



## EXECUTIVE AUDIT COMMITTEE MEETING AGENDA

Healthy communities without poverty.

### A G E N D A

**Date:** Wednesday, March 4, 2020

**Time:** 1:30 PM

**Location:** Guillemette Rankin Board Room

**Members:** Councillor Mark King (Chair), Councillor Mac Bain (Vice-Chair), Mayor Jane Dumas, Mayor Dan O'Mara, Councillor Dan Roveda, Councillor Dave Mendicino

FOR BOARD MEMBERS ONLY:

Teleconference # 1-855-392-2520 Passcode 5264722# (advise if required)

Toll-Free # 1-877-829-5121 (can be used *only* when one person is calling in)

Item	Topic	Lead
1.0	<b>1.1 Call to Order</b> <b>1.2 Declaration of Conflict of Interest</b>	Chair
2.0	<b>Opening remarks by the Chair</b>	Chair
3.0	<b>Approval of Agenda March 4, 2020</b> THAT the Executive Audit Committee members accept the Agenda as presented. <i>*Note the presentation section has been moved later in the agenda to facilitate the auditor.</i>	Chair
4.0	<b>Review of Minutes</b> <b>Recommendation</b> THAT the Board adopt the minutes of the proceedings of the Proceedings of the Regular Board Meeting of February 26, 2020.	Chair

Item	Topic	Lead
5.0	<p><b>Review Draft Board Agenda for the March 25, 2020 Meeting</b></p> <p><b>Recommendation</b>  <b>THAT the Board accepts the Draft Board Agenda for March 25, 2020 as presented.</b></p>	Chair
6.0	<p><b>REPORTS</b></p> <p><b>6.1 Board Service Reimbursement EX05-20</b></p> <p><b>Recommendation</b>  <b>THAT the draft revisions to the Board Service Reimbursement policy, previously approved under resolution 2017-23, be approved by the District of Nipissing Social Services Administration Board as presented in report EX05-20.</b></p>	Justin Avery
	<p><b>6.2 Updated DNSSAB By Laws EX06-20</b></p> <p><b>Recommendation</b>  <b>THAT the District of Nipissing Social Services Administration Board adopts the Board Procedural By-law amendments, as presented in EX06-20, initially introduced in the Board Committee Structure Analysis report EX03-20.</b></p>	
	<p><b>6.3 Move In-camera</b></p> <p><b>THAT the Executive Audit Committee moves in- camera at _____, under section 47.4(11) of the DNSSAB By Laws.</b></p>	Chair
	<p><b>6.4 Adjourn In-camera</b></p> <p><b>THAT the Executive Audit Committee adjourns in- camera at _____,</b></p>	Chair
	<p><b>6.5 Approve In-camera</b></p> <p><b>THAT the Executive Audit Committee approves the direction/action direction resulting from the in-camera discussion.</b></p>	Chair
7.0	<p><b>7.1 PRESENTATIONS (none at this time)</b></p>	
8.0	<p><b>UPDATES: To be presented at the meeting (additional items may arise at the meeting)</b></p>	Catherine Matheson

Item	Topic	Lead
	<b>8.1 CAO Updates</b>	
<b>9.0</b>	<b>OTHER BUSINESS</b>	
<b>10.0</b>	<b>NEXT MEETING DATE</b> Board Meeting Wednesday March 25, 2020 - DNSSAB Guillemette Rankin Boardroom.	Chair
<b>11.0</b>	<b>ADJOURNMENT</b> THAT the Executive Audit Committee meeting be adjourned at        p.m.	Chair



## MINUTES OF PROCEEDINGS

### **REGULAR BOARD MEETING – WEDNESDAY FEBRUARY 26, 2020 3:00 PM –DNSSAB GUILLEMETTE BOARDROOM, NORTH BAY**

#### **MEMBERS PRESENT:**

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

#### **REGRETS:**

#### **STAFF ATTENDANCE:**

Catherine Matheson, CAO  
Marianne Zadra, Executive Coordinator and Communications  
Justin Avery, Manager of Finance  
Stacey Cyopeck, Manager, Housing Programs  
Lynn Demore-Pitre, Director, Children's Services  
Michelle Glabb, Director, Social Services and Employment  
Aimie Caruso, Manager Employment and Client Outcomes  
Dave Plumstead, Manager Planning, Outcomes & Analytics / EMS Liaison  
Aimie Caruso, Manager Employment and Client Outcomes

**Guests**

Jennifer Hamilton-McCharles – North Bay Nugget

**CALL TO ORDER**

The Regular Board Meeting was called to order at 3:00 PM by Chair Mark King.

**Adoption of the Roll Call**  
**Resolution No. 2020-23**

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

That the Board of Directors accepts the Roll Call as read for the Regular Board meeting of February 26, 2020.

*Motion carried.*

**Adoption of the Agenda**  
**Resolution No. 2020-24**

**Moved by:** Councillor Bill Vrebosch  
**Seconded by:** Councillor Scott Robertson

That the Board accepts the agenda for the Regular Board meeting of February 26, 2020.

*Motion carried.*

**DECLARATION OF CONFLICTS OF INTEREST**

No conflicts were declared.

**CHAIR'S REMARKS**

The Chair thanked everyone for their participation today. He informed members the Mayor's Round Table report has been released and that the DNSSAB remains committed to working with community partners in finding sound ways to address the issue of mental health and addictions and homelessness for vulnerable populations. He indicated he and the CAO have toured the King Street facility as a potential site for a stabilization centre that was to have been closed by the hospital, and that the DNSSAB can potentially partner with the North Bay Regional Health Centre to have them run that facility. An architect is reviewing the site to see if it can meet the needs of a new facility. Although the group hasn't landed on a final site, work will continue to advance the process and any necessary research to complete the assessment.

He noted we were to have Patty MacDonald from the CMHA in Sudbury/Manitoulin present today on similar-use sites they have worked on, but that will be deferred until the next Board meeting in April.

### **Review of Minutes** **Resolution No. 2020-25**

**Moved by:** Councillor Dan Roveda  
**Seconded by:** Mayor Dan O'Mara

**Resolved THAT the Board adopt the minutes of the proceedings of the Regular Board Meeting of January 29, 2019.**

***Carried.***

### **CAO Report** **Resolution No. 2020-26**

**Moved by:** Councillor Dave Mendicino  
**Seconded by:** Representative Amanda Smith

**Resolved THAT the Board accepts the February 26, 2020 verbal Report from the Chief Administrative Officer.**

CAO Catherine Matheson thanked the board and provided further updates on the potential stabilization centre. Two tours have taken place at the King Street location and the architect is working to see if it's a feasible site for both safe beds and withdrawal services. She talked about a very good facility in London, Ontario and the tour in Sudbury of the sites for people with alcohol addictions moving towards stabilized housing. We'll learn from these two sites some of the best steps forward.

She outlined reports today on:

- Strategic planning – the intent is to move towards a plan with a longer 20-year view, setting some high-level objectives. When the Board turns over every four years, it will establish its own board priorities under the overarching 20-year vision.
- Streamlining the governance process – this will allow both Board members and staff more time to deliver on strategic outcomes, advocating for funding and getting your direction. The proposed process will streamline activities while still keeping members up to date.
- Sale of NDHC property – the sale has occurred. A second unit will have the price dropped a bit now that it's seen on the market for more than 45 days and

we're looking at a third property that may be sold. A report will be coming forward in the next few weeks.

- There was discussion about the value of First Responders and their role in supporting paramedics and how it should be made clear to the Ministry of Health that they are under-resourced. It was suggested the First Responders receive a stipend, such as those who are amalgamated with municipalities.

***Carried.***

**Consent Agenda – (Items may change for the final agenda)**  
**Resolution No. 2020-27**

**Moved by:** Councillor Bill Vrebosch  
**Seconded by:** Councillor Scott Robertson

Resolved THAT the Board of Directors approves the Consent Agenda of February 26, 2020 which includes the following:

(Consent Agenda Items)

- 7.1 Executive Audit Committee Minutes – February 12, 2020
- 7.2 Social Services and Employment Committee Minutes – February 12, 2020
- 7.3 Children's Services and EMS Committee Minutes – February 12, 2020
- 7.4 Housing Services Minutes – February 12, 2020
- 7.5 Correspondence/Notices
  - 7.5.1 Feb. 6 Letter from South Algonquin RE Resolution
  - 7.5.2 Feb. 11 Letter from Mattawa RE Resolution
  - 7.5.3 Feb. 11 Letter from Minister Clark to CAO RE Roma Delegation
  - 7.5.4 Feb. 19 Letter from Minister Clark to Chair RE Roma Delegation

Chair noted the letter from Minister Clark was very positive. Scott Robertson noted a correction to section 7.3 and 7.2 minutes to confirm he was not in attendance at these meetings.

***Carried.***

**Reports**

**Resolution No. 2020-28 Committee Restructuring EX03-20**

**Moved by:** Councillor Bill Vrebosch  
**Seconded by:** Councillor Scott Robertson

**THAT the District of Nipissing Social Services Administration Board adopts option two effective March 26th, 2020, pending by-law approval, as presented in report EX03-20.**

After some discussion members agreed they preferred the proposed Option 2. Most members prefer the fourth Wednesday of the month as the meeting day.

***Carried.***

**Resolution No. 2020-29 Strategic Planning EX04-20**

**Moved by:** Councillor Mac Bain

**Seconded by:** Councillor Dan Roveda

Whereas the DNSSAB has undertaken strategy development and implementation in various forms dating back to its inception;

Whereas the Board's current Strategic Plan 2020 is up for renewal;

Whereas the timing for strategic planning is good as the Board is early in its term;

**Be It Resolved that the Board start the strategic planning process with general committee discussion and approval of the proposed planning framework and process presented in report EX04-20.**

Dave Plumstead reviewed the Strategic Plan, indicating this will be a 20-year plan with overarching goals. Some input will be sought from rural areas and other stakeholders. There won't be extensive consultation due to resources and the urgency to have a new plan in place. A retreat with the board, facilitated by staff and a steering committee, will be planned to determine priorities for the remainder of their term.

***Carried.***

**Resolutions No. 2020-30 through to 2020-32 for in-camera discussion were not required.**

***Carried.***

## **New Business**

There was no new business.

## **Next Meeting Date**

Wednesday, March 25 at 3:00 PM DNSSAB Boardroom

**Resolution No. 2020-33 Adjournment**

**Moved by:** Councillor Terry Kelly

**Seconded by:** Mayor Dean Backer

RESOLVED that the Board meeting be adjourned at 3:44 PM.

***Carried.***

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MARK KING  
CHAIR OF THE BOARD

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CATHERINE MATHESON  
SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Marianne Zadra, Executive Coordinator



## BOARD OF DIRECTORS MEETING AGENDA

Healthy communities without poverty.

### A G E N D A

**Date:** Wednesday, March 25, 2020

**Time:** 3:00 PM

**Location:** Guillemette Rankin Boardroom, 3<sup>rd</sup> Flr, DNSSAB, North Bay

**Teleconference # 1-855-392-2520 Access Code 5264722**

Item	Topic
1.0	<b>Call to Order</b>  1.1 Roll Call  <b>MOTION: #2020-34</b> <i>Resolved THAT the Board of Directors accepts the Roll Call as read by the Recording Secretary for the Regular Board meeting of March 25, 2020 at ____PM.</i>  1.2 Review Board Agenda  <b>MOTION: #2020-35</b> <i>Resolved THAT the Board of Directors accepts the Agenda as presented.</i>
2.0	<b>Declaration of Conflict of Interest</b>
3.0	<b>Chair's Remarks</b>
4.0	<b>Minutes of Proceedings</b>

Item	Topic
	<p><b>MOTION: #2020-36</b>  <i>Resolved THAT the Board adopt the minutes of the proceedings of the Regular Board Meeting of February 26, 2020.</i></p>
5.0	<p><b>Presentations</b></p> <p><b>Patty MacDonald – Canadian Mental Health Association-Sudbury/Manitoulin Branch on low barrier sites</b></p> <p><b>Michelle Glabb – Real life stories of people needing assistance</b></p>
6.0	<p><b>CAO Report</b></p> <p><b>MOTION: #2020-37</b>  <i>Resolved THAT the Board accepts the February 26, 2020 verbal Report from the Chief Administrative Officer.</i></p>
7.0	<p><b>Consent Agenda – (Items may change for the final agenda)</b></p> <p><b>MOTION: #2020-38</b> <i>Resolved THAT the Board of Directors approves the Consent Agenda of February 26, 2020 which includes the following:</i></p> <p><b>(Consent Agenda Items )</b></p> <p>7.1 Executive Audit Committee Minutes – February 12, 2020</p> <p>7.2 Housing Services Minutes – February 12, 2020</p> <p><b>7.5 Correspondence/Notices</b></p> <p>7.5.1</p>
8.0	<p><b>Reports</b></p>
	<p><b>8.1 MOTION: #2020-39 Board Service Reimbursement EX05-20</b></p> <p><b>THAT the draft revisions to the Board Service Reimbursement policy, previously approved under resolution 2017-23, be approved by the District of Nipissing Social Services Administration Board as presented in report EX05-20.</b></p>
	<p><b>8.2 MOTION: #2020-40 Updated DNSSAB By Laws EX06-20</b></p> <p><b>THAT the District of Nipissing Social Services Administration Board adopts the Board Procedural By-law amendments, as presented in the Board Committee Structure Analysis report EX06-20.</b></p>
	<p><b>8.3 MOTION #2020-41 CHPI Investment Plan</b></p> <p><b>Be it Resolved that the District of Nipissing Social Services Administration Board approves the 2020/21 Investment Plan for the allocation of the</b></p>

Item	Topic
	<p>Community Homelessness Prevention Initiative as set out in the report HS04-20, and attached as Appendix A;</p> <p><b>Furthermore</b>, that the District of Nipissing Social Services Administration Board authorizes staff to reallocate funds throughout the 2020/21 fiscal year to qualifying provincial initiatives, up to the CAO delegated authority based on emerging priorities in the district.</p>
	<p><b>8.4 MOTION #2020-43 Employment Services Transformation</b></p> <p>Whereas the Province of Ontario is moving forward with social assistance modernization and employment services reform;</p> <p><i>Be It Resolved</i> that the Board accept this update on the Employment Services Transformation for information as presented in report SSE01-20.</p>
	<p><b>8.5 MOTION #2020-42 Move in-camera</b></p> <p>That the District of Nipissing Social Services Administration Board (DNSSAB) moves in camera at _____, under section 47.4(11) of the DNSSAB By Laws (direction for negotiation).</p>
	<p><b>8.6 MOTION # 2020-43 Adjourn in-camera</b></p> <p>That the District of Nipissing Social Services Administration Board (DNSSAB) adjourns in-camera at _____.</p>
	<p><b>8.7 MOTION #2020-44 Approve in-camera</b></p> <p>That the District of Nipissing Social Services Administration Board (DNSSAB) approves the action/direction resulting from the in-camera discussion.</p>
9.0	<b>New Business</b>
10.0	<p><b>Next Meeting Date</b></p> <p><b>Wednesday, April 22 at 3:00 PM DNSSAB Boardroom</b></p>

Item	Topic
11.0	<b>Adjournment</b> <b>MOTION: #2020-45</b> <i>Resolved</i> That the Board meeting be adjourned at p.m.

DRAFT

## REPORT

**EX05-20**

For information or  For Decision or  For Approval

**DATE:** March 11<sup>th</sup>, 2020

**PURPOSE:** Update to Board Service Reimbursement Policy

**PREPARED BY:** Justin Avery, Manager of Finance

**REVIEWED BY:** Melanie Shaye, Director of Corporate Services

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### RECOMMENDATION

That the draft revisions to the Board Service Reimbursement policy, previously approved under resolution 2017-23, be approved by the District of Nipissing Social Services Administration Board as presented in report EX05-20.

### PURPOSE

To update the Board Service Reimbursement policy (“the Policy”) to reflect approved changes to the committee structure as well as the 2020 honoraria rates which are updated each year in accordance with the Consumer Price Index (CPI) for Ontario.

### BACKGROUND

- The Policy was originally adopted under Resolution EX06-15 which stated the Policy will be reviewed every four years.
- The Policy was reviewed and revised in 2016 under Resolution 2016-08 and included honoraria rates.
- The Policy was again reviewed and revised in 2017 under Resolution 2017-23.
- The honoraria rates in the Policy are set to increase each year in February in accordance with the Consumer Price Index (CPI) for Ontario based on the year over year change as of January 31<sup>st</sup>.

## PROPOSED CHANGES

- Update the DNSSAB Board meeting honoraria rate in accordance with the CPI increase for Ontario from January 2019 to January 2020 which is 2.1%.
- Update wording to include Nipissing District Housing Corporation (NDHC) and make various minor corrections.
- Update the committee and NDHC Board meeting honoraria rates to align with the approved committee structure changes which will also impact the NDHC Board composition.
- Clarify the stipend available to Board members for electronic devices.

The figures below show the changes from the current honoraria rate structure to the proposed new structure:

Figure 1:

Current Structure

Board Member Rate			
2019	Board Meeting	Executive Meeting	Ad-hoc Committee
Board Chair	\$ 522.27	\$ 99.06	\$ 65.66
Vice Chair	\$ 391.78	\$ 99.06	\$ 65.66
Board Member	\$ 326.12	\$ 99.06	\$ 65.66

Statistics Canada Consumer Price Index  
 January 2020 = 2.1% increase  
 (12 month change)

Board Member Rate			
2020	Board Meeting	Executive Meeting	Ad-hoc Committee
Board Chair	\$ 533.24	\$ 101.14	\$ 67.04
Vice Chair	\$ 400.01	\$ 101.14	\$ 67.04
Board Member	\$ 332.97	\$ 101.14	\$ 67.04

Figure 2:

Proposed Structure

Meeting Rates – 2020

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

*(Statistics Canada Consumer Price Index January 2020 – 2.1%)*

**CONCLUSION**

The proposed new committee meeting rate is intended to recognize the change in responsibilities for Board members as they move from a four Committee meeting per month to an up to two Committee meeting structure per month.

**ATTACHMENT**

Draft Board Service Reimbursement Policy



## REPORT

EX06-20

**DATE:** March 4<sup>th</sup>, 2020

**PURPOSE:** Procedural By-Law Changes

**PREPARED BY:** Melanie Shaye, Director of Corporate Services

**REVIEWED BY:** Catherine Matheson, CAO

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### RECOMMENDATION

THAT the District of Nipissing Social Services Administration Board adopts the Board Procedural By-law amendments, as presented in the Board Committee Structure Analysis report EX06-20.

### BACKGROUND AND PURPOSE

In order to move forward with the Committee structure changes outlined in report EX-20, the Procedural By-law must be updated, to grant the powers of the new structure.

These changes have received legal review prior to being brought to the Board.

### RECOMMENDED CHANGES

To enact the new Committee structure, the following changes have been made:

#### Section 7- Role of the Board

- Updated legislative references from the Day Nurseries Act to the Child Care and Early Years Act and from the Social Housing Reform Act to the Housing Services Act
- Updated reference to the newly titled Ministry of Labour, Training and Skills Development

### Section 11- Committees of the Board

- Changed the Committee title from Executive Audit to Finance and Administration, and stated the Finance and Administration Committee meets as a Committee of the Whole
- Replaced the Standing Committees of Social Services and Employment, Children's Services and Emergency Medical Services (EMS), and Housing Services Committee with one Community Services Committee, and added that the composition would be at least eight members, with 50/50 representation from the District and the City of North Bay

### Section 45- Board Agenda

- Changed the Committee title from Executive Audit to Finance and Administration
- Removed individual Committee titles of Social Services and Employment, Children's Services and EMS, and Housing Services and replaced with Community Services Committee

### Section 51 Financial Transactions, etc.

- Changed title of policy from Delegation of Authority policy to Purchasing policy

Housekeeping changes have also been made:

- Applying acronym DNSSAB consistently
- Fixed minor typos and titles of staff

### **CONCLUSION**

Once the new Procedural By-law is adopted by the Board, a new Chair and Vice Chair for both the Finance and Administration Committee, and the Community Services Committee will be named at the next scheduled Board meeting.

In accordance with the current Procedural By-law "30 days' notice will be given to municipalities when changing by-laws. Changes to the by-law will be accepted with a two-thirds majority vote of the Board". In an effort to expedite the new Committee structure, the draft Procedural By-law revisions will be shared with municipalities March 5, 2020 to allow the new Committee Structure to be enacted effective April 6, 2020.

A new meeting calendar will also be provided to the Board.