



REGULAR BOARD MEETING AGENDA

Healthy, Sustainable Communities

Date: Wednesday, February 22, 2023

Time: DNSSAB Board Meeting at 1:00 PM (or directly following the Finance and Administration Meeting)

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

Join Zoom Meeting

<https://us06web.zoom.us/j/87404519857?pwd=UXBXWTNTS2pCdG9icGdUNKh1WXI1UT09>

Meeting ID: 874 0451 9857

Passcode: 50392237

One tap mobile

+16475580588,,87404519857#,,,,*50392237# Canada

+16132093054,,87404519857#,,,,*50392237# Canada

Members: Councillor Mark King - *Chair*, Councillor Lana Mitchell – *Vice Chair*, Councillor Melanie Chenier, Mayor Peter Chirico, Councillor Maggie Horsfield, Councillor Terry Kelly, Mayor Ethel LaValley, Councillor Justine Mallah, Councillor Chris Mayne, Mayor Dan O'Mara, Councillor Jamie Restoule, Representative Amanda Smith.

Item	Topic
1.0	1.1 Call to Order MOTION: #2023-12 THAT the Board of Directors accepts the Roll Call as read by the Recording Secretary for the Regular Board meeting of February 22, 2023 at ____PM. 1.2 Declaration of Conflict of Interest
2.0	Opening remarks by the Chair
3.0	Approval of Agenda for February 22, 2023 MOTION: #2023-13 THAT Board members accept the Agenda as presented.

Item	Topic
4.0	<p>Approval of Minutes (January 18, 2022)</p> <p>4.1 MOTION: #2023-14-A THAT the Board adopt the minutes of the proceedings of the Regular Board meeting of January 18, 2023.</p> <p>4.2 MOTION: #2023-14-B THAT the Board adopt the minutes of the proceedings of the Finance and Administration Committee meeting of January 18, 2023.</p>
5.0	<p>Delegations - None at this time.</p>
6.0	<p>6.1 CAO Verbal Update</p> <p>MOTION: #2023-15 THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives the CAO Verbal Report for February 22, 2023.</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: #2023-16 THAT the Committee receives for information Consent Agenda item 7.1 to 7.3.</p> <p>7.1 HS02-23 Community Housing Priority Projects – an update on DNSSAB’s business case submission for Community Housing Priority Projects funding, and is for information purposes.</p> <p>7.2 PS01-23 Security Breach – Vendor (ESO/Interdev) - information about a potential security breach / cyber attack on vendor which supports and hosts patient documentation, employee information, and Paramedic Services data.</p> <p>7.3 B06-23 The Workplace Business Model - updates on the workplace business model adopted by the DNSSAB and NDHC.</p>
8.0	<p>Managers’ Reports</p> <p>8.1 B08-23 COVID-19 Workplace Vaccination Protocol</p> <p>MOTION: #2023-17 THAT the District of Nipissing Social Services Administration Board maintain its COVID -19 Workplace Vaccination Protocol for a further (12) months in keeping with its values of Putting People First and being Pro-Active with updates as outlined in Report B08-23.</p>

Item	Topic
	<p>8.2 PS02-23 Direct Negotiation- Ambulance Purchase</p> <p>MOTION: #2023-18 THAT the District of Nipissing Social Services Administration Board (DNSSAB) approves the use of direct negotiation in the purchase of two (2) ambulance(s) as outlined in this briefing note, in accordance with the Board's Purchasing Policy #CORP-01, under the authority of the DNSSAB General Business By-law #1.</p>
	<p>8.3 NDHC06-23 CMHC Repair Funds</p> <p>MOTION: #2023-19 THAT the Board approve staff proceeding with CMHC Repair funding as described in Board Report NDHC 06-23, should a funding offer be made.</p>
	<p>8.4 B07-23 Confirmation of NDHC Board of Directors</p> <p>MOTION: #2023-20 THAT an election be held for the eighth and final seat on the NDHC Board of Directors for the 2023-2026 term; and,</p> <p>THAT _____ be the eighth and final member of the NDHC Board of Directors.</p>
	<p>8.5 Move in Camera</p> <p>MOTION: #2023-21 THAT the Board move in-camera at _____ to discuss matters of negotiation and labour relations.</p>
	<p>8.6 Adjourn in Camera</p> <p>MOTION: #2023-22 THAT the Board adjourn in-camera at _____.</p>
	<p>8.7 Approve in Camera</p> <p>MOTION: 2023-23 THAT the Board approves the direction/action agreed to in the in-camera session.</p>
9.0	<p>OTHER/NEW BUSINESS</p> <p>Homelessness Resolution – A call to the Provincial Government to End Homelessness in Ontario</p> <p>MOTION: 2023-24 WHEREAS the homeless crisis is taking a devastating toll on families and communities, undermining a healthy and prosperous Ontario;</p>

Item	Topic
	<p>WHEREAS the homelessness crisis is the result of the underinvestment and poor policy choices of successive provincial governments;</p> <p>WHEREAS homelessness requires a range of housing, social service and health solutions from government;</p> <p>WHEREAS homelessness is felt most at the level of local government and the residents that they serve;</p> <p>WHEREAS municipalities and District Social Administration Boards are doing their part, but do not have the resources, capacity or tools to address this complex challenge; and,</p> <p>WHEREAS leadership and urgent action is needed from the provincial government on an emergency basis to develop, resource, and implement a comprehensive plan to prevent, reduce and ultimately end homelessness in Ontario.</p> <p>THEREFORE BE IT RESOLVED THAT the District of Nipissing Social Services Administration Board calls on the Provincial Government to urgently:</p> <ul style="list-style-type: none"> a. Acknowledge that homelessness in Ontario is a social, economic, and health crisis; b. Commit to ending homelessness in Ontario; c. Work with the Association of Municipalities of Ontario (AMO) and a broad range of community, health, Indigenous and economic partners to develop, resource, and implement an action plan to achieve this goal. <p>AND FURTHER THAT a copy of this motion be sent to the Minister of Municipal Affairs and Housing; the Minister of Children, Community and Social Services; and the Minister of Health, Associate Minister – Mental Health and Addictions, the Association of Ontario (AMO) and the Federation of Northern Ontario Municipalities (FONOM).</p>
10.0	<p>NEXT MEETING DATE</p> <p>Wednesday, March 22, 2023</p>
11.0	<p>ADJOURNMENT</p> <p>MOTION: #2023-25</p> <p>THAT the Board meeting be adjourned at _____.</p>



MINUTES OF PROCEEDINGS

REGULAR BOARD MEETING –JANUARY 18, 2023

12:00 PM

Virtually via Zoom and in person in DNSSAB Boardroom

MEMBERS PRESENT:

Councillor Mélanie Chenier
Mayor Peter Chirico
Councillor Maggie Horsfield
Councillor Terry Kelly
Councillor Mark King
Mayor Ethel LaValley
Councillor Justine Mallah
Councillor Chris Mayne
Councillor Lana Mitchell
Mayor Dan O'Mara

REGRETS

Councillor Jamie Restoule
Representative Amanda Smith

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
Tracy Bethune, Director, 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
Stephen Kirk, Chief of Paramedic Services

1.1 CALL TO ORDER

Resolution No. 2023-01

Moved by Dan O'Mara
Seconded by Chris Mayne

Resolved THAT the Board of Directors accept the Roll Call as read by the Recording Secretary for the Regular Board meeting of January 18 at 12:06 PM.

The regular Board Meeting was called to order at 12:06 PM by CAO Catherine Matheson until election of Chair.

CARRIED

1.2 DECLARATION OF CONFLICTS OF INTEREST

There were no conflicts declared.

2.0 ADOPTION OF THE AGENDA FOR JANUARY 18, 2023

Resolution No. 2023-02

Moved by Dan O'Mara
Seconded by Terry Kelly

Resolved THAT the Board accepts the agenda as presented.

CARRIED

3.0 ELECTION of officers to Chair and Vice Chair of DNSSAB, and establishment of Community Services Committee membership

3.1A Election of Officer to DNSSAB - Chair

Open Nominations

Resolution No. 2023-03-A

Moved by Chris Mayne
Seconded by Terry Kelly

That the nominations for the DNSSAB Chairperson for the term of January 18, 2023 to December 31, 2023 be open and include the following nominees:

Mark King – nominated by Dan O’Mara and Terry Kelly – accepted

Lana Mitchell – nominated by Maggie Horsfield and Mélanie Chenier – accepted

CARRIED.

Close Nominations

Resolution No. 2023-03-B

Moved by Mélanie Chenier

Seconded by Dan O’Mara

THAT the nomination for the DNSSAB Chairperson for the term of January 18, 2023 to December 31, 2023 be closed.

Members used the poll system to elect Mark King.

CARRIED

Elect Chair

Resolution No. 2023-03-C

Moved by Terry Kelly

Seconded by Justine Mallah

THAT DNSSAB Chairperson **Mark King** be appointed for the term of January 18, 2023 to December 31, 2023.

CARRIED

3.1B Election of Officer to DNSSAB - Vice Chair

Open Nominations

Resolution No. 2023-04-A

Moved by Peter Chirico

Seconded by Mark King

That the nominations for the DNSSAB Vice Chairperson for the term of January 18, 2023 to December 31, 2023 be open and include the following nominees:

Lana Mitchell nominated by Peter Chirico and Mélanie Chenier – accepted

Terry Kelly nominated by Mark King and Dan O’Mara - accepted

CARRIED

Close Nominations

Resolution No. 2023-04-B

Moved by Mark King

Seconded by Dan O'Mara

THAT the nomination for the DNSSAB Vice Chairperson for the term of January 18, 2023 to December 31, 2023 be closed.

Members used the poll system to elect Lana Mitchell.

CARRIED

Elect Vice Chair

Resolution No. 2023-04-C

Moved by Peter Chirico

Seconded by Maggie Horsfield

THAT DNSSAB Vice Chairperson **Lana Mitchell** be appointed for the term of January 18, 2023 to December 31, 2023.

CARRIED

3.2 Community Services Committee Membership

Resolution No. 2023-05

Moved by Mark King

Seconded by Terry Kelly

THAT the following members be named to the Community Services Committee for the current term ending December 31, 2026:

Mark King

Mélanie Chenier

Justine Mallah

Maggie Horsfield

Peter Chirico

Dan O'Mara

Chris Mayne

Terry Kelly

Lana Mitchell

CARRIED

4.1 B03-23 Appointment of DNSSAB Board Members to the NDHC Board

4.2 Resolution No. 2023-06

Moved by Justine Mallah

Seconded by Mark King

THAT the Board accept the following members to the NDHC Board of Directors. Amanda Smith was not present to accept nominations:

Mark King

Chris Mayne

Terry Kelly

Mélanie Chenier

Lana Mitchell

Peter Chirico

Dan O'Mara

CARRIED

5.0 APPROVAL OF MINUTES

5.1 Resolution No. 2023-07-A

Moved by Terry Kelly

Seconded by Chris Mayne

THAT the Board adopts the minutes of the proceedings of the Regular Board meeting of October 20, 2022.

Carried.

5.2 Resolution No. 2023-07-B

Moved by Chris Mayne

Seconded by Mélanie Chenier

THAT the Board adopt the minutes of the proceedings of the Community Services Committee meeting of October 20, 2022.

Carried.

6.0 CAO Verbal Update

Resolution No. 2023-08

Moved by Justine Mallah

Seconded by Dan O'Mara

THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives the CAO Verbal Report for January 18, 2023.

CAO Catherine Matheson informed the Board how regular updates are provided at Board meetings to advise of upcoming items that are not yet on the agenda but which will require the

Board's attention. She mentioned the following items:

- An opportunity to fill a current gap in housing for women and families. CMHC Rapid Housing targets women and families in need of transitional housing as a priority for this round of applications. This opportunity would call for \$5M capital application to house 11 families. DNSSAB's role would be cash flow to get the project shovel ready by the summer. This round is 100% grant funding, meaning no capital financing is required from the applicant for the build. The value of this project is in the upstream investment into permanent housing opportunities and is more cost effective than hotels, which are nearly twice the expenditure. A full report will be brought to the Board in February for a final decision. Meanwhile, DNSSAB is getting the project ready for submission and incurring expenditures in this regard. If the project is successful, the upfront costs will be reimbursed. If not, funds won't be reimbursed but plans will be on hand for another shovel-ready project opportunity.
- Northern Pines Phase two consisting of 20 units, designed for more independent living, are nearing completion. These units will have their own appliances, are bachelor apartments and share some laundry common space. They are located on the second floor of the new build on Chippewa Street in North Bay. DNSSAB is expecting occupancy of these units sometime closer to spring. The third phase continues in its final stages of construction, and DNSSAB will be attending the Rural Ontario Municipal Association sessions next week seeking provincial funding for health supports to those individuals. Health funding would determine the extent and scope of services that can be offered onsite.
- She also provided information on Built For Zero:
 - Built For Zero is a national change campaign about homelessness, designed to help maintain momentum and supports using a data driven approach.
 - It provides access to other Built For Zero communities best practices and successes to replicate and build upon locally.
 - Built For Zero is tied to the Canadian Alliance to End Homelessness, who acts as advisory to the Provincial and Federal Governments on homelessness policy
 - In June 2022, the Community Advisory Board and DNSSAB endorsed an application to become a Built For Zero Community. Nipissing was subsequently accepted in July.
 - The community, through the Community Advisory Board, chose ending chronic homelessness as the priority for Nipissing, with the further goal of reaching function zero for chronic homelessness by 2025.
 - There will be a BFZ implementation update report to the Board in February or March.

There was discussion about the process for the Rapid Housing application. The CAO indicated it was done through the sole sourcing process and the proponent is in the business of doing this for us. There is financial responsibility in the seed funding as there were no funds available through CMHC. If the application is successful, DNSSAB will be reimbursed.

CARRIED

7.0 CONSENT AGENDA

Resolution No. 2023-09

Moved by Mélanie Chenier

Seconded by Chris Mayne

THAT the Committee receives for information or approval, Consent Agenda item 7.1

7.1 HS01-23 Cold Weather Program – this information provides details on the planning and development of a cold weather sites and services for the winter.

In this discussion, the number of people attending the transit terminal and the Gathering Place was requested, as well as the number of hotels being booked and how many people are being turned away. The Housing Director indicated hotels capped at 20 except in situations of extreme cold weather. She will provide a future report with research on this numbers.

8.0 Managers Reports

8.1 B01-23 Delegation of Authority

Moved by Terry Kelly

Seconded by Dan O'Mara

Resolution No. 2023-10

THAT the District of Nipissing Social Services Administration Board authorize the Board Chair Mark King, or Vice Chair Lana Mitchell in the Chair's absence, and the Chief Administrative Officer (CAO) Catherine Matheson, or the CAO's delegate, as described in Briefing Note B01-23, in their absence, to act as signing authorities for the Corporation; and

THAT the Board delegate authority to the CAO to approve transfer payments in accordance with Ministry guidelines, and the DNSSAB's Purchasing Policy, which may be within or exceed the CAO's delegated approval authority level.

CARRIED

9. NEW BUSINESS

There was no new business.

10. NEXT MEETING DATE

Wednesday, February 22, 2023

11. ADJOURNMENT

Resolution No. 2023-11

Moved by Maggie Horsfield
Seconded by Mélanie Chenier

THAT the Board meeting be adjourned at 12:42 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, JANUARY 18, 2023 1:00 PM – VIRTUALLY VIA ZOOM AND IN DNSSAB BOARDROOM

MEMBERS PRESENT:

Councillor Mélanie Chenier
Mayor Peter Chirico
Councillor Maggie Horsfield
Councillor Terry Kelly
Councillor Mark King
Mayor Ethel LaValley
Councillor Justine Mallah
Councillor Chris Mayne
Councillor Lana Mitchell
Mayor Dan O'Mara

REGRETS:

Councillor Jamie Restoule
Representative Amanda Smith

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, Director, Housing Operations
Stephen Kirk, Chief of Paramedic Services

Justin Avery, Manager of Finance

David Plumstead, Manager Planning, Outcomes & Analytics

Donna Mayer, Manager of Project Development

1.1 CALL TO ORDER –The Finance and Administration Committee was called to order at 12:54 PM by CAO Catherine Matheson who chaired until a Chair is elected. Roll call was taken. All were present with the exception of Councillor Jamie Restoule and Representative Amanda Smith.

1.2 DECLARATION OF CONFLICTS OF INTEREST

Lana Mitchell declared a conflict with the Healthy Communities Fund in the Budget as her agency receives funding from DNSSAB.

2.0 ADOPTION OF THE AGENDA

RESOLUTION: #FA2023-01

MOVED BY: Maggie Horsfield

SECONDED BY: Chris Mayne

THAT the Finance and Administration Committee accepts the Agenda as presented.
Carried.

**3.0 Election of Officers for Finance and Administration Committee Chairs and Vice Chairs
Open Nominations for Finance and Administration Committee Chair**

RESOLUTION: #FA2023-02-A

THAT the nominations for the Finance and Administration Committee Chairperson for the term of January 18, 2023 to December 31, 2023 be open and include the following nominees:

Peter Chirico nominated by Lana Mitchell and Maggie Horsfield – accepted

Mark King nominated by Dan O’Mara - declined

Close Nominations for Committee Chair

RESOLUTION: #FA2023-02-B

THAT the nomination for the Finance and Administration Committee Chairperson for the term of January 18, 2023 to December 31, 2023 be closed.

Elect Chair

RESOLUTION: #FA2023-02-C

THAT Finance and Administration Committee Chairperson **Peter Chirico** be appointed for the term of January 18, 2023 to December 31, 2023.

Carried.

Open Nominations for Vice Chair

RESOLUTION: #FA2023-03-A

THAT the nominations for the Finance and Administration Committee Vice Chairperson for the term of January 18, 2023 to December 31, 2023 be open and include the following nominees:

Maggie Horsfield nominated by Peter Chirico and Lana Mitchell - accepted

Close Nominations for Vice Chair

RESOLUTION: #FA2023-03-B

THAT the nomination for the Finance and Administration Committee Vice Chairperson for the term of January 18, 2023 to December 31, 2023 be closed.

Elect Vice Chair

RESOLUTION: #FA2023-03-C

THAT Finance and Administration Committee Vice Chairperson **Maggie Horsfield** be appointed for the term of January 18, 2023 to December 31, 2023.

Carried.

The CAO handed chairing of the meeting to Chair Elect Peter Chirico.

4.0 MANAGERS' REPORTS

4.1 FA01-23 2023 Proposed Budget Report

RESOLUTION: #FA2023-04

MOVED BY: Mark King

SECONDED BY: Terry Kelly

(FA2023-04-A) THAT the Board of Directors accepts the Healthy Communities Fund budget as presented in the 2023 Proposed Budget report FA01-23, and;

(FA2023-04-B) THAT the Board of Directors accepts the proposed Housing Budget as presented in the 2023 Proposed Budget report FA01-23, and;

(FA2023-04-C) THAT the Board of Directors accepts the proposed optional 2023 Budget that uses \$1.8 million in reserves to reduce the impact on the municipal levy as presented in the 2023 Proposed Budget report FA01-23, with the exception of Resolutions FA2023-04-A and FA2023-04-B, and;

THAT advocacy continue with the provincial and federal governments to fund the homelessness services and transitional housing gap to achieve the Board's goal of ending chronic homelessness as aligned with Built for Zero Canada, and;

THAT prior to the 2024 budget presentation, staff will present a fulsome report on the impact of property tax relief on social housing within the District of Nipissing and how these savings could be used to address the homelessness crisis.

Manager of Finance Justin Avery provided a high level review of the 2023 budget. He reviewed the cost pressures, base budget and highlighted changes from the previous year. He also reviewed the budgets for each department.

Discussion included how Canada-Wide Early Learning and Child Care (CWELCC) is 100% funded by the Province, how SSRF funding had been used to manage housing and homelessness services and how that funding will not continue beyond 2022. Under the OW budget, there was discussion on how funding was frozen for past five years and if that will change with the onset of modernization. Centralized intake started in November and the change in employment may not actually launch until next year as a service system manager has yet to be determined. OW will inform the board when hard dates have been set. There were additional questions about low numbers for people receiving social assistance. Province-wide, it has been challenging to determine the exact cause of low numbers.

There was also discussion about using reserves to offset a large levy-increase to fund operations at Northern Pines. The CAO indicated heavy lobbying continues and delegations with the Ministry of Health (Mental Health and Addictions) and the Ministry of Municipal Affairs and Housing have been set for the Rural Ontario Municipal Association. She also indicated that both Federal and Provincial Auditors General noted failures in each meeting needs regarding homelessness. She also indicated that both Federal and Provincial Auditors General noted failures in the respective levels of government meeting needs regarding homelessness.

Carried.

5.0 OTHER BUSINESS

There was no other business.

6.0 NEXT MEETING DATE

Wednesday, February 22, 2023

7.0 ADJOURNMENT

RESOLUTION: #FA2023-05

MOVED BY: Ethel LaValley

SECONDED BY: Maggie Horsfield

Resolved THAT the Finance and Administration Committee meeting be adjourned at 2:00 PM.

Carried.

MARK KING
CHAIR OF THE COMMITTEE

CATHERINE MATHESON
SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Marianne Zadra, Executive Coordinator

BRIEFING NOTE HS02-23

☒ For Information or ☐ For Approval

Date: February 22, 2023

Purpose: **Community Housing Priority Projects – Additional Funding Allocation for 2022-23**

Prepared by: Stacey Cyopeck, Director, Housing Programs

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**

Report HS02-23 provides an update on DNSSAB's business case submission for Community Housing Priority Projects funding, and is for information purposes.

BACKGROUND

- On September 7, 2022, the Ministry of Municipal Affairs and Housing (MMAH) informed the DNSSAB of an opportunity to submit a shovel-ready priority project proposal for consideration should underspent funds become available.
- Service Managers were instructed to complete and submit a Ministry provided business case template for one priority, construction-ready project to be considered for funding.
- Only projects meeting the following criteria would be considered:
 - Municipal-non-profit or private non-profit proponents;
 - Commitment-ready – Able to register on title a signed contribution agreement by January 31, 2023;
 - Shovel-ready – Able to start construction within 120 days of signing the contribution agreement.

- Eligible under the Canada Ontario Community Housing Initiative (COCHI) guidelines.

CURRENT STATUS/STEPS TAKEN TO DATE

- After a review of the eligibility requirements and available projects, one project was eligible for submission. Subsequently, a 45-unit affordable housing project for seniors in West Nipissing was submitted for Ministry consideration.
- On November 24, 2022, the DNSSAB was informed that the Community Housing Priority Projects submission was unsuccessful. MMAH indicated there was significant competition for funding, with 39 of the 47 service managers submitting business cases for a total funding request of \$272M.

RISK IDENTIFICATION AND MITIGATION

The business case submission was for additional funding above and beyond DNSSAB's 2022-2023 COCHI allocation. Although unsuccessful, MMAH noted that the project submission would be reconsidered during the Ministry's year-end reallocation process in February 2023.

CONCLUSION

Although the DNSSAB was unsuccessful in securing additional funding for affordable housing, the submission illustrated the need for affordable housing in the Nipissing District. DNSSAB staff will continue to explore and seek other funding opportunities for housing development.

BOARD REPORT PS01-23

☒ For Information or ☐ For Approval

Date: February 22, 2023

Purpose: Security Breach – Vendor (ESO/Interdev)

Prepared by: Stephen Kirk, Chief of Paramedic Services

Reviewed by: Justin Avery, Manager of Finance

Approved by: Catherine Matheson, CAO

Board Report PS01-23 provides information about a potential security breach / cyber attack on a vendor which supports and hosts patient documentation, employee information, and Paramedic Services data.

BACKGROUND:

ESO / Interdev is a service provider to 80+ per cent of all Paramedic Services in Ontario including DNSSAB Paramedic Services. On November 14, 2022, ESO / Interdev detected a potential cyber attack on their servers and suspended all service. ESO / Interdev were very transparent in their concern. They remained confident that there had been no breach of information and continue to provide those assurances. Basic services were provided to all clients during this period and the system was restored fully on December 19, 2022. There have been ongoing challenges with services provided but ESO / Interdev has been responsive and working on corrective actions. Information and Privacy Commissioner was advised and monitored this situation.

CURRENT STATUS/STEPS TAKEN TO DATE:

Service has resumed, with an enhanced security protocol including multi-factor authentication and intense background security.

RESOURCES REQUIRED:

None required at this time.

RISK IDENTIFICATION AND MITIGATION:

A review of resources and internal security protocol was completed during the transition of Paramedic Services. A review of services currently hosted by Interdev is underway to determine if there are alternative opportunities.

CONCLUSION:

Staff are satisfied with ESO / Interdev's response to the situation and DNSSAB has continued this relationship.

BOARD REPORT B05-23

☒ For Information or ☐ For Approval

Date: February 22, 2023

Purpose: The Workplace Business Model

Prepared by: Melanie Shaye, Director of Corporate 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

Information Report B05-23 provides updates on the workplace business model adopted by the DNSSAB and NDHC.

BACKGROUND

COVID-19 and shift to a new business model

On February 24, 2021, under Resolution 2021-20A, the Board provided staff direction to move forward with the implementation of a new business model, with an openness to adjustments in the future.

The movement towards a new business model began in March 2020, when approximately 85% of employees temporarily moved to hybrid work, as a result of the COVID-19 pandemic. Like many workplaces, the COVID-19 pandemic shifted the DNSSAB's delivery of services virtually overnight. Over the course of the pandemic, feedback from employees gained through multiple employee surveys, showed both an appreciation for a new business model (including an element of hybrid work) during the pandemic, as well as optimism for a more permanent new business model.

According to a 2021 Microsoft report, 73% of employees surveyed expressed a desire for flexible work options post-pandemic and 66% of businesses said they were considering redesigning physical spaces to better accommodate hybrid work environments.¹

In May, September and November 2020, September 2021 and June 2022, DNSSAB employee surveys showed consistent satisfaction with the organization's pandemic response, including the safety measures in place.

Sale of property to leverage funds for affordable housing

On February 24, 2021, through in-Camera NDHC resolution 2021-05B, the NDHC Board approved the sale of 129-133 Main Street West, North Bay for \$1,000,000. This decision was made to leverage funds for affordable housing. Additionally, it was recognized that NDHC's mandate is not focused on commercial office space.

The sale of Main Street resulted in the transition of close to thirty (30) DNSSAB employees to North Bay City Hall in June 2021. This necessitated a more permanent hybrid solution with a reduced corporate footprint. The transition to City Hall included the renovation of the first floor of City Hall, to better serve clients and tenants through a more open office space.

Return of staff to in-office work

On February 23, 2022, through Briefing Note B08-22 the Board was provided an information report, which outlined that employees in public facing positions were returning to in-office positions. Using fair and transparent decision-making, and based on operational requirements and a commitment to providing clients and tenants seamless access to services, the workplace business model guided many positions back to strictly in-office work with some positions working in a hybrid arrangement.

On September 28, 2022, through Briefing Note B19-22, the Board was provided an update on the workplace business model. The fifth employee survey showed that employee satisfaction was greatest when employees worked in a hybrid arrangement at 97% satisfaction. Employees working strictly in-office were less satisfied at 67%. Measures have been put in place since that time to improve employee satisfaction in office, including:

- Increased diversity and inclusion initiatives and training

¹ Forbes, Going Hybrid: the Future of Work is Here, June 4, 2021:
<https://www.forbes.com/sites/forbestechcouncil/2021/06/04/going-hybrid-the-future-of-work-is-here/?sh=697bb7832cb9>

- Increased social events, increased wellness and “fun” committee initiatives
- Modifications to the shared staff workspaces

The workplace business model has been continually monitored and adjusted under the shifting landscape of COVID-19, the needs of clients and tenants, and the feedback received from employees.

CURRENT STATUS

Workplace business model

The workplace business model includes three action items:

- Implementation of alternate work arrangements including flexible and shared spaces
- Evaluation model for satellite offices
- Performance and Measurement of Productivity

1. Implementation of alternate work arrangements including flexible, and shared spaces

The priority of the business model is to continue to meet the needs of clients and tenants while supporting the Provincial direction of offering online services and the Board’s corporate goal of seamless access for clients and residents. The Ontario Onwards: Action Plan, has prioritized making government services more digitally accessible, and creating more responsible and flexible public services.²

Department specific adjustments are conditional on factors such as the nature of the work, technology and productivity.

2. Evaluation model for satellite offices

The anticipated changes coming to the Ontario Works delivery model³ is one example of changes that could permanently influence the way service is delivered to clients in satellite office areas. If Ministry-directed changes to funding occur, or client and tenant interactions see a marked decrease, the physical footprint of DNSSAB’s service delivery may again change. However, service to satellite office areas will

² Ontario Government, Ontario Onwards: Action Plan, Our COVID-19 Action for a People-Focused Government: <https://www.ontario.ca/page/ontario-onwards-action-plan>

³ Ontario Government, Recovery and Renewal: Ontario’s Vision for Social Assistance Transformation: <https://www.ontario.ca/page/recovery-renewal-ontarios-vision-social-assistance-transformation#section-3>

continue to be a priority.

On February 23, 2022, through in-camera resolution 2022-28A, the Board contemplated the movement of the Sturgeon Falls office from 94 King Street, to a downtown Sturgeon Falls location. However, the lease with the current landlord was able to be renegotiated resulting in savings over the five (5) year term of the lease. The DNSSAB did prioritize negotiating termination language into the lease, should changes to the footprint be required. As such, the satellite office in Sturgeon Falls remains in the same location. Termination language is also in the DNSSAB's lease agreements with the City of North Bay at City Hall, Mattawa and South Algonquin.

3. Performance and Measurement of Productivity

The DNSSAB is committed to maintaining an experienced workforce that is able to provide highly valued continued levels of service to clients and tenants. Additionally, the DNSSAB considers the health and safety of employees to be a priority and continues to share information on mental health and wellness supports with staff.

Employee mental health is an important consideration. The DNSSAB endeavours to ensure employees feel informed and supported by providing monthly (if not more frequent) communication/meetings/updates on updates and changes in the organization, as well as information on mental health and wellness supports. Bell Let's Talk Day on January 25, 2023 is a good example of a day when DNSSAB took the opportunity to remind staff about services and supports.

The DNSSAB offers an Employee Assistance Program (EAP) to all DNSSAB employees, regardless of employment status, which provides access to 24/7 counselling support, on topics as broad ranging as grief and anxiety, to support during a marital breakdown. The service is completely confidential.

Part of the DNSSAB's commitment to the workplace business model is being agile and responsive and means that the workplace business model will undergo periodic evaluation to ensure its effectiveness. The DNSSAB will continue to review the business model in the future through discussions at the senior leadership table.

Considerations under the workplace business model

Hybrid work

As of January 26, 2022, 49% of employees work in-office (or on-site, for Nipissing District Housing Corporation staff), with 49% working in a flexible set up, and 2% working remotely. This compares to 85% working remotely at the height of the pandemic. As defined under the Employee Return to Office Protocol, flexible work means that an employee works both in-office and remotely.

The greatest advantage of hybrid work is higher productivity, improved work-life balance, higher employee retention, burnout mitigation, and being a progressive and responsive employer who listens to the feedback of their staff.⁴

Ongoing evaluation

With a sixth employee survey scheduled for delivery in spring 2023, employee satisfaction, the DNSSAB's response to the COVID-19 pandemic, and bench mark questions such as "in my job, I know what is expected of me" will be considered.

In addition, the senior team regularly evaluates the efficacy of the delivery of service organizationally, and makes adjustments as needed.

Technology

The workplace business model has been supported by the implementation of a Zoom Softphone solution. This solution has virtually eliminated the need for desktop phones, and has allowed for traditional phones, videoconferencing and chat features to be supported through one software. Making devices mobile has allowed for greater flexibility. Staff are able to work multiple places in the office as well as off-site.

Carbon Emissions

There is some evidence to suggest that Canada could see a significant reduction in emissions if everyone who is able to telecommute could continue to do so. Certainly, there

⁴ GALLUP The Advantages and Challenges of Hybrid Work, September 14, 2022: <https://www.gallup.com/workplace/398135/advantages-challenges-hybrid-work.aspx#:~:text=The%20greatest%20advantages%20of%20hybrid,are%20most%20effective%20for%20them.>

are a number of variables that influence carbon emissions, but driving less would result in less emissions.⁵

CONCLUSION

The workplace business model continues to be monitored on an ongoing basis, and it will be adjusted as needed to ensure excellent service is delivered to clients and tenants in Nipissing District.

⁵ CBC News, Staying put to save the planet: How remote work might help Canada cut emissions, November 20, 2021: <https://www.cbc.ca/news/politics/work-from-home-pandemic-climate-change-1.6252903>

BOARD REPORT B08-23

☐ For Information or ☒ For Approval

Date: February 22, 2023

Purpose: COVID-19 Workplace Vaccination Protocol

Prepared by: Melanie Shaye, Director of Corporate 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 maintain its COVID -19 Workplace Vaccination Protocol for a further (12) months in keeping with its values of Putting People First and being Pro-Active with updates as outlined in Report B08-23

BACKGROUND:

On March 11, 2020, the World Health Organization declared COVID-19 a pandemic. The first case in the North Bay Parry Sound District Health Unit region was reported on March 26, 2020. As the pandemic evolved, variants of the virus have circulated globally as well as locally in Ontario and in the Nipissing and Parry Sound districts. Some variants have proven to be more easily transmissible and/or cause more severe illness than the original strain. They have required more robust public health measures, including high vaccination rates.

The top workplace pandemic plan priority is health and safety. As stated in the Occupational Health and Safety Act, employers have the responsibility to take every precaution reasonable to protect the health and safety of its workers.

In response to COVID-19, in 2020 the DNSSAB put precautions in place including personal protective equipment, hand sanitizing, lexan barriers, physical distancing, signage, physical distancing, limits to employee numbers in the office and consistent communication on COVID-19 related workplace protocols.

As the pandemic evolved, the DNSSAB continued to follow the example of the local Health Unit, and created a workplace Vaccination Protocol, as a temporary measure in response to the pandemic.

On October 27, 2021, through Resolution #2021-83, the DNSSAB approved a COVID-19 Workplace Vaccination Protocol. A summary of key provisions include:

- It applies to all DNSSAB employees
- It required the disclosure of vaccination status in writing
- If a bona fide exemption exists, in accordance with the Ontario Human Rights Code, an accommodation would be determined
- Employees without an accommodation plan and who were not fully vaccinated were required to take leave, using vacation, banked or unpaid time
- Employees were provided paid work time to obtain their vaccination

The DNSSAB requires any new hires to demonstrate compliance with the COVID-19 Workplace Vaccination Protocol. This is consistent with the North Bay Parry Sound District Health Unit's workplace vaccination policy.

In 2022, the DNSSAB relaxed some workplace safety measures, such as putting the requirement of masking on hold.

CURRENT STATUS:

Legal Background

In 2023, more employers are considering if their COVID-19 Workplace Vaccination Protocol continues to be appropriate. In a unionized setting, past cases that have been brought forward to arbitrators, determining the validity of such policies have generally upheld the employer's right to mandate a vaccination policy. For example, *Toronto Professional Fire Fighters' Association, I.A.A.F. Local 3888 v Toronto (City), 2022*¹ saw an arbitrator uphold a mandatory vaccination policy requiring two (2) doses. However, the arbitrator did not find

¹ The Hum Law Firm Top 7 employment law issues that will affect Ontario employers in 2023
<https://thehumlawfirm.ca/top-7-employment-law-issues-that-will-affect-ontario-employers-in-2023/>

the enforcement of disciplinary suspensions or terminations to be reasonable. Certainly each case is considered on its own unique facts.

In Northern Ontario, many large public sector employers, such as the City of North Bay, the City of Greater Sudbury, and the North Bay and Parry Sound District Health Unit continue to have Vaccination Policies in place.

In Southern Ontario, the City of Toronto, for example, cancelled its Vaccination Policy effective December 1, 2022, with the caveat that “the City will continue to closely monitor its COVID-19 risk mitigation strategy to ensure that it continues to optimally protect the health and safety of employees in the workplace and the public we serve.

If it is determined that additional precautions are necessary, the City may decide to deploy new measures to protect employees and the public from COVID-19, and will amend this policy accordingly.”²

World Health Organization (WHO)

On January 30, 2023 the WHO’s Director General issued a report that stated COVID-19 continues to constitute a public health emergency of international concern, its highest form of alert.³ WHO is urging countries to remain vigilant and recommends targeted risk-based public health and social measures, to vaccinate populations, to conduct regular risk communication, and engage communities in improving understanding and implementing control measures.

North Bay and Parry Sound District Health Unit

Throughout the COVID-19 pandemic, the DNSSAB has endeavored to align itself with the direction of the local health unit. The local health unit does not provide direction to employers on whether or not to have an internal vaccination policy, but they, along with the City of North Bay and the City of Greater Sudbury, continue to have workplace vaccination policies in place.

RECOMMENDED NEXT STEPS:

The Province continues to promote public health measures and advice that include:

² City of Toronto, COVID-19 Vaccination Policy: <https://www.toronto.ca/city-government/accountability-operations-customer-service/city-administration/corporate-policies/people-equity-policies/covid-19-vaccination-policy/#:~:text=The%20City%20of%20Toronto%20is,the%20hazard%20of%20COVID%2D19.>

³ World Health Organization, Statement on the fourteenth meeting of the International Health Regulations (2005) Emergency Committee regarding the coronavirus (COVID-19) pandemic [https://www.who.int/news/item/30-01-2023-statement-on-the-fourteenth-meeting-of-the-international-health-regulations-\(2005\)-emergency-committee-regarding-the-coronavirus-disease-\(covid-19\)-pandemic](https://www.who.int/news/item/30-01-2023-statement-on-the-fourteenth-meeting-of-the-international-health-regulations-(2005)-emergency-committee-regarding-the-coronavirus-disease-(covid-19)-pandemic)

- Staying up to date on COVID-19 vaccines and flu shots
- Encourages wearing a mask in indoor public settings
- Screening daily for signs of illness and staying home if sick
- Practicing good hand hygiene
- Regularly cleaning high touch surfaces

It is recommended that the DNSSAB continue to take a cautious approach to loosening workplace safety precautions. In accordance with the Occupational Health and Safety Act, as an employer the DNSSAB must take all reasonable measures to protect the health and safety of employees in the workplace.

Alignment with the DNSSAB's Values

The decision to recommend continuing the COVID-19 Workplace Vaccination Policy is aligned with the DNSSAB's Value statements of Putting People First and being Proactive, which includes assuming an active role, anticipating future needs, and focusing on prevention.

CONCLUSION:

It is recommended that the DNSSAB maintain its COVID-19 Workplace Vaccination Protocol for a further (12) months, in alignment with its values of Putting People First and being Pro-Active. Should significant changes occur in the meantime as it relates to COVID-19 pandemic, the Protocol may be revisited.

ATTACHED:

COVID-19 Vaccination Protocol, issued October 27, 2021 in accordance with DNSSAB Resolution #2021-83.

COVID-19 Vaccination Protocol

Issued October 27, 2021 in accordance with the DNSSAB Resolution #2021-83.

PURPOSE

The purpose of this protocol is to continue to protect the health and safety of the DNSSAB's employees, and members of the public from the spread of COVID-19, and to meet the obligation under the Occupational Health and Safety Act to take all necessary precautions to protect the health and safety of the workforce.

This protocol provides expectations and requirements of employees with respect to COVID-19 vaccination, and proof of vaccination.

This protocol is a temporary measure to reduce the risks of the hazards of COVID-19 and may be amended as new public health directives and/or provincial or federal government legislation, regulations and/or orders are formalized. Any such directives, legislation, regulations or orders shall take precedence until such time as this protocol may be amended to conform to the new requirements

SCOPE

The protocol applies to all the DNSSAB employees, including full and part time, temporary, casual/relief, contract, volunteers and students and is regardless of an employee's remote work status. New employees must show proof of full vaccination or provide proof of a bona fide exemption as a condition of employment.

LEGISLATIVE FRAMEWORK

This protocol is aligned with the employer's general duty under the *Occupational Health and Safety Act* to take every reasonable precaution to protect its workers (broadly defined) and the responsibility to assess the workplace for risks, including that of COVID-19 transmission.

This protocol is applied in accordance with the *Ontario Human Rights Code*, *Occupational Health and Safety Act* and any other applicable legislation and/or collective agreement.

Information collected under this protocol and procedure is in compliance with relevant legislation including but not limited to the *Personal Health Information Protection Act* and the *Ontario Human Rights Code*.

As the pandemic evolves, and/or legislation or public health guidance changes, the purpose and requirements outlined in this protocol may change.

DEFINITIONS

Bona Fide: genuine or in good faith.

COVID-19: An infectious disease caused by SARS-CoV-2.

Vaccine: A COVID-19 vaccine that has been approved for use by Health Canada and/or the World Health Organization.

Fully vaccinated: Having received the completed series of an approved COVID-19 vaccine by Health Canada. An individual is considered fully vaccinated 14 days after receiving their completed dose, including any required booster doses as may be applicable.

Proof of vaccination: In Ontario, proof of vaccination, in the form of an official dose administration receipt provided by the Ministry of Health in Ontario. For those vaccinated outside Ontario, acceptable proof is based on the criteria provided by the province/state in which they received their vaccine.

Rapid antigen testing: Rapid diagnostic test for non-symptomatic, unvaccinated individuals that directly detects the presence or absence of an antigen.

Proof of Exemption: Written documentation required for those not fully vaccinated due to grounds protected by the Ontario Human Rights Code. For guidance, please see the OHRC protocol statement: http://www.ohrc.on.ca/en/news_centre/ohrc-protocol-statement-covid-19-vaccine-mandates-and-proof-vaccine-certificates. Medical Exemptions can only be provided by a medical doctor or nurse practitioner and must include: a statement that the employee is exempt for a medical reason from being fully vaccinated and the duration of the exemption.

REQUIREMENTS

All those covered by the scope of this protocol are required to:

- Disclose their COVID-19 vaccination status by November 12, 2021.
- Show proof of full vaccination against COVID-19 by December 29, 2021, unless there is a bona fide medical or religious exemption approved by HR.
- Where an employee is not fully vaccinated due to a bona fide exemption, participate in the accommodation process, and undergo regular rapid antigen testing to protect other employees and ensure adequate infection and prevention control measures.

- Employees without an approved accommodation plan and not fully vaccinated against the hazard of COVID-19, in accordance with the implementation requirements of this protocol, may elect to request vacation leave, banked time (if available) or a leave of absence without pay.
- Non-compliance with this Policy will result in discipline, up to and including termination.

RESPONSIBILITIES

Employer

- Provide reasonable accommodation in accordance with the Ontario Human Rights Code.
- Maintain disclosure information, in accordance with privacy legislation and use the information only to the extent necessary for implementation of this protocol, for administering health and safety protocols, infection and prevention control measures in the workplace and as required by law.

Management/Supervisors

- Ensure employees comply with this protocol and attest to whether an employee has either shown proof of full vaccination, or has a valid medical exemption.
- Following notification from HR of any employee who is required to submit to rapid antigen testing, ensure compliance with the procedure.
- Follow and comply with all federal or provincial mandates or directives regarding the vaccination of staff.
- Continue to enforce workplace precautions that limit the spread of COVID-19 virus.
- Where operationally feasible, reasonable arrangements can be made to allow for staff to attend COVID-19 vaccination clinics during work time, using existing applicable leave entitlements and in accordance with the COVID-19 Employee Reporting Protocol.
- Ensure those employees without an approved accommodation plan and not fully vaccinated against the hazard of COVID-19, in accordance with the implementation requirements of this protocol, may elect to request vacation leave, use banked time (if available) or a leave of absence without pay in accordance with the current provisions in place either by protocol and/or within all collective bargaining agreements.

- Discuss and determine the schedule that an employee with a bona fide exemption undergoes rapid antigen testing, using following parameters:
 - If absent for 48 hours or more, testing prior to returning to the workplace (ex. absent for sick or vacation); and,
 - Every 72 hours within a work week or as designated by the operating department in consultation with HR.

Employees

- Submit a “Declaration of COVID-19 Vaccination Status” form by November 12, 2021, and update vaccination status as required. Employees will be required to show proof of full vaccination to their supervisor. Supervisor/managers will not collect a copy of the proof of vaccination.
- Be fully vaccinated, unless there is bona fide exemption, by December 29, 2021.
- For employees without a bona fide exemption or full vaccination by November 12, 2021, rapid antigen testing will be required for entry into the workplace until December 29, 2021, if the employee is in the process of becoming vaccinated.
- Continue to follow health and safety protocols to ensure personal safety and prevent the spread of COVID-19 before and after vaccination.
- Adhere to any additional mandates or directives or reporting requirements from provincial or federal authorities.
- Identify opportunities to obtain a COVID-19 vaccination through community clinics or from health-care professionals.
- Where applicable, provide additional information and participate in the workplace accommodation process.
- Recognize that there is no requirement under human rights legislation or Ontario Human Rights Code that requires the employer to accommodate a personal refusal to be fully vaccinated arising from political and/or personal principles.
- Employees without an approved accommodation plan and not fully vaccinated against the hazard of COVID-19, in accordance with the implementation requirements of this protocol, may elect to request vacation leave, banked time (if available) or a leave of absence without pay in accordance with the current provisions in place either by protocol and/or within all collective bargaining agreements.

Human Resources

- Provide staff with access to information on COVID-19, health and safety precautions, and on the efficacy of the COVID-19 vaccine.
- Assist management with any labour relations and health and safety issues arising from application of this protocol including liaising directly with the union.
- In accordance with all application legislation and provision of privacy requirements, ensure information collected in connection with this protocol is used for the purposes of workplace management and public health reporting and will be treated with the utmost confidentiality.
- Lead the accommodation process for any employee who submits a request for bona fide exemption, and evaluate it on a case-by-case basis.

Update recruitment processes to ensure all new offers of employment are conditional upon the incumbent being fully vaccinated for COVID-19 and subject to conditions of any relevant future protocol amendments.

OTHER WORKPLACE SUPPORTS

As identified in the COVID-19 Employee Reporting Protocol, all employees are entitled to one paid hour of work time per vaccine dose to have their COVID-19 vaccine administered. Information on COVID-19 work related issues, vaccines and health and safety items are regularly shared through monthly emails and all-staff meetings.

ATTACHMENTS

Declaration of COVID-19 Vaccination Status Form

Statement of Medical Exemption COVID-19 Immunization Form

Vaccination FAQ's

BOARD REPORT PS02-23

☐ For Information or ☒ For Approval

Date: February 22, 2023

Purpose: Direct Negotiation- Ambulance Purchase

Prepared by: Stephen Kirk, Chief of Paramedic Service

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 (DNSSAB) approves the use of direct negotiation in the purchase of two (2) ambulance(s) as outlined in Report PS02-23, in accordance with the Board's Purchasing Policy #CORP-01, under the authority of the DNSSAB General Business By-law #1.

BACKGROUND:

Due to the Provincial certification process, there is only one (1) vendor in the Province of Ontario that provides ambulances for purchase under Ministry of Health authority. Demers-Braun Ambulances is the one (1) approved vendor, and they provide ambulances for sale under two (2) brand names – Demers and Crestline, both under the same parent company.

Due to a statutory or market-based monopoly, sole sourcing with Demers-Braun Ambulances is the only reasonable procurement option. The Ontario Ministry of Health has provided an Ambulance Certified Contractor Listing outlining the approved Ambulances in the Province, of which Demers-Braun Ambulances is the only one.

CURRENT STATUS/STEPS TAKEN TO DATE:

Staff considered the following factors when determining which type of ambulance from Demers-Braun was best suited for the Nipissing District service:

- Mechanical dependency
- Product experience
- Employee feedback
- Ergonomics
- Manufacturer's material
- Warranty terms
- Cost

Based on a thorough analysis, staff recommend the Crestline Coach Limited Type II-FleetMax 2.0 Next Generation ambulances.

CONCLUSION:

The procurement of ambulances can take up to fourteen (14) months. It is imperative approval is received to secure the order within the current fiscal period.

BRIEFING NOTE NDHC06-23

☐ For Information or ☒ For Approval

Date: February 22, 2023

Purpose: **CMHC Repair Funds**

Prepared by: Donna Mayer, Manager of Project Development

Reviewed by: Justin Avery, Manager of Finance

Approved by: Catherine Matheson, Chief Executive Officer

Alignment with Strategic Plan: Healthy, Sustainable Communities

☒ Maximize Impact ☒ Remove Barriers ☐ Seamless Access ☐ Learn & Grow

RECOMMENDATION:

THAT the Board approve staff proceeding with CMHC Repair funding as described in Board Report NDHC 06-23, should a funding offer be made.

BACKGROUND:

In November 2022, CMHC staff reached out to the District of Nipissing Social Services Administration Board (DNSSAB) staff asking if there was interest in receiving contribution (grant) dollars for municipality-owned affordable units for the purpose of repair. It was noted that this is very time sensitive as CMHC needs to make a decision of the allocation and prioritization of funds reserved for repair of existing stock of affordable units.

Staff indicated interest in receiving CMHC funds for the repair of existing stock and that NDHC has a project ready to go. A preliminary meeting was held and CMHC provided an outline of terms and conditions for funding, with the proviso that this was not an offer for funding but merely exploration, should a funding offer be made.

The terms and conditions for the repair funding initially communicated include:

- Contribution dollars (grant) up to \$10,000 per unit to be repaired, or 30% of total repair cost, whichever is lower
- Municipality to cost-share and agree to cover the 70% difference from own resources; as well as all cost overruns
- The municipality must agree to pay any overages within their own budget and commit to repairing their stated unit count
- 70% can come from any source other than federal money
- The funding is stackable with third party financing
- The repair funding is part of the Co-Investment Program so there can be no further Co-Investment funds applied
- The repairs have to commence within six months of receiving the monies and be completed within three years
- The funding is part of the Co-Investment Program, therefore there are outcomes related to energy efficiency and greenhouse gas emission as well as accessibility that would be required
- Energy efficiency improvements of 25% of the current baseline need to be achieved, however; CMHC is willing to make concessions on a per case and best effort basis.
- If the Municipality needs city council's approval, it must be done so as soon as possible as the decision for the selection of the awarded municipality will be based on such approval."

In January, a series of five meetings were held to better understand the program terms and conditions and establish DNSSAB's/NDHC's readiness and willingness to participate in this CMHC Repair Funding program, should CMHC decide to move forward with another round of funding. An offer had been made to larger service managers previously.

During these meetings, some of the terms and conditions for the funding were further clarified:

- Accessible unit modifications: meeting specific accessibility requirements of individual residents is acceptable and full wheelchair access is not required
- Cost-sharing calculations: NDHC expenditures from the previous two years as well as the upcoming three years can be considered for matching funds
- Application of funds: there is no obligation that these funds be disbursed equally across all units, however overall outcomes for affordability, energy efficiency/greenhouse gas emissions and accessibility must apply for all units in the offer
- Attestation: proof of achieving performance targets by way of a declaration by DNSSAB/NDHC is sufficient; third party verification is not required

DNSSAB/NDHC staff assessed the terms and conditions of the potential offer along with NDHC's current capital needs and financial capacity to cost-share these costs at 70%. Staff also consulted with other Service Managers.

While the Mackay Homes project was an obvious fit, the option to extend the funding to the entire portfolio was problematic due to the cost-share requirements. In addition, the

restriction on further Co-Investment funding and financing was seen to impair NDHC's ability to conduct deep energy retrofits.

Program Take-up in Northern Ontario

Through communications with Service Manager counterparts in northern Ontario, it was confirmed that three DSSABs elected to not participate in the CMHC Repair program, while two have signed on and two service managers are considering. (No reply from four Service Managers.)

For those that signed on, some of the appeal for them was:

- The retroactive nature of matching funds from previous two years expenditures
- Planned projects were a fit (mostly senior buildings, so accessibility and affordability already in place)
- Planned work targets efficiency (roof, windows, insulation, boilers)
- Application process simplified

Some of the reasons Service Managers said no to the program include:

- 20 year affordability too long for a small pocket of funds
- Too many reporting requirements
- Projects don't fit the program requirements
- Time constraints, no capacity, short staffed
- Need to hire consultant
- Supply issues, concerned about meeting timelines

NDHC Proposal

Staff reviewed the capital plan in detail to identify potential projects, including those in the worse condition, those slated for repair within the next three years, and the oldest buildings. Aside from the Mackay Homes project, which is among the oldest and in the worst condition, staff determined that the best fit for the funding program are the units already planned for repairs to doors and windows within the next three years. The following projects were identified:

- 545 McNamara Street – Blocks A, B, D, and E = 39 units
- Thelma Avenue – Blocks B, C, D, E, F, G, H, J, and K = 62 units
- 111 Carruthers Street – Blocks E, F, G, and H = 28 units

Planned capital expenditures for these 129 units for the years 2023-2026 is \$469,234. At 70% of value, this expenditure can leverage \$140,770 in CMHC Repair funds.

Mackay Homes

The Mackay Homes project was identified as a suitable fit for the funding since it was already scheduled for extensive repairs and the cost-sharing is largely already matched. In December the Ministry of Municipal Affairs and Housing approved the Service Manager's recommendation for \$1.497M from the Canada-Ontario Community Housing Initiative (COCHI) and Ontario Priorities Housing Initiative (OPHI) for repairs. Further funding and financing is being pursued through the Federation of Canadian Municipalities' (FCM's) Green Municipal Fund, as per board report NDHC15-22. Acceptance of CMHC Repair funding will disqualify Mackay Homes from utilizing CMHC Co-Investment funds and financing for this project.

In the meantime, the provincial Skills Development Funding application previously approved by the DNSSAB board that would support deep energy retrofit work at Mackay Homes did not go ahead as planned. The viability of the proposal was questionable given that we are proposing a multi-year solution and the Ministry requires that multi-year applicants have demonstrated experience and success delivering Employment Ontario programs. While DNSSAB has experience leading and implementing sustainable employment projects, these were not Employment Ontario programs.

NDHC Request

On January 20th, CMHC was advised that NDHC would consider an offer of \$800K to repair 194 units, being \$650K for the 65 units at Mackay and \$150K for the 129 units in the townhouse blocks at 545 McNamara Street, Thelma Avenue and 111 Carruthers Street.

Although a portfolio project of 194 units would be eligible for a funding contribution of \$1.94M, the corresponding cost-sharing contribution of \$4,526,666 was deemed to be outside of NDHC's current financial capacity.

CURRENT STATUS:

Staff are waiting for CMHC to extend a formal offer. As of February 8th, CMHC has advised that: "No decisions have been made on this possible funding," and they "will be in touch once they have any information to convey."

In anticipation of a positive decision on the possible repair funding, staff are requesting the Board's approval for the municipal cost-sharing contribution for the townhouse properties identified, as has already been identified in the long-range capital plan.

NEXT STEPS:

With board approval of this report and recommendation, staff will enter into a funding agreement with CMHC for the repair of the units identified, should CMHC extend a formal offer for repair funding.

RESOURCES REQUIRED:

Matching capital funds are required to cover the balance of repair costs for the identified units. The NDHC capital financial plan provides for the window and door repairs in the identified town house units as follows:

2023 - \$16,000
2024 - \$383,505
2025 - \$37,804
2026 - \$31,924

Total planned expenditures - \$469,234.

Staff are requesting that these future planned expenditures be funded from the capital reserves, and that the amount of funding be rounded up to \$500k as a contingency, given that the work can be conducted over a three year period, and costs have escalated since the capital plan was created. This is a financial commitment over and above what is in our approved projects for 2023. For both DNSSAB and NDHC the 2021 consolidated financial statements identify \$17.2 million in reserves combined total for both organizations.

RISK IDENTIFICATION AND MITIGATION:

Acceptance of CMHC Repair funding will disqualify Mackay Homes from utilizing CMHC Co-Investment funds and financing for this project, thereby narrowing the financing options to FCM's Green Municipal Fund only. To mitigate this risk, staff have engaged with FCM to initiate the funding application to its Sustainable Affordable Housing initiative.

Similarly, any plans for refinancing the townhouse projects identified in the report for the purpose of a deep energy retrofit would need to consider sources of funds other than CMHC Co-investment funding and financing.

NDHC would be solely responsible for any cost over runs of the repair projects identified. NDHC is normally responsible for all project costs and proactively manages capital projects to mitigate this risk.

CONCLUSION:

CMHC Repair funding, if offered, can help defray repair costs on 194 units, and NDHC's cost-sharing contribution can come from previously approved COCHI/OPHI funds and a commitment of capital reserves funding for projects already budgeted for in the capital plan. The terms and conditions of the CMHC Repair funding will prohibit access to further CMHC Co-Investment funding for these properties.

BOARD REPORT B07-23

☐ For Information or ☒ For Approval

Date: February 22, 2023

Purpose: Confirmation of NDHC Board of Directors

Prepared by: Marianne Zadra, Executive Coordinator and Communications

Approved by: Catherine Matheson, Chief Administrative Officer

Alignment with Strategic Plan: Healthy, Sustainable Communities

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

RECOMMENDATION:

THAT an election be held for the eighth and final seat on the NDHC Board of Directors for the 2023-2026 term; and,

THAT _____ be the eighth and final member of the NDHC Board of Directors.

BACKGROUND:

At the inaugural DNSSAB Board meeting of January 18, 2023, membership of the NDHC Board was established as per Resolution No. 2023-06:

4.2 Resolution No. 2023-06

Moved by Justin Mallah

Seconded by Mark King

THAT the Board accept the following members to the NDHC Board of Directors. Amanda Smith was not present to accept nominations:

Mark King

Chris Mayne

Terry Kelly

Mélanie Chenier

Lana Mitchell

Peter Chirico

Dan O'Mara

CARRIED

At the time, three DNSSAB Board members were not in attendance and were not present to either nominate themselves or accept a nomination to the NDHC Board. Subsequently, one member, Mayor Ethel LaValley made it known under the New Business section of the agenda that she would like to be considered for a position on the NDHC Board as housing is an important issue for South Algonquin. Chair Chris Mayne indicated Board membership could be reconsidered. Membership to the NDHC Board is set at eight members per the NDHC By-Laws.

CONCLUSION:

In order to finalize the membership of the NDHC Board, an election will be held to confirm the eighth position on the Board.