directed Department to strengthen language in the Travel, Meal, and Hospitality Policy so that it clearly restricts claims for mileage for attendance at regularly scheduled meetings and/or meetings that are within the city limits of the attendee.

8.0 MANAGERS REPORTS

8.1 HS30-22 Reaching Home Allocation RFP

CARRIED

RESOLUTION #2022-56

MOVED BY: CHRIS MAYNE
SECONDED BY: DAVE MENDICINO

RESOLVED THAT the District of Nipissing Social Services Administration Board (DNSSAB) receive and approve Report HS30-22, regarding the outcome of Request for Proposals RFP 2022-18: Reaching Home – Homelessness Services and authorizing the CAO to consider such recommendations from the Community Advisory Board (CAB), and enter into negotiations and subsequent contracts with the successful proponents.

Furthermore, that the District of Nipissing Social Services Administration Board authorizes staff to reallocate funds throughout the 2022/23 fiscal year to qualifying initiatives, up to the CAO delegated authority based on emerging priorities in the district.

8.2 HS31-22 Overflow Policy

CARRIED

RESOLUTION #2022-57

MOVED BY: SCOTT ROBERTSON
SECONDED BY: DAN ROVEDA

RESOLVED THAT the District of Nipissing Social Services Administration Board receive, for approval, the Emergency Shelter Overflow Policy attached as Appendix A, and set out in report HS31-22.

8.3 HS27-22 Social Housing Regulation Changes

CARRIED

RESOLUTION #2022-58

MOVED BY: AMANDA SMITH
SECONDED BY: DAN ROVEDA

RESOLVED THAT the District of Nipissing Social Services Administration Board (DNSSAB) receive for approval report HS27-22 regarding the Housing Services Act Regulatory Changes and the recommended updates to Local Housing Income Policy 2020-02 and Local Housing Asset Policy 2020-07.

Board requests confirmation if the changes will add more people to the service level count. Department expects that this will add more persons to the service level count however staff have sent a clarifying question to the ministry and will report back to the Board once received.

8.4 CS07-22 Children's Services Policies

CARRIED

RESOLUTION #2022-59

MOVED BY: AMANDA SMITH
SECONDED BY: JANE DUMAS

RESOLVED THAT the District of Nipissing Social Services Administrative Board (DNSSAB) accepts and endorses the following policies as described in briefing note CS07-22:

- 1) Policy 5CS-ADM-13 Canada-Wide Early Learning and Child Care System (Appendix A)
- 2) Policy 5CS-ADM-14 Child Care Maximum Profits, Surpluses and Reserves (Appendix B)

8.5 SSE07-22 Funeral Policy Review

CARRIED

RESOLUTION #2022-60

MOVED BY: AMANDA SMITH
SECONDED BY: TERRY KELLY

RESOLVED THAT the District of Nipissing Social Services Administration Board (DNSSAB) receive report SSE07-22 on the Ontario Works local funeral policy review, recommending Option 3, for approval.

8.6 Move-in Camera

CARRIED

RESOLUTION #2022-61

MOVED BY: DEAN BACKER
SECONDED BY: DAVE MENDICINO

RESOLVED THAT the Board move in-camera at 2:20 PM to discuss a matter of negotiation.

8.7 Adjourn in Camera

CARRIED

RESOLUTION #2022-62

MOVED BY: TERRY KELLY
SECONDED BY: MAC BAIN

RESOLVED THAT the Board adjourn in-camera at 2:39 PM.

8.8 Approve in Camera

CARRIED

RESOLUTION #2022-63

MOVED BY: DAVE MENDICINO
SECONDED BY: JANE DUMAS

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

9.0 OTHER/NEW BUSINESS

There was no new business.

10.0 NEXT MEETING DATE

Wednesday, September 28, 2022

11.0 ADJOURNMENT

CARRIED

RESOLUTION #2022-64

MOVED BY: TERRY KELLY
SECONDED BY: BILL VREBOSCH

RESOLVED THAT the Board meeting be adjourned at 2:41 PM.

MARK KING
Chair

CATHERINE MATHESON
Secretary

Minutes of Proceedings Recorder
Matthew Campbell, Contract and Purchasing Specialist

COMMUNITY SERVICES COMMITTEE MEETING

MINUTES OF PROCEEDINGS

6/22/2022 at 12:00:00 PM

IN PERSON IN DNSSAB BOARDROOM OR VIRTUALLY VIA ZOOM (AS PER INSTRUCTION BELOW)

MEMBERS PRESENT:

BILL VREBOSCH (North Bay)

CHRIS MAYNE (North Bay)

MARK KING (North Bay)

MAC BAIN (North Bay)

DAVE MENDICINO (North Bay) – Vice-Chair

SCOTT ROBERTSON (North Bay)

DAN ROVEDA (West Nipissing) - Chair

DEAN BACKER (East Nipissing)

JANE DUMAS (South Algonquin)

AMANDA SMITH (Unincorporated)

CATHERINE MATHESON (CAO)

REGRETS

DAN O'MARA (Temagami)

TERRY KELLY (East Ferris)

STAFF ATTENDANCE:

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

Robert Smith, EMS Chief

Dawn Carlyle, Project Manager

David Plumstead, Manager Planning, Outcomes & Analytics

Donna Mayer, Manager of Project Development

GUESTS:

Bryce Gartner (Community Paramedicine)

MEDIA:

Stu Campaigne (Bay Today)

1.1 Call to Order - Roll Call

The Community Services Committee was called to order at 12:04 PM

1.2 Declaration of Conflict of Interest

None were declared

2.0 Opening remarks by the Chair

Chair Dan Roveda welcomed members and guests and informed the committee that today's meeting will be the last before the summer break.

3.0 Approval of the Agenda for June 22, 2022

CARRIED

RESOLUTION #CSC22-2022

MOVED BY: MARK KING
SECONDED BY: DAVE MENDICINO

RESOLVED THAT the Community Services Committee accepts the Agenda as presented.

4.0 DELEGATIONS (Rob Smith and Commander Bryce Gartner on Community Paramedicine)

Commander Bryce Gartner presented to the committee details about the Community Paramedicine program which began in 2014 with one paramedic to current four full-time positions and one commander. The original mandate of diverting frequent 911 calls has since been expanded to address the increasing long-term care home waitlist and to provide remote patient monitoring care with a 300 patient roster and 250 visits each month. He outlined some future trends and opportunities for the program, including new provincial funding opportunities that may enhance programming, new collaboration with Ontario Health, expansion of remote patient monitoring and on-going collaboration with community partners (North Bay Police Services, City of North Bay Wellness Coordinator, nurse practitioner and Northern Pines).

After the presentation, Commander Gartner addressed questions from the committee, explaining the referral process and bilingual service delivery.

5.0 CONSENT AGENDA

CARRIED

RESOLUTION #CSC23-22

MOVED BY: DEAN BACKER
SECONDED BY: SCOTT ROBERTSON

RESOLVED THAT the Committee receives for information, Consent Agenda items 5.1 to 5.4.

Items 5.2, 5.3 and 5.4 in the consent agenda were pulled for discussion and all items were voted on collectively.

5.1 SSE05-22 Modernization Update - an update on the Ministry of Children, Community and Social Services (MCCSS) modernization initiatives.

5.2 CS05-22 Licensed Child Care Services & Services for Children with Exceptional Needs

In response to a Board request in May about daycare services for children aged 12 and over who have exceptional needs. Children's Services provided a report, confirming that the children's needs can be met through current legislation and through local services providers and community agencies. Children's Services indicated staff will continue to coordinate support and services for families in need when referrals are received.

5.3 HS26-22 Homelessness Action Plan Quarterly Update

Department provided a verbal summary of progress made in the plan to date detailing the Community Homelessness Prevention Initiative (CHPI) and Social Service Relief Fund (SSRF) Phase 3 and 4 – 2021-22 Year End as outlined in Briefing Note HS26-22.

5.4 HS29-22 CHPI/SSRF Final Report

Department provided a verbal summary of Briefing Note HS29-22.

In response to a committee member's question, Department confirmed that the full \$7.3M was provincial funding.

6.0 MANAGERS REPORTS

6.1 CS06-22 Children's Services Policies

CARRIED

RESOLUTION #CSC25-22

MOVED BY: DAVE MENDICINO
SECONDED BY: MARK KING

RESOLVED THAT the Community Services Committee accept and endorse the updated policies as listed below and described in briefing note CS06-22:

- 1) Policy: Wage Enhancement Grant and Home Child Care Enhancement Grant (Appendix A)
- 2) Policy: Fee Subsidy Waitlist Management (Appendix B)

Children's Services provided a verbal summary of Briefing Note CS06-22..

6.2 SSE06-22 Ontario Works Caseload Infographic (for information) - an infographic that highlights a selection of Ontario Works caseload data by community in Nipissing District.

An infographic on the Ontario Works caseload was presented, providing key information and demographic data on the local caseload grouped into four catchment areas and informing decision-making.

6.3 HS28-22 Annual Update to 10-Year Housing and Homelessness Plan (for information) - outlines the annual report on the 2021 implementation of "A Place to Call Home: Nipissing District 10-Year Housing and Homelessness Plan 2014-2024" and attached Appendix A "2021 Annual Report Implementation Update", and is for information purposes.

Committee requested confirmation as to the amount of one-time funding received; to which the department confirmed it was 47%.

7.0 OTHER BUSINESS

There was no other business

8.0 NEXT MEETING DATE

Wednesday, September 28, 2022

9.0 ADJOURNMENT

CARRIED

RESOLUTION #CSC24-22

MOVED BY: MAC BAIN
SECONDED BY: AMANDA SMITH

RESOLVED THAT the Community Services Committee meeting be adjourned at 12:51 PM.

DAN ROVEDA
Chair

CATHERINE MATHESON
Secretary

Minutes of Proceedings Recorder
Matthew Campbell, Contract and Purchasing Specialist

BRIEFING NOTE B17-22

For information or For Decision or For Approval

Date: September 28, 2022

Purpose: Political Elections Policy

Prepared by: Melanie Shaye, Director of Corporate Services

Reviewed by: Justin Avery, Manager of Finance

Reviewed by: Catherine Matheson, CAO

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 approve the Political Elections Policy as presented.

BACKGROUND

This is a new policy that has been created to establish consistency with the Municipal Elections Act, 1996, which outlines rules and regulations governing the financing of municipal election campaigns in Ontario. This policy is not intended to limit freedom of expression.

PROPOSED POLICY HIGHLIGHTS

Considering the best practice of other municipalities, including the City of North Bay, the policy was created to include:

- A policy which covers all DNSSAB and NDHC employees and Board members, as well as candidates, political parties, constituency associations and registered third parties considering the use of DNSSAB or NDHC resources for election related purposes.
- No DNSSAB or NDHC resource shall be used during an election period to promote or provide advantage.

- Employees and Board members are prohibited from using DNSSAB or NDHC resources for the benefit of a candidate or campaign.
- No candidates are permitted to campaign either directly or indirectly at DNSSAB or NDHC corporate properties.

NEXT STEPS

The best practices for political elections and changes to the Municipal Election Act will continue to be monitored and further recommendations for amendments will be brought to the Board in due course.

ATTACHMENT

Political Elections Policy

BRIEFING NOTE B18-22

For information or For Decision or For Approval

Date: September 28, 2022
Purpose: Revisions to the Travel, Meal, and Hospitality Policy
Prepared by: Melanie Shaye, Director of Corporate Services
Reviewed by: Justin Avery, Manager of Finance
Reviewed by: Catherine Matheson, CAO

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 approve the changes to the Travel, Meal, and Hospitality Policy as presented.

BACKGROUND

This policy was originally created in February 2010. Since then, a series of amendments have been made to clarify the intent of the policy, and to ensure reimbursement were consistent with the best practices of the Travel, Meal, and Hospitality Expenses Directive of the Management Board of Cabinet from the Treasury Board Secretariat. The last amendment was June 22, 2022.

PROPOSED CHANGES

At the June 22, 2022 Board meeting, it was requested that additional language be added to the Policy to prevent unnecessary mileage related expenses.

The policy has been amended to ensure there is advance approval of Board member travel and itineraries. This approval would come through the Chair of the Board or Vice-Chair. The policy has also amended the definition of travel:

Board Member Travel: Business travel authorized by the appropriate spending authority, and does not include commuting between residence and headquarters, except for Board members residing outside of North Bay who travel to Board meetings.

NEXT STEPS

The best practices for travel, meal and hospitality expenses and restrictions will continue to be monitored and further recommendations for amendments will be brought to the Board in due course.

ATTACHMENT

Revised Travel, Meal, and Hospitality Policy

BRIEFING NOTE CS08-22

For Information or For Approval

Date: September 28, 2022

Purpose: **Canada-Wide Early Learning and Child Care System & Children's Services Policies - Update**

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 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)

BACKGROUND:

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

DNSSAB's policies, practices and guidelines 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*.

On March 23, 2022, the DNSSAB's Community Services Committee received Briefing Note CS03-22 related to Canada's Early Years and Child Care Plan which described the investment towards a national early learning and child care plan, starting in 2021-2022 as part of initial five-year agreements between the federal and provincial governments.

On March 28, 2022, the Governments of Ontario and Canada signed the Canada-Wide Early Learning and Child Care (CWELCC) Agreement. The Province of Ontario reached a \$13.2 billion commitment over six years with the federal government on a national child care plan.

In April 2022, the Ministry of Education released an addendum to the Child Care and EarlyON Child and Family Centres Services Management and Funding Guidelines (2022) that provided guidance with the implementation of the Canada-Wide Early Learning and Child Care (CWELCC) System.

On April 27, 2022, the DNSSAB's Community Services Committee received Briefing Note CS04-22 related to Canada-Wide Early Learning and Child Care (CWELCC) Plan, which provided an update regarding the reached agreement. Furthermore, the DNSSAB Board directed staff to develop an expansion plan to address the early years and licensed child care needs in the district to be brought back to the Board in Fall 2022.

On June 22, 2022, the DNSSAB Board received Briefing Note CS07-22 related to Children's Services Policies, which provided an update regarding the implementation of the Canada-Wide Early Learning and Child Care (CWELCC) System as well as related policies for consideration and approval.

CURRENT STATUS/STEPS TAKEN TO DATE:

On August 17, 2022, the Ministry of Education released updated guidelines related to the implementation of the CWELCC System across the province.

To address concerns raised by the sector and to better support participation in the CWELCC system, the ministry made the following changes:

- Extension to opt-in/out date from September 1st to November 1st.
- Sample CWELCC service agreement must be made available to service providers by August 29, 2022.
- Service Providers may withdraw their application at any time, or terminate their participation in the CWELCC System without penalties.
- CWELCC applications must be processed to confirm eligibility within 10 calendar days and both parties are required to execute an agreement within 30 days of application.
- The Service Provider must issue rebates/credits to eligible families within 20 days from receiving CWELCC funding (down from 60 days).
- Service Provider requirements related to undue profits, ineligible and eligible expenses and additional parameters for expenditure categories have been removed.

- Service System Managers to develop a plan to increase access to licensed child care services for children in receipt of fee subsidy and children with exceptional needs.
- As the base fee continues to be reduced as part of the phased approach, the ministry will develop a new long-term, sustainable funding model for the CWELCC System.

In addition to the above-mentioned changes, the ministry added key principles, additional information, and clarification to the guidelines to further support with the implementation of the system.

The Canada-Wide Early Learning Child Care System Policy (please refer to Appendix A) has been updated to reflect current guidelines, practices and local priorities. The overarching policy continues to provide guidance related to the implementation of the CWELCC system and to set service standards.

On June 22, 2022, the Board received Briefing Note CS07-22 which included the Child Care Maximum Profits, Surpluses and Reserves Policy (please refer to Appendix B). The requirements included in this policy have since been removed from the guidelines therefore the policy is no longer required and should be revoked.

As the ministry continues to respond to feedback from the sector, additional updates are anticipated. DNSSAB policies and practices will be amended to align with updated legislation, guidelines, and best practices as required.

Implementation of the CWELCC system in Nipissing

DNSSAB's Children's Service [website](#) has been updated to include information related to the implementation of the CWELCC System in the Nipissing district, including service provider guidelines, sample agreement, opt-in/out form, etc.

As of September 12, 2022, nine licensed child care agencies (or 24 licensed child care sites) have opted-into the CWELCC System in Nipissing. In addition, two licensed home child care agencies have also opted into the CWELCC System. Most agencies who have not yet opted-in, have informally advised DNSSAB of their intent to participate in the system.

As agencies opt-into the CWELCC system, families will begin to benefit from the reduced child care rates and reimbursements.

In most instances, RECEs will not see changes to their compensation until the annual wage increase takes place in January 2023.

RESOURCES REQUIRED, RISKS AND MITIGATION:

Funding provided for the implementation of the CWELCC System continues to be 100% federal funding and does not require any municipal contributions.

CMSMs/DSSABs will continue their role as designated early years and child care service system managers. As previously reported, additional administrative funding has been received in order to support with the implementation of the CWELCC System.

CONCLUSION:

In order to ensure stability and sustainability of the licensed child care sector, the province is planning a phased approach to the implementation of the CWELCC System. DNSSAB will continue to work closely with the early years and child care service providers to ensure that the sector is well supported as the CWELCC System is implemented across the province.

Consultations with the Minister's Advisory Group have begun. Furthermore, the ministry has indicated that additional consultation with the early years and child care will take place in late summer/early fall.

Ongoing collaboration between the Ministry of Education, licensed child care service providers, school boards, municipalities, community partners and stakeholders will be required to meet local needs and meet desired outcomes.

The Board will continue to receive updates as additional information becomes available.



BRIEFING NOTE PS05-22

For Information or For Approval

Date: September 28, 2022

Purpose: Response Time Standard 2023 Plan

Prepared by: Robert Smith; Chief of EMS (Paramedic Services)

Reviewed by: Justin Avery, Manager of Finance

Approved by: Catherine Matheson, CAO

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 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.

EXECUTIVE SUMMARY

The purpose of this report is to provide the District of Nipissing Social Services Administration Board with a Response Time Standard (RTS) plan for calendar year 2023, and to obtain approval for submission of the plan to the Ministry of Health (MOH) by October 1, 2022. Additionally, this report will provide the Board of Directors with specific information related to response capacity in order that future strategic planning can be managed in an informed manner.

BACKGROUND:

The 2023 Provincial Ambulance Response Time Standard plan has grown out of previous years' plans, capturing incremental improvements since program implementation. Next year will mark the eleventh year for this model of reporting, one that requires submission of both annual target times and resulting target compliance.

The RTS plan submission sets out Paramedic Service's response goals, based upon patient acuity and deployment planning. The information helps to inform stakeholders of the service levels and permits discussion regarding the delivery of Paramedic Services in any community.

RTS PLAN STRUCTURE

The RTS plan target times are specified by patient acuity, with the goal being to arrive to those patients in the greatest need in the shortest time. One of the most serious of conditions encountered by Paramedics is a patient who has suffered Sudden Cardiac Arrest (SCA), and while a cardiac arrest is a condition familiar to most people, there are a number of other call types captured when developing the plan. The annual RTS reporting is based upon the ability to get a paramedic to each patient, specified by each patient's condition presentation. Patient severity is important and will be referenced throughout this document.

The Canadian Triage and Acuity Scale (CTAS) of 1 to 5 measures patient acuity and is the accepted tool to be used when determining the Paramedic Service's response time targets.

The following information defines CTAS scoring criteria.

CTAS 1: Critically ill/injured and requires resuscitation to prevent an immediate threat to life, or imminent risk of deterioration. Such patients require immediate and aggressive interventions. Examples include cardiac/respiratory arrest, major trauma, or myocardial infarction.

CTAS 2: Patient requires emergent care and rapid medical intervention to prevent a potential mortality/morbidity threat. Patients require rapid medical intervention. Examples include closed head injury, chest pain, or internal bleeding.

CTAS 3: Patients require urgent care, and included conditions that could potentially result in deterioration. Examples include mild/moderate asthma, less severe trauma, pediatric protracted vomiting/diarrhea.

CTAS 4: Patients require non-urgent care, and includes conditions related advanced age, ongoing distress, where there is a potential for deterioration, or where the patient might benefit from one or more interventions. Examples include urinary tract symptoms, mild abdominal pain, or an earache.

CTAS 5: Patients require non-urgent care, and includes conditions in treatments and investigations could be delayed, or where patients may be better managed in other areas of the health care system. Examples include sore throat, conditions related to chronic problems.

Target response times are set out in Legislation for Sudden Cardiac Arrest calls at 6 minutes. The Legislation an 8-minute response to CTAS 1 events. The DNSSAB must establish how often Paramedic Services can meet the response time.

The DNSSAB is also responsible to set both the target times and percent compliance for CTAS 2, 3, 4 and 5 events. This allows Upper Tier Managers/Direct Delivery Agents (UTMs/DDAs) to customize their deployment plans. Unfortunately, it results in multiple variables that challenges the ability to effectively compare community response times.

REPORT SUBMISSION TIMELINES/DESIGN

RTS submissions times are set out in Regulation. By October 1st of each year, UTM/DDAs are responsible to design and submit their RTS plan for the following calendar year. The plan brought forward today will cover the 2023 calendar year.

By 31st of March each year, UTM/DDAs are required to report to the MOH the community's RTS target performance from the previous year. 2022 results will be submitted in March of 2023. It is important to note that Paramedic Services is a rapidly evolving system and the RTS target successes are based on a plan that is nearly eighteen months old. Planning beyond the horizon generally results in a more conservative plan, but despite this approach, staff continuously monitor response compliance. The transition of Paramedic Services to direct delivery and the ongoing work to examine service enhancement opportunities has allowed for a more progressive approach that historically submitted.

CHALLENGES TO TARGET COMPLIANCE

There are a number of challenges to response time success. These relate to geography and to staffing patterns in the District of Nipissing and the Province's regionalized health care design. These challenges exist across Northern Ontario.

A paramedic response to sudden cardiac arrest events, set at six minutes from the time of notification or eight minutes to a CTAS event, is challenged by geography as a best case scenario would limit target success to no more than 8KM from any station. Additionally, the on-call model used in parts of the district result in delayed response times. Paramedics who are in their station have two minutes to become mobile, while those on call have 10 minutes.

Response time compliance in Nipissing District was negatively impacted by resource loss due to an inefficient deployment plan that permitted extensive use of Paramedic Services for nonurgent activities, including transport out of the district. This practice left communities with little or no emergency coverage and resulting in much longer response times.

In 2022, staff revised the Paramedic Services Deployment Plan, limiting the ability of paramedics to be used for the transportation of medically stable patients between facilities, a service provided through a variety of other means. This work was done in collaboration with Timiskaming, Cochrane and Manitoulin-Sudbury DSSABs. Staff also engaged with the district hospitals, the Ministry of Health and the Ontario Health Team to assist in the development of a nonurgent patient transport model. This outcome will significantly improve Paramedic Services emergency response capacity. Staff are working to prioritize emergency capacity to residents of the District. The plan is to implement the new Deployment Plan in the fall of 2022.

SCA and CTAS 1 events are infrequent, representing one percent of the total Paramedic Services responses. As such, response target compliance is heavily influenced by each call. Outliers can each alter target success by 1 to 2%. In 2021, Paramedic Services responded to 280 SCA or CTAS1 events, representing only 1.5% of the service's workload.

2023 RTS PLAN

Historically, the RTS plans prepared and submitted by DNSSAB have been stagnant. They were set to meet requirements set out by the MOH in 1996. The efforts under way by staff in areas of Community Paramedicine, deployment planning, service design and

transition to direct delivery have allowed for a 2023 RTS plan that is reflective of these changes. Specifically, staff have reviewed the above identified strategies to determine how such planning will reduce resource loss, thus permitting improved response times to urgent and emergent service requests. The Northeast Ontario Deployment Plan will reduce the time to arrive to serious events while limiting resource loss for nonurgent service requests, ensuring patients in the greatest need receive paramedic care rapidly. Strategies to mitigate further challenges around on-call deployment are being assessed by staff and solutions will be brought forward to the Board through established processes, specifically as part of budget deliberations for 2023.

CONCLUSION:

DNSSAB staff will, following Board direction submit the final version of the 2023 Response Time Standard plan to the Ministry of Health as included below in this report. The plan had been established based upon data available to date and represents overall achievable goals. Staff believe the above noted goals to be attainable given the commitment. There is an expectation by the Ministry of Health that the DNSSAB review and amend the RTS Plan to help improve district-wide Paramedic Services. The approach being brought forward will meet the government’s requirement for the plan to evolve, while ensuring that it incorporates the DNSSAB Strategic Plan and works to meet the community expectations.

District of Nipissing Social Services Administration Board, Paramedic Services - Response Time Standard Performance Plan 2023

This performance plan sets out response time targets for the calendar year of 2023. The design of the 2023 RTS Plan will see a reduced target response time to the more serious incidents, while allowing for longer response times to less acute events.

Service Number	772	Service Name	District of Nipissing Social Services Administration Board Paramedic Services
Community Name	District of Nipissing Social Services Administration Board		
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Telephone	705-474-2151 ext. 3135	Facsimile	705-474-7155
Chief Administrative Officer/ Band Chief/ Manager]	Catherine Matheson CAO	Email	Catherine.matheson@dnssab.ca
		Telephone	705-474-2151 ext.63116
Name & Title of Party Responsible for	Robert Smith; Chief of EMS	Email	Rob.smith@dnssab.ca
		Telephone	705-474-2151 ext. 53135

Completing Submission			
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i. Sudden Cardiac Arrest (SCA)

The service will endeavour to have a responder equipped and ready to use an AED at the location of a patient determined to be in SCA within 6 minutes from the time ambulance dispatch conveys the call information to the paramedic 42% of the time an improvement of 2%.

ii. CTAS 1

The service will endeavour to have a paramedic as defined by the Ambulance Act and duly equipped at the location of a patient determined to be CTAS 1 within 8 minutes from the time ambulance dispatch conveys the call information to the paramedic 72% of the time an improvement of 2%.

iii. CTAS 2, 3, 4, 5

The service will endeavour to have a paramedic as defined by the Ambulance Act and duly equipped at the location of a patient determined to be CTAS 2, 3, 4, 5 within the time specified in the table below. The percentage of time the target time will be achieved is also specified in the table below.

CTAS	Target time	% of target
2	11.00	72%
3	12.00	72%
4	20.00	90%
5	25.00	90%