

District of Nipissing
Social Services
Administration Board



Conseil d'administration
des services sociaux
du district de Nipissing

REGULAR BOARD MEETING OF
Wednesday, September 25, 2019, 3:00 PM

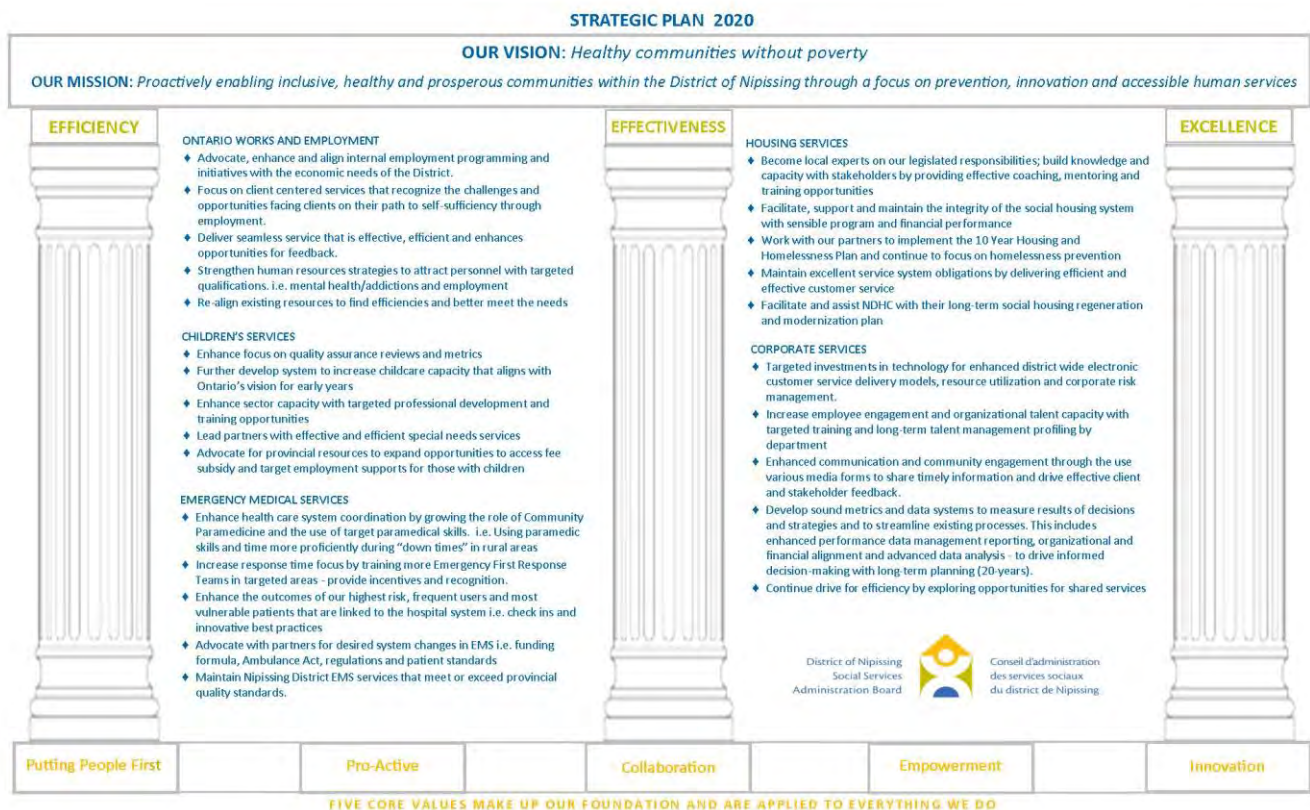
**Guillemette Ranking Boardroom,
3rd floor, City Hall**

MISSION STATEMENT

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

VISION 2019

Healthy Communities Without Poverty





BOARD OF DIRECTORS MEETING AGENDA – REGULAR MEETING

Healthy communities without poverty.

DRAFT A G E N D A

Date: Wednesday, September 25, 2019

Time: **Board Meeting 3:00 PM**

Location: Guillemette Rankin Boardroom, 3rd Floor, North Bay City Hall

Teleconference # 1-855-392-2520 Access Code 2950967 (Board only)

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

Item	Topic
1.0	<p>Call to Order</p> <p>Vice Chair will call the meeting.</p> <p>1.1 Roll Call</p> <p>MOTION: #2019-123 <i>Resolved THAT the Board of Directors accepts the Roll Call as read by the Secretary for the Regular Board meeting of September 25, 2019 at ____PM.</i></p> <p>1.2 Review Board Agenda</p> <p>MOTION: #2019-124 <i>Resolved THAT the Board of Directors accepts the Regular Meeting Agenda as presented.</i></p>

Item	Topic
	<p>1.3 Approve Chair Leave / Vice Chair Assumes Chair</p> <p>MOTION: #2019-125 WHEREAS the Federal Election has been called by the Government of Canada; WHEREAS Mark King has been accepted as a candidate in the 2019 Federal Election and is seeking to represent the Federal Riding of Nipissing-Timiskaming; WHEREAS Mark King has requested a leave of absence from the DNSSAB Board of Directors during the campaign period, ending October 21, 2019; BE IT RESOLVED that Board approve his absences on committees and the DNSSAB board during the election. BE IT FURTHER RESOLVED THAT Vice-Chair Mac Bain will assume the duties of the Chair as per Section 2, 10.3 of the By-laws, until such time as Mark King returns from his leave of absence or resigns from the Board.</p>
2.0	Declaration of Conflict of Interest
3.0	Chair's Remarks
4.0	<p>Minutes of Proceedings</p> <p>Review of Minutes</p> <p>MOTION: #2019-126 Resolved THAT the Board adopt the minutes of the proceedings of the Special Board meeting of August 2, 2019.</p>
5.0	Presentations (no presentations at this time)
6.0	<p>CAO Report</p> <p>MOTION: #2019-127 Resolved THAT the Board accepts the Report from the Chief Administrative Officer B06-19, dated September 25, 2019.</p>
7.0	<p>Consent Agenda (These Items are subject to change)</p> <p>MOTION: #2019-128 Resolved THAT the Board of Directors approves the Consent Agenda of September 25, 2019 which includes the following:</p> <p>7.1 Executive Audit Committee Minutes – September 10, 2019 7.2 Social Services and Employment Committee Minutes – September 10, 2019 7.3 Children's Services and EMS Committee Minutes – September 10, 2019 7.4 Housing Services Minutes – September 10, 2019</p>

Item	Topic
	<p>7.5 Correspondence/Media Coverage</p> <p>7.5.1 July 22 2019 CAO letter to Selection Committee in support of YES Youth employment</p> <p>7.5.2 Aug 20 BayToday article RE Province promises funding increase for land ambulance services, but other cuts loom</p> <p>7.5.3 Aug 22 BayToday Article RE Mental health and addictions discussed at Ottawa municipalities meeting</p> <p>7.5.4 Aug 27 Nugget Article RE We are going to lose people</p> <p>7.5.5 Sept 3 Nugget Article RE Charges pending for not having working smoke alarms</p> <p>7.5.6 Sept 3 Nugget Article RE Warming centre may have a new home</p> <p>7.5.7 Sept 5 CTV Article RE North Bay Warming Centre aims at relocation</p> <p>7.5.8 Sept 11 BayToday Article RE The debate over debates. King shut out of local TV debate</p> <p>7.5.9 Sept 12 Memo from MOH-Deputy-Minister-Angus-Stakeholder-memo</p> <p>7.5.10 Sept 13 Bay Today Article RE Councillor King takes leave of absence</p> <p>7.5.11 Sept 20 Nugget Article RE I'm ready to commit suicide</p>
8.0	<p>REPORTS</p> <p>8.1 EX18-19 2019 Q2 Financial Report</p> <p>Motion: #2019-129 <i>Resolved</i> THAT the District of Nipissing Social Services Administration Board (DNSSAB) accepts the year-to-date (YTD) financial report, January 1 to June 30, 2019 as presented in report EX18-19 for information purposes.</p>
	<p>8.2 EX19-19 Budget Issues Report</p> <p>Motion: #2019-130 <i>Resolved</i> THAT the District of Nipissing Social Services Administration Board accepts the 2020 Preliminary Budget Issues Report as presented in report EX19-19 for information purposes.</p>
	<p>8.3 EX20-10 Amended By-Laws Report</p> <p>Motion: #2019-131 <i>Resolved</i> THAT the District of Nipissing Social Services Administration Board approves approve the draft DNSSAB By-Laws as amended to include legal advice in accordance with Resolution No. 2019-20, and that member municipalities are given 30 days' notice of these changes.</p>
	<p>8.4 CSEMS02-19</p> <p>Motion: #2019-132 <i>Resolved</i> THAT the District of Nipissing Social Services Administration Board accepts the attached Emergency Medical Services (EMS) in Nipissing District,</p>

Item	Topic
	Situation Analysis report for information purposes and as an update on the current state of EMS heading into the 2020 budgeting process.
	<p>8.5 HS16-19 COCHI-OPHI Investment Plan</p> <p>Motion: #2019-133 <i>Resolved</i> THAT the District of Nipissing Social Services Administration Board (DNSSAB) approve the Canada-Ontario Community Housing Initiative (COCHI) & Ontario Priorities Housing Initiative (OPHI) – Initial Investment Plan, attached as Appendix A, for the District of Nipissing as set out in report HS16-19.</p>
	<p>8.6 HS17-19 Reaching Home Community Plan ***This report will be removed and resubmitted at the October Committee and Board Meetings.**** Motion: #2019-134 <i>Resolved</i> THAT the District of Nipissing Social Services Administration Board (DNSSAB) approve the Reaching Home – Community Plan, attached as Appendix A, for the District of Nipissing as set out in report HS17-19.</p>
	<p>8.7 HS18-18 Housing Stock Overview – Mortgages and Debentures</p> <p>Motion: #2019-135 <i>Resolved</i> THAT the District of Nipissing Social Services Administration Board receives Report HS18-19 regarding the status of mortgages and debentures for the Nipissing District Housing Corporation properties for information purposes.</p>
	<p>In - Camera (If Needed)</p> <p>8.8 Motion: #2019-136 THAT the Board move in-camera at _____ to discuss a matter about an identifiable individual.</p>
	<p>8.9 Adjourn In-Camera</p> <p>Motion #2019-137 THAT the Board adjourns in-camera at _____.</p>
	<p>8.10 Approve In-Camera</p> <p>Motion #2019-138 THAT the Board accepts action(s) discussed in-camera.</p>
9.0	New Business
10.0	<p>Next Board Meeting Date</p> <p><i>Next Committee Meeting: October 9</i> <i>Next Board Meeting: October 23 at 3:00 PM. There will be a tour of the</i></p>

Item	Topic
	<i>Indigenous Hub, 1040 Brookes Street at 2:00 PM.</i>
11.0	Adjournment MOTION: #2019-139 Resolved THAT the DNSSAB Board meeting be adjourned at p.m.



Resolution No. 2019-123

Carried: ☐

Defeated: ☐

Date: September 25, 2019

MOVED BY:

SECONDED BY:

Resolved THAT the Board of Directors accepts the Roll Call as read by the Secretary for the Regular Board meeting of September 25, 2019 at ____AM.

CARRIED _____
MAC BAIN
VICE CHAIRPERSON

CARRIED _____
MELANIE SHAYE
ACTING SECRETARY



Resolution No. 2019-124

Carried: ☐

Defeated: ☐

Date: September 25, 2019

MOVED BY:

SECONDED BY:

Resolved THAT the Board of Directors accepts the Regular Meeting Agenda as presented.

CARRIED _____
MAC BAIN
VICE CHAIRPERSON

CARRIED _____
MELANIE SHAYE
ACTING SECRETARY



Resolution No. 2019-125

Carried: ☐

Defeated: ☐

Date: September 25, 2019

MOVED BY:

SECONDED BY:

WHEREAS the Federal Election has been called by the Government of Canada;

WHEREAS Mark King has been accepted as a candidate in the 2019 Federal Election and is seeking to represent the Federal Riding of Nipissing-Timiskaming;

WHEREAS Mark King has requested a leave of absence from the DNSSAB Board of Directors during the campaign period, ending October 21, 2019;

BE IT RESOLVED that Board approve his absences on committees and the DNSSAB board during the election.

BE IT FURTHER RESOLVED THAT Vice-Chair Mac Bain will assume the duties of the Chair as per Section 2, 10.3 of the By-laws, until such time as Mark King returns from his leave of absence or resigns from the Board.

CARRIED _____
MAC BAIN
VICE CHAIRPERSON

CARRIED _____
MELANIE SHAYE
ACTING SECRETARY



Resolution No. 2019-126

Carried: ☐

Defeated: ☐

Date: September 25, 2019

MOVED BY:

SECONDED BY:

Resolved THAT the Board adopt the minutes of the proceedings of the Proceedings of the Regular Board Meeting of July 16 and the Special Board meeting of August 2, 2019.

CARRIED _____
MAC BAIN
VICE CHAIRPERSON

CARRIED _____
MELANIE SHAYE
ACTING SECRETARY



MINUTES OF PROCEEDINGS

REGULAR BOARD MEETING – TUESDAY JULY 16, 2019 3:00 PM –DNSSAB BOARDROOM, 3RD FLOOR, CITY HALL

MEMBERS PRESENT:

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

REGRETS:

Representative Amanda Smith (Unincorporated)
Councillor Bill Vrebosch (North Bay)

STAFF ATTENDANCE:

Melanie Shaye, A/Chief Administrative Officer, Director of Corporate Services
Lynn Démoré-Pitre, Director of Children's Services
Michelle Glabb, Director Social Services
Marianne Zadra, Executive Coordinator and Communications
Jean Guy Belzile, EMS Chief
Stacey Cyopeck, Manager, Housing Services
Dave Plumstead, Manager Planning, Outcomes & Analytics
Jason Corbett, Contract Specialist and Procurement

GUESTS:

Sue Rinneard, Crisis Centre North Bay
Dennis Chippa, The Gathering Place

Tiffany Fournier, The Gathering Place
Jennifer McCharles, The North Bay Nugget

CALL TO ORDER

The Regular Board Meeting was called to order at 3:02 PM by Chair Mark King.

Adoption of the Roll Call

Resolution No. 2019-100

Moved by: Councillor Chris Mayne

Seconded by: Councillor Mac Bain

That the Board of Directors accepts the Roll Call as read by the Secretary for the Regular Board meeting of July 16, 2019. Motion carried.

Adoption of the Agenda

Resolution No. 2019-101

Moved by: Mayor Dean Backer

Seconded by: Councillor Scott Robertson

That the Board accepts the agenda for the Regular Board meeting of July 16, 2019. Motion carried.

The Chair asked that presentations be moved to after the Chair's remarks in the Agenda. This will be the format for the agenda going forward. He thanked everyone for attending during the summer. He noted this is a sad time in that community partner Lana Mitchell of LIPI suffered a loss in her family and our sympathies go out to her and her family. He welcomed Dennis Chippa who will be talking to us about the Warming Centre. He also asked Sue Rinneard from the Crisis Centre North Bay to attend because of the synergy between the two partners. He noted the additional resolution from Bonfield that mirrored the resolution from two other eastern district municipalities who have expressed that they are against any levy increases. He indicated to the clerk of Bonfield that we are open to speak with these councils to explain measures taken to date.

DECLARATION OF CONFLICTS OF INTEREST

No conflicts were declared. (none declared)

PRESENTATIONS

- **Dennis Chippa, Executive Director of The Gathering Place**

Dennis Chippa of The Gathering Place talked about what they are doing in moving forward with the Warming Centre, which over recent years has fallen under the informal administration of The Gathering Centre. He noted the board of The Gathering Place

has met and has tentatively agreed to move ahead with the Warming Centre for this coming winter, even though this is not strictly their responsibility, but serves the same clients as the Warming Centre (WC). He reviewed the history of the centre, which was temperature based at the time it opened seven years ago. He provided an overview of the funding situation for 2019-2020. His board is concerned about losing money in continuing to provide food and services to the centre. They would like to see a longer term solution which will not necessarily be the responsibility of The Gathering Place only. He believes it's a community entity that may be done through partnerships. He highlighted use over the past winter – 809 spent the night and 1344 dropped in over 81 nights. This was all manned by volunteers. Of those who attended, 103 were different people from all over the district. There were 34 incidents where police or ambulances were called. Volunteers are trained in CPR and naloxone procedure. Guest misconduct resulted in eviction. He feels the space at Triple Link was too small and this added to the fractious environment. Last year there was a shortfall of \$7,869 for The Gathering Place. A search for a new place began a few weeks ago and his team is looking at ways to reduce food costs, and also restructuring the shifts at the WC to make it more budget-friendly. He strongly feels the WC must stay open. He has confirmed the Aids Committee of North Bay will cover insurance and an outreach van including staff for this, as well as in-reach services provided by True-Self staff trained to deal with people in crisis, and that they are creating an advisory committee made up of their partners in order to build this as an entity. The Chair confirmed that the Healthy Communities Fund has found \$30,000 for this project this year. Mayor Backer commended the group for assisting those in need. The Chair asked if this is a stop gap or if there is a long-term plan. Mac Bain talked about the geographical location of any future site and easy access for the homeless. Dennis indicated it should be near the downtown area. He has spoken with the Salvation Army and they are considering the use of their downtown site. There was further discussion about possible alternatives and potential sites, including churches with appropriate space and lay-outs, and decommissioned schools. The Chair asked Sue Rinneard for her thoughts. She added this is an addiction problem, more than a homelessness problem. She indicated it is expensive to shelter people in overflow, which is becoming more and more prevalent. Dennis confirmed people with lived experience will be part of the panel/advisory committee. There was further discussion around consideration for neighbours living in any potential site area. The Chair thanked Dennis and Sue for their work and the discussion.

- **Year end CHPI Data**

Housing Services Manager, Stacey Cyopeck reviewed the CHPI year-end data to show where the homelessness prevention money was spent and she showed the uptake of the program. Performance indicators for the ministry were also presented. Chris Mayne asked about the process for social funding for individuals for shelter. Stacey and Social Services Director Michelle Glabb reviewed who is eligible for shelter subsidies and how the process works. Stacey noted the drastic increase in the 18-19 year-old demographic

for shelter admission and she also reviewed the occupancy rates over the years. 199 households were sent to overflow shelters last year, costing about \$98,000. Now, there are more males (2/3rds) staying in shelters. As well, more youth are staying in shelters, as are seniors and families with children under 16.

Minutes of Proceedings

Resolution No. 2019-102

Moved by: Mayor Dean Backer

Seconded by: Councillor Scott Robertson

***Resolved* THAT the Board adopt the minutes of the proceedings of the Proceedings of the Regular Board Meeting of June 19, 2019.**

Motion carried.

CAO Report

Resolution #2019-103

Moved by: Mayor Dan O'Mara

Seconded by: Councillor Chris Mayne

***Resolved* THAT the Board accepts the verbal presentation from the Acting Chief Administrative Officer dated July 16, 2019.**

Acting CAO Melanie Shaye reviewed several items, including the CNB/DNSSAB emergency evacuation procedures. City police will deliver staff training which will be recorded so that it can be used to train future staff members.

She indicated she and Manager of Finance Justin Avery are available to speak with the Chair to councils regarding levy increases.

She talked about the prototype sites for employment services. There are none north of the Muskoka district. Michelle Glabb added there is a process for the areas identified and then there will be an RFQ. Public and private sectors can compete for these contracts. It's disappointing no area in the North was chosen. Mac Bain indicated they are looking at the Kawarthas, which is spread out and populated similar to northern Ontario. Dan Roveda says there is also nothing for eastern Ontario, northern Ontario or any bilingual communities that were chosen.

Children's Services have received their childcare amendment agreements.

EMS has been transitioning the work from the retiring chief to David Plumstead. She added that on the 25th at 3PM there will be a small event for Jean-Guy's retirement and that members are more than welcome to attend. Dave Plumstead will be bringing a report to the board in September about EMS funding, consolidation plans in the province, etc. Dan O'Mara talked about talks with the NB Regional Health Centre to take on service management for areas not already under their purview, but proposed costs are beyond the budget of Temagami and he indicated perhaps Mattawa as well.

The Acting CAO reviewed housing service level standards, and that a 10-year plan to reach the service level standards is appropriate according to the regional point person for the ministry. A plan will be presented in the fall.

She also updated members on the following:

- Villa Aubin BBQ in June
- The hiring of students working at grounds maintenance is working well
- Tour of the Crisis Centre and Futures
- Resolved grievances saving potentially \$10 to \$15K
- HCF contracts have been issued
- Working on whistle blower policy
- CAO search is underway. The Board will be updated as that process moves along.
- Recent news of the loss of the local CMHA Charter - Housing Services will bring a report back to the Board regarding the single funded item with CMHA at the Edgewater. The funded position has led to a reduction of calls at the building for EMS and police.
- AMO – NOSDA requested a number of delegations on behalf of the Northern group. DNSSAB has also submitted a number of delegations. We have been informed that ministries have received an exceptionally high number of delegation requests, and so delegations are not a sure-thing.
- Acting CAO to attend 47 leads (OMSSA) session tomorrow in Toronto

Regarding the levy increases, Dave Mendicino reassured there will be lot of pressure on municipalities as a result of the provincial budget and that the Board has worked to reduce costs as much as possible. Dean Backer encouraged that we get the same message and deliver that to the eastern municipalities and develop a game plan. Mac Bain says it needs to be made clear that the Board has never passed a resolution to

increase levies or re-levy. Dean indicated Calvin has earmarked next Tuesday to have Board and Administration representatives speak to councils. Dean agreed to coordinate the session.

[Dan O'Mara arrived.]

Motion carried.

Consent Agenda
Resolution #2019-104

Moved by: Councillor Chris Mayne

Seconded by: Mayor Dean Backer

Resolved THAT the Board of Directors approves the Consent Agenda of May 22, 2019 which includes the following:

7.1.1 June 20 Tribune Article RE Funding set to expire, affecting 102 beds at Au Château

7.1.2 June 20

MyNorthBayNow article RE 102 beds could close at Au Chateau long term care home in Sturgeon Falls

7.1.3 June 21 Letter from Premier to Chair RE Response to EMS issues

7.1.4 July 2 MyNorthBayNow Article RE DSSAB chair confident board can find four percent savings in budget

7.1.5 July 5 Nugget Article RE CMHA Ontario revokes Nipissing branch charter

7.1.6 July 2 Letter from Papineau-Cameron RE resolution on potential levy increases

7.1.7 June 11 Letter from Stuart Bailey RE Proposed ODSP Changes

Motion carried.

HS12-19 10-Year Housing and Homelessness Plan Update
Resolution #2019-105

Moved by: Councillor Dave Mendicino

Seconded by: Councillor Scott Robertson

Resolved THAT the District of Nipissing Social Services Administration Board receives for information the "2018 Annual Report Implementation Update: A Place to Call Home: Nipissing District 10 Year Housing and Homelessness Plan 2014-2024" as set out in report HS12-19 and Attached "A" (same title).

Stacey clarified this is an annual update as there is an obligation to report annually to the ministry, and that a 5-year mid-term report will still be coming to the Board in the fall.

She reviewed the six objectives (Homelessness Prevention, Shelters and Diversion; Improving Housing Stability; Increasing Housing Affordability and Options Along the Housing Continuum; Sustaining and Expanding the Housing Portfolio; Leadership,

Integration, Coordination and Advocacy; Awareness, Education, Information and Best Practices), the funding amounts issued to each, and the sources of that funding. Just over \$4.6M was spent to meet these objectives. She provided more detail and outlined some of the accomplishments achieved under each objective. 77% of 116 action items were achieved or experienced progress towards their intended target. There was a 28% increase in progress from 2017. Details on each of these objectives will be submitted to the ministry.

Motion carried.

**HS13-19 Emergency Overflow Services
Resolution #2019-106**

Moved by: Councillor Dan Roveda

Seconded by: Mayor Dan O'Mara

Resolved THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives for information report HS13-19 outlining the various options available to lower the demand for emergency overflow services.

Stacey Cyopeck talked about the shelter overflow situation within the District. This trend began in 2017 and has continued since. As of June 30 this year, just above \$98,000 has been spent on overflow services, which could amount to more than \$200K by the end of the year. Housing Services is trying to find efficiencies to alleviate this situation and to keep people housed. Close monitoring the situation has reduced spending in the area of direct client benefits and the forecast is now is a CHPI underspend of \$95K. Duties have been realigned to find cost savings in administration of about \$32K by year end. Since these are CHPI dollars, the funds can be used to pay for overflow. Our navigator will work at the Crisis Centre to help clients obtain accommodations quicker. She outlined what is planned to further reduce the overflow. The housing allowance provides those who are episodically or chronically homeless up to \$250/mo. towards accommodations in the private market while on the waitlist for RGI. Housing Services is also examining current and new funding allocations, as well as innovative solutions such as vacant residences at Canadore College during the summer to use these rooms as overflow units. For \$70 a night with a kitchenette for meals, this could realize savings of about \$700 a week.

Motion carried.

In - Camera (if required)

Resolution #2019-107

THAT the Board move in-camera at _____ to discuss a property matter.

The In-Camera Session was not required. As a result, Resolution #s 107, 108 and 109 will be left blank. The count continues with the Adjourn Resolution #110.

**Adjourn In-Camera
Resolution #2019-108**

THAT the Board adjourns in-camera at _____.

**Approve In-Camera
Resolution No. 2019-109**

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

OTHER BUSINESS

Next Meeting Date

Wednesday, September 25, 2019 DNSSAB Boardroom, North Bay City Hall

**Adjournment
Resolution No. 2018-110**

Moved by: Councillor Chris Mayne
Seconded by: Councillor Dan Roveda

Resolved That the Board meeting be adjourned at 4:33 p.m.
Motion carried.

MARK KING
CHAIR OF THE BOARD

MELANIE SHAYE
ACTING SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Marianne Zadra, Executive Coordinator



MINUTES OF PROCEEDINGS

SPECIAL BOARD MEETING – FRIDAY AUGUST 2, 2019 1:00 PM –DNSSAB BOARDROOM, 3RD FLOOR, CITY HALL

MEMBERS PRESENT:

Councillor Mac Bain (North Bay)
Councillor Mark King (North Bay)
Councillor Dave Mendicino (North Bay)
Mayor Dan O'Mara (Temagami) via teleconference
Councillor Dan Roveda (West Nipissing)
Councillor Scott Robertson (North Bay)
Mayor Dean Backer (East Nipissing) via teleconference
Councillor Chris Mayne (North Bay) via teleconference
Representative Amanda Smith (Unincorporated)
Councillor Bill Vrebosch (North Bay)

REGRETS:

Mayor Jane Dumas (South Algonquin)
Councillor Terry Kelly (East Ferris)

STAFF ATTENDANCE:

Melanie Shaye, A/Chief Administrative Officer, Director of Corporate Services
Sydnee Whiggins, Student as Acting Recording Secretary

CALL TO ORDER

The Special Board Meeting was called to order at 1:04 PM by Chair Mark King.

Adoption of the Roll Call Resolution No. 2019-111

Moved by: Councillor Dave Mendicino
Seconded by: Councillor Mac Bain

That the Board of Directors accepts the Roll Call as read by the Acting Secretary for the Special Board meeting of August 2, 2019. Motion carried.

**Adoption of the Agenda
Resolution No. 2019-112**

Moved by: Councillor Scott Robertson

Seconded by: Councillor Bill Vrebosch

That the Board accepts the agenda for the Special Board meeting of August 2, 2019. Motion carried.

DECLARATION OF CONFLICTS OF INTEREST

No conflicts were declared.

**In - Camera
Resolution #2019-113**

Moved by: Representative Amanda Smith

Seconded by: Councillor Scott Robertson

THAT the Board move in-camera at 1:06 to discuss a personnel matter. Motion carried.

The In-Camera Minutes are filed separately.

**Adjourn In-Camera
Resolution #2019-114**

Moved by: Councillor Dan Roveda

Seconded by: Councillor Dave Mendicino

THAT the Board adjourns in-camera at 1:39 PM. Motion carried.

**Approve In-Camera
Resolution No. 2019-115**

Moved by: Councillor Scott Robertson

Seconded by: Councillor Bill Vrebosch

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

Next Meeting Date

Wednesday, September 25, 2019 DNSSAB Boardroom, North Bay City Hall but one may be called earlier to discuss other pertinent information.

Adjournment

Resolution No. 2018-116

Moved by: Councillor Mac Bain

Seconded by: Councillor Dave Mendicino

Resolved That the Board meeting be adjourned at 1:40 p.m.

Motion carried.

MARK KING
CHAIR OF THE BOARD

MELANIE SHAYE
ACTING SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Sydnee Whiggins per Marianne Zadra, Executive Coordinator



Resolution No. 2019-127

Carried: ☐

Defeated: ☐

Date: September 25, 2019

MOVED BY:

SECONDED BY:

Resolved THAT the Board accepts the Report from the Chief Administrative Officer B06-19, dated September 25, 2019.

CARRIED _____
MAC BAIN
VICE CHAIRPERSON

CARRIED _____
MELANIE SHAYE
ACTING SECRETARY

CAO REPORT – MELANIE SHAYE B06-19



9/25/2019

CAO REPORT – MELANIE SHAYE B06-19

Vision:

Healthy Communities Without Poverty

Mission:

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

CAO REPORT – Melanie Shaye B06-19

AMO Follow-Up and Ministry Visits

There have been many provincial Ministers in the Nipissing District, due to the International Plowing Match in Verner. The Ministry of Municipal Affairs and Housing (MMAH) Minister Clark joined Board member Roveda, Manager Stacey Cyopeck, the MMAH Team Lead and I on a tour of some of DNSSAB's community housing in West Ferris. In under an hour, we toured 5 housing sites, and also visited a vacant unit at 365 Lakeshore (Edgewater). We emphasized the need for stable funding for the Community Support Worker position, and outlined the need for additional workers to support tenants across the District. We also outlined some of the Housing challenges in Nipissing, including challenges with the Federal Co-Investment Fund.

The Associate Minister of Mental Health and Addictions, Michael Tibollo, also met with Board member Mendicino, Director Michelle Glabb, and I to talk about mental health and addictions. The Minister was very knowledgeable and encouraging, and asks that a plan be coordinated through the City of North Bay's Mayor's Mental Health and Addiction Roundtable for when he returns to North Bay in November.

Follow up has also been made with MMAH, through the Assistant Deputy Minister (ADM). Manager Stacey Cyopeck and I discussed Nipissing's needs for support for overflow, and the ADM stated the Province has no financial support over and above CHPI. She did state that if MMAH has underspends, they may consider 'shovel-ready' transitional or supportive housing plans. Over the next several months, Housing Programs will be working on a plan to submit to MMAH in hopes of them considering financial support for a project in Nipissing District.

Indigenous Hub

The Indigenous Hub in North Bay is continuing on track and on budget. A tour of this site is set for 2:00 PM, before the board meeting on October 23rd, and will be followed by a presentation by the Hub's Executive Director, Laureen Linklater-Pizzale, who will explain the cultural impact of the Indigenous Hub and significance of the design. Members wishing to participate must bring and wear safety shoes or boots. Hardhats will be provided. Thank you to Director Lynn Démoré-Pitre for her on-going efforts to ensure this project is on track and on budget.

Community Safety and Wellbeing Plan

DNSSAB is prepared to provide data and input into these plans, but in accordance with the legislation mandating these plans, DNSSAB will not take the lead on these plans.

Near North Health & Wellness Ontario Health Team

DNSSAB will be in a position to sign off on the Interim Ontario Health team Development Agreement by October 7th. Board member Mendicino, Director Michelle Glabb and I have attended meetings in September in an effort to support this moving forward.

CAO Recruitment

This posting closes on September 30th, and the Hiring Committee is scheduled to meet on October 4th to do a confidential initial review of resumes.

North Bay Mayor's Round Table

The DNSSAB was invited, along with close to 30 other community agencies, to participate in a Mayor's roundtable to discuss mental health and addiction issues in the North Bay area. Manager Stacey Cyopeck presented to the group on the Housing supports available related to Homelessness. Director Michelle Glabb, Manager David Plumstead and I also attended on behalf of DNSSAB. An action team will be meeting again soon to discuss next steps. The number one issue from the meeting was Transitional Housing.

By-Laws

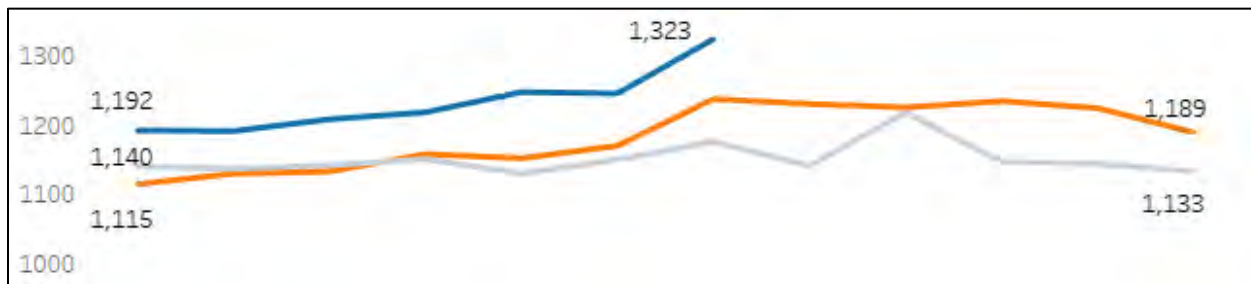
An ad-hoc By-laws Review Committee met over the summer to update the DNSSAB Procedural By-Laws. That draft plan is in the package today. If approved, it will be shared with member municipalities for their approval. Once this document is approved, work will begin to review the NDHC By-Laws. Both will align with each other and ensure compliance with Acts and Regulations. Thanks to the ad-hoc committee members who worked on this important document.

Committee Summaries

Children Services

Child Care

883 families received subsidies in July, up by 33 from previous month. There were 57 new applications in July and 51 annual reviews of child care programs were completed. In July, there were 77 more children receiving subsidy from the previous year, and 78 more than the previous month.



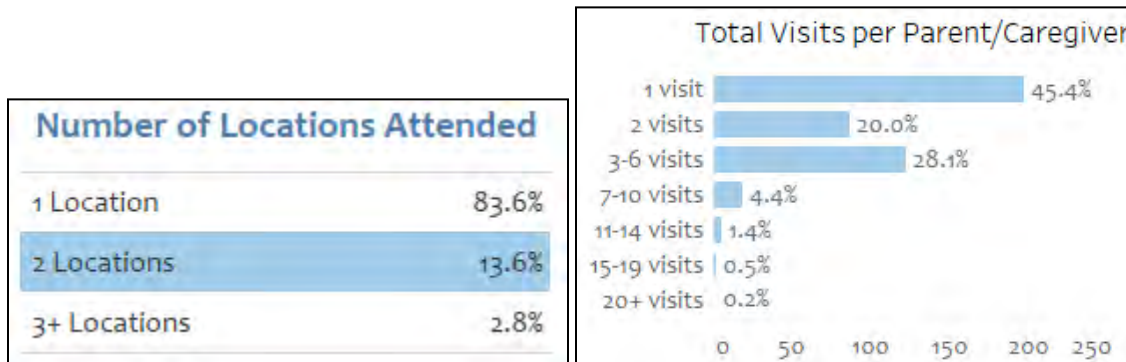
With the changes in funding, a little over \$300,000 more has been invested to this budget which will support any possible deficit.

Waitlist

The waitlist was up by one in July. 1,626 children are still waiting for care. This does not include children placed, but still on the waitlist for the service of their choice. New expansion spaces should help alleviate the waitlist.

Children's Services EarlyON

Families continue to attend EarlyOn centre more often and usually at the same location, even though families can attend any program they want in the district.



Corporate Services

CNB Lease Negotiations

Finance Manager Justin Avery and I continue to meet with the CAO of the City of North Bay to negotiate a new lease agreement. The meetings are going well and we are confident we will reach an agreement that works well for both parties by the end of the year. Most recently we presented them a new draft lease agreement. They are currently reviewing it with their lawyer.

Succession Planning

While DNSSAB continues to cut costs and optimize savings wherever possible, it is important that succession planning be maintained for the health of the organization. A draft succession planning framework has been prepared and it will be brought to the Board for discussion when the new CAO has been hired.

Emergency Medical Services (EMS)

EMS Business Case

Discussions continue between the DNSSAB, North Bay Regional Health Centre (NBRHC) and other paramedic services to develop a business plan outlining the benefits and/or drawbacks of consolidating services among the municipalities within the District. NBRHC is currently contracted to serve North Bay, Mattawa and West Nipissing. Manager David Plumstead has taken over the EMS file since the retirement of the former EMS Chief, Jean-Guy Belzile.

Emergency Medical Services

District calls and response times have been met or exceeded district wide.

Half of all EMS calls are urgent in nature. Non-urgent transport stands at about 10% of all calls.

Nipissing District Ambulance Service		
Total Pickups: January 1 - Aug 31, 2019		
Ambulance Operation	Total Pickups	
	#	%
North Bay	9,022	71.0%
Sturgeon Falls	2,557	20.1%
Mattawa	442	3.5%
Temagami	135	1.1%
Whitney	159	1.3%
Other	396	3.1%
Total	12,711	100.0%

Employment and Social Services

Provincial Budget Cuts – Transitional Child Benefit (TCB)

There continues to be challenges as a result of cuts announced in the provincial budget. One in particular is the cut to the TCB. Members of the Social Services and Employment Committee were briefed on how this cut will impact families receiving social assistance. In addition to less money, extra work required by staff is needed to implement this change and to inform clients in advance of the benefit being eliminated November 1st. As well, a provincial legal aid clinic is launching a Charter challenge of the Ford government's decision to eliminate this benefit that helps parents receiving social assistance feed and clothe their kids. The Toronto Star reported on this challenge recently. You can read about it here: <https://www.thestar.com/news/gta/2019/09/13/ford-government-cut-targeting-ontarios-most-vulnerable-kids-faces-court-challenge.html>

Employment

DNSSAB's Employment Team continues to develop programs that assist social assistance recipients to enter the job market. The Let's Talk Employment for Post-Grad has seen success: out of the 14 clients who attended, 13 have secured employment and one relocated. Five of the post-grads are returning to school.

The Employment Ready Program fast-tracks employment-ready clients. The two-week program assists clients with identifying and promoting their skills and providing assistance in all other parts of the job-search and interview process.

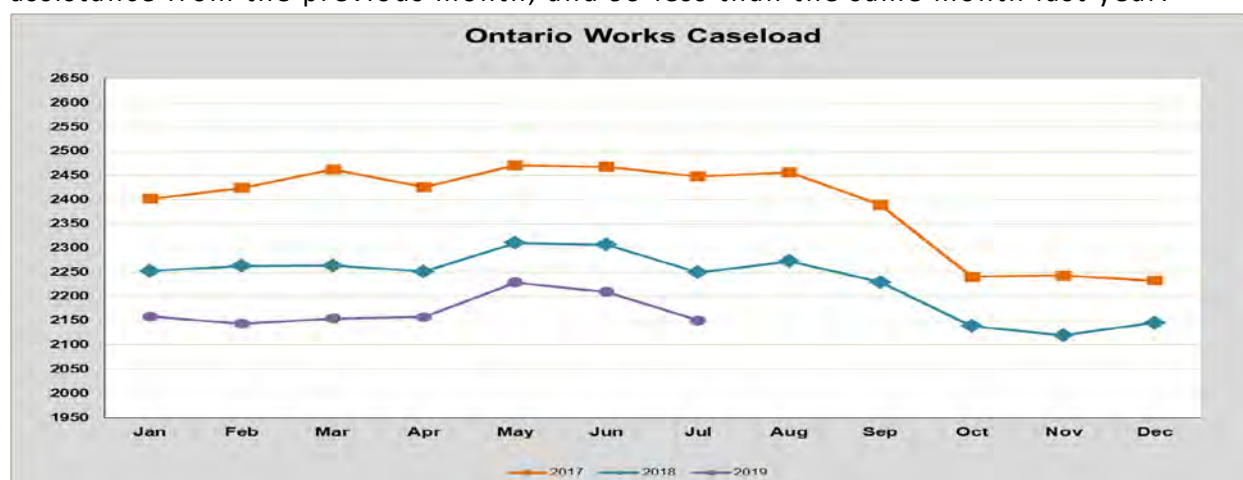
A weekly newsletter is being mailed out to more than 700 job-ready candidates. The newsletter includes the top three jobs throughout the district, employment related tip of the week, and links to local job search engines.

A job fair is scheduled for South Algonquin on October 24th at the Lester B. Smith Community Centre. This is the first job fair for the area and a long list of collaborators are working hard to make it a success.

DNSSAB has undertaken a new initiative to be known as the practice training room. It will be housed in the Family Room near the main floor reception desk and will be run by Community Placement clients so that they can get experience in a retail-like setting, using vouchers instead of cash. The room will include a pantry of donated hygiene items, hats, mitts cleaning products etc.

Ontario Works

The Ontario Works caseload decreased in July. There were 59 fewer people receiving social assistance from the previous month, and 99 less than the same month last year.



Social Services was able to negotiate a 2% target for the percentage of clients exiting to employment and percentage of caseload exiting to employment, based on our exceptional performance in recent years. The percentage of caseload with employment earning remains at 3%.

	Jan	Feb	Mar	Apr	May	June	July	Aug
% of terminations exiting to employment	26.32%	24.79%	11.97%	20.44%	36.30%	30.82%	45.81%	
2019 - 2% Target	23.46%	23.46%	23.46%	32.68%	32.68%	32.68%	26.93%	26.93%
	Jan	Feb	Mar	Apr	May	June	July	Aug
% of caseload exiting to employment	1.95%	1.47%	0.68%	1.37%	2.31%	2.14%	4.02%	
2019 - 2% Target	1.72%	1.72%	1.72%	2.39%	2.39%	2.39%	2.22%	2.22%

- Budget

The cost per case saw a slight drop in July of \$701.00 from \$707.51 in June.

Housing

Housing Programs Updates

The Canada-Ontario Community Housing Initiative (COCHI) and Ontario Priorities Housing Initiative (OPHI) – Initial Investment Plan is being brought before the Board today for approval. These programs mirror the Investment in Affordable Housing Program.

Another plan being brought forward for approval is the Reaching Home Community Plan that has been created to reduce homelessness in conjunction with community partners. The core of this plan is the provision of coordinated access.

Housing Operations Updates

Housing Operations has provided an overview of all the housing stock and the mortgages and debentures connected to that stock. DNSSAB continues to look for ways to increase service level standards within the current stock and the guidelines of all programming.

The Board will also be asked to approve a request to increase market unit rents by 2.2%. This figure follows the recommended guideline.

A fire at 111 Carruthers on Labour Day caused about \$120K in damages to a unit and to the neighbouring unit. No one was injured but the tenant has been charged with disconnecting the smoke detectors and has been charged a \$10K deductible. This will likely revoke her RGI qualification. Working smoke detectors are routinely checked by Housing Operations and are critical in keeping all tenants safe. Thank you to our Housing team, who were on-site quickly, to support tenants during this challenging time.

Two new commercial tenants have moved into the Main Street office. Housing employees were moved within the building to accommodate the new tenants.

A water main break at Jane Street and a sewer pipe replacement at Thelma Avenue have been completed.

We are expected a three-month delay with regards to hearings for non-payment that are to go before the Rental Housing Tribunal. It's not clear what is causing the delay with the Tribunal.

Staff Development Day

Staff got together at the Steve Omischl Sports Complex September 12th under clear skies and perfect temperatures. The half-day event also saw the recognition of staff for their long-service. Of particular note are the following employees: Ginette Jacobs with 30 years, Elise Larochelle with 25 years, Tracy Ann Bethune with 20 years, Joceline Michaud and Marcelle Ethier with 15 years. Congratulations to all staff celebrating milestones and to the organizers who made it all come together.



Ginette Jacobs-30ys



Elise Larochelle-25ys



Tracy Ann Bethune-20ys



Marcelle Ethier-15



Tanya Turner-5



Joel Gauthier-5



Ron McLaren5

Resolution No. 2019-128

Carried: ☐ Defeated: ☐ Date: September 25, 2019

MOVED BY: _____

SECONDED BY: _____

Resolved THAT the Board approves the Consent Agenda of September 25, 2019 which includes the following:

- 7.1 Executive Audit Committee Minutes – September 10, 2019
- 7.2 Social Services and Employment Committee Minutes – September 10, 2019
- 7.3 Children's Services and EMS Committee Minutes – September 10, 2019
- 7.4 Housing Services Minutes – September 10, 2019

7.5 Correspondence/Media Coverage

7.5.1 July 22 2019 CAO letter to Selection Committee in support of YES Youth employment

7.5.2 Aug 20 BayToday article RE Province promises funding increase for land ambulance services, but other cuts loom

7.5.3 Aug 22 BayToday Article RE Mental health and addictions discussed at Ottawa municipalities meeting

7.5.4 Aug 27 Nugget Article RE We are going to lose people

7.5.5 Sept 3 Nugget Article RE Charges pending for not having working smoke alarms

7.5.6 Sept 3 Nugget Article RE Warming centre may have a new home

7.5.7 Sept 5 CTV Article RE North Bay Warming Centre aims at relocation

7.5.8 Sept 11 BayToday Article RE The debate over debates. King shut out of local TV debate

7.5.9 Sept 12 Memo from MOH-Deputy-Minister-Angus-Stakeholder-memo

7.5.10 Sept 13 Bay Today Article RE Councillor King takes leave of absence

+) "%%GYdh&\$Bi [[Yh5fjWY F9'fa 'fYUXmhc 'Wca a Jhg JMY"

CARRIED _____
MAC BAIN
VICE CHAIRPERSON

CARRIED _____
MELANIE SHAYE
ACTING SECRETARY



Executive Audit Committee Meeting

**Tuesday, September 10, 2019
Guillemette Rankin Board Room – 10:00AM**

ATTENDANCE:

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

Present but not on committee:

Scott Robertson
Amanda Smith

REGRETS:

STAFF IN ATTENDANCE:

Melanie Shaye, Acting CAO/Director of Corporate Services
Marianne Zadra, Executive Coordinator and Communications
Lynn Démoré-Pitre, Director Children's Services
Michelle Glabb, Director of Social Services and Employment
Justin Avery, Manager of Finance
Stacey Cyopeck, Manager Housing Programs
Pierre Guenette, Manager Housing Operations
David Plumstead, Manager of Planning, Outcomes and Analytics/EMS Liaison
Jason Corbett, Contract and Purchasing Specialist

1. CALL TO ORDER 10:04 AM

1.2 Declarations of Conflict of Interest

None were declared.

2. OPENING REMARKS BY THE CHAIR

Chair Mark King welcomed everyone to the meeting. He noted the search for the CAO has resumed. He suggested that due to the heavy meeting schedule for councilors from North Bay, ongoing meetings may be difficult to schedule. He welcomed Mayor Dumas back at the table.

3. APPROVAL OF AGENDA FOR SEPTEMBER 10, 2019

THAT the Executive Audit Committee members approve the Agenda, as amended.
Moved by Dave Mendicino and Mac Bain. **Carried.**

4. APPROVAL OF MINUTES

**MINUTES OF PROCEEDINGS OF THE REGULAR BOARD MEETING OF
SEPTEMBER 10, 2019**

The minutes of proceedings of the Regular Board meeting of September 10th were approved. The following recommendation will be presented at the board meeting for approval.

Recommendation:

THAT the Board adopt the minutes of the proceedings of the Proceedings of the Regular Board Meeting of September 10th 2019.

Moved by Dan Roveda and Mac Bain. **Carried.**

**5. DRAFT BOARD AGENDA FOR THE REGULAR BOARD MEETING OF
September 25, 2019**

The Draft Board Agenda for the Regular Board meeting of September 25, 2019 was approved as presented. The following recommendation will be presented at the September 25, 2019 board meeting for approval to take place in the DNSSAB Boardroom.

Recommendation:

THAT the Board accepts the Board Agenda for September 25, 2019.

Moved by Dan Roveda and Jane Dumas. **Carried.**

6. PRESENTATIONS

- **South Algonquin Community Hub & Indigenous Hub Updates**

Lynn Démoré-Pitre provided an update on the two projects; the Community Hub in South Algonquin and the Indigenous Hub in North Bay. The South Algonquin project is now complete.

At the Indigenous Hub, site meetings are taking place weekly. A board site visit is being planned for 2:00 PM prior to the October Board meeting on the 23rd. After the tour, partners in this project will speak to the Board about the services that will be provided at the hub. All is on schedule and within budget for this project. The water seepage issue has been resolved and the main sanitary line has been replaced. HVAC work and spray fireproofing have been completed. An issue with the placement of the elevator slab has been resolved in a cost-efficient manner. Lynn continued with an itemized list of all the projects that have been completed. The need for asbestos removal has been addressed at an extra cost but within budget. She showed photos depicting the progress.

Lynn was asked about the asbestos and if the Ministry has been made aware of this so that future purchasers of surplus school properties may be informed. Lynn says she'll let them know. He added the neighbourhood is excited about the project.

It was clarified that there \$500K set aside for cost overruns will most likely not be needed. This came through the Children's Services mitigation reserve, as previously approved by the Board.

7. REPORTS

7.1 EX18-19 Q2 Financial Report

Manager of Finance, Justin Avery provided Board members with an update on the budget and the forecast for the rest of the year. DNSSAB is currently showing surplus of \$1.9M and expenditures that are under budget are mainly due to timing issues and cost efficiencies imposed by staff. He reviewed each program area's budget. He explained our Ontario Works program delivery and employment assistance funding is limited to our 2018 actual expenses due to funding changes implemented by the provincial government. . This will have a greater impact on 2020 and future years.

Children's Services is showing a considerable surplus, due to changes in the timing of wage enhancement payments. This funding was budgeted to be fully expended in the first quarter, but is now being paid out on a monthly basis due to provincial funding uncertainties. Any Children's Services surpluses will be reinvested into other program areas.

He reviewed the budget for each program area and Corporate Services.

The actual year-end deficit/surplus should be close to the budget.

There was discussion about the internal mitigation of the OW budget, partly due to vacant positions that haven't been filled. Funding has been frozen to 2018 actual expenses and must be spent otherwise we will see further cuts. Municipalities will be

responsible for inflationary increases, including COLA and collective agreement increases, as these are not reflected in funding received from the province.

Recommendation:

THAT The District of Nipissing Social Services Administration Board accepts the year-to-date (YTD) financial report, January 1 to August 31, 2019 as presented in report EX18-19 for information purposes.

Moved by Mac Bain and Dave Mendicino. **Carried**

7.2 EX19-19 Budget Issues Report

Manager of Finance Justin Avery went on to review the provincial government changes effects on each program area in preparing for the 2020 budget and the timetable that will be used, with a draft budget to be presented at the December 4th Executive Committee with approval at the December Board meeting. Right now we are estimating a 1.74% levy increase in Ontario Works only.

As well, there will be penalties for not meeting increased outcome targets. This is thought to be penalizing strong performing DSSABs. We negotiated a slight decrease in targets but the targets remain high.

Amanda Smith arrived at [10:51]

Justin reviewed the changes to date for Children's Services. The estimated municipal levy increase for 2020 will be about 1.91% increase. Childcare expansion won't be funded in the future and there is still a waiting list for several age groups.

EMS will see an estimated 1.87% municipal levy increase. There won't be hard figures until we go through the budget process. Justin was asked if we can sit with the MPP in government and the others and walk them through the pressures in the entire budget process. We will attempt to do so. The Chair suggested the vice chair make an attempt to meet with the Minister.

Housing Services won't see as many funding changes, and has traditionally been funded largely through the levy. Budget pressures include the cancellation of two programs totaling \$1.66M that will have an ongoing impact, as well as legislated cost indices and imposed service level standards. We are currently estimating a budget increase of 1.98%.

Corporate Services costs are allotted to each program area department. It is expected there will be a reduction in the corporate services budget for 2020.

The worst case scenario is a 7.5% increase to the levy to maintain status quo due to impacts from funding changes. The DNSSAB has identified internal efficiencies over the last several months, but efficiencies alone cannot eliminate the impact of the provincial funding changes.

There was also discussion about MPAC's effect on the levy.

Justin stressed this document estimates the impact for the 2020 budget and more accurate figures will be available once the budget process is complete.

It is noted that at no point in the discussion did Mac Bain participate in any discussion regarding funeral expenses due to his conflict with this item.

Recommendation

The District of Nipissing Social Services Administration Board accepts the 2020 Preliminary Budget Issues Report as presented in report EX19-19 for information purposes.

Moved by Jane Dumas and Dan Roveda. **Carried.**

7.3 EX20-19 Amended DNSSAB Procedural By-Laws

Recommendation

The District of Nipissing Social Services Administration Board (DNSSAB) approve the draft DNSSAB By-Laws as amended to include legal advice in accordance with Resolution No. 2019-20, and that member municipalities are given 30 days' notice of these changes.

Moved by Dan Roveda and Mac Bain. **Carried.**

7.4 In-Camera THERE WAS NO NEED FOR IN-CAMERA

7.5 Adjourn In-Camera THERE WAS NO NEED FOR IN-CAMERA

8. UPDATES

Acting CAO, Melanie Shaye provided updates on the AMO presentations, including continuation of funding for the Gateway Hub in 2020, as the MCCSS has stated they will no longer cost-share this program. DNSSAB contributes the largest share of \$40K to the coordinator position and the other partners will likely not be able to make up the difference. The Hub has saved money in the long run, but we must inform our partners if DNSSAB can't make the same contribution in 2020. There was discussion about whether the province understands the long term savings resulting from the hub, and that the hub's work falls under the mandates of MCCSS and OW. It was suggested this topic also be discussed with area MPPs. Jane Dumas points out municipalities are mandated to sit as social services tables.

CNB lease negotiations are going well.

There was discussion about the Community Safety and Wellbeing Plan and whether this should be a municipal or district matter. DNSSAB has a lot of data that can be provided to municipalities but DNSSAB is not responsible for this. DNSSAB does not have the capacity for this. It was suggested North Bay Police Services has a person who may be able to write this report.

DNSSAB has been involved with the Ontario Health Team for several months. There's a meeting this Thursday which Dave Mendicino will attend. Dan Roveda will attend on behalf of the West Nipissing Community Health Centre.

DNSSAB is moving forward with staff development day which is a half day this year in light of cuts in funding. . This event is also a potluck this year rather than a catered event which will greatly reduce costs. There will be a number of activities and long service recognition.

DNSSAB will continue to follow the City of North Bay office hours for Christmas Eve and New Year's Eve with half day closures. This applies to all offices.

Media training is taking place at the City of North Bay and the Acting CAO has been invited to participate.

There will be several DNSSAB representatives at the Mayor's MH&A at the table meeting in North Bay, including Melanie Shaye, Michelle Glabb, Stacy Cyopeck and Garry Fay. There was discussion about Minister Tibollo and whether he will visit the city this month. There was further discussion about who should be involved in MH&A. Michelle offer to present on our role within MH&A.

Melanie also talked about the future plans / framework for succession planning to be considered in the near future.

OTHER BUSINESS – There was no other business.

9. NEXT MEETING DATE

Board Meeting September 25, 2019.

Next Committee Meeting October 9, 2019

ADJOURNMENT

The Executive Audit Committee meeting adjourned at 11:56 AM.
Moved by Mac Bain and Dan Roveda. **Carried.**



Social Services and Employment Committee

Tuesday, September 10, 2019

Guillemette Rankin Board Room – 11:00 AM

ATTENDANCE:

Councillor Mac Bain
Mayor Jane Dumas - (Vice Chair)
Councillor Mark King
Mayor Dan O'Mara (via teleconference)
Councillor Dan Roveda (Chair)
Representative Amanda Smith

IN ATTENDANCE BUT NOT ON COMMITTEE

Councillor Terry Kelly
Chris Mayne (arrived at 1:30)
Councillor Scott Robertson
Councillor Bill Vrebosch

REGRETS:

STAFF IN ATTENDANCE:

Melanie Shaye, Acting CAO/Director Corporate Services
Marianne Zadra, Executive Coordinator and Communications
Michelle Glabb, Director Social Services and Employment
Justin Avery, Manager of Finance
Lynn Demore-Pitre, Director Children's Services
Dave Plumstead -Manager Planning, Outcomes & Analytics, EMS Liaison
Jason Corbett – Contract and Purchasing Specialist

1.1 CALL TO ORDER

Chair Dan Roveda called the meeting to order at 12:18 PM.

1.2 DECLARATION OF CONFLICT OF INTEREST

No conflicts of interest were noted.

2. OPENING REMARKS BY CHAIR

Due to time overruns, the Chair was asked to move agenda items so that the Employment update occurred first, followed by the Status update and the presentation on the Social Services Plan. This was acceptable to all present.

3. APPROVAL OF AGENDA TUESDAY, SEPTEMBER 10 2019, as amended above.

Moved by Mark King and Jane Dumas. **Carried.**

4. REPORTS/UPDATES (Presentations only) [Out of order on approval.]

4.3 Employment Services Updates

OW Supervisor Andrea Demers informed the committee that the Let's Talk Employment for the Post-Grad program had 14 clients who attended. 13 secured employment, one relocated to be near family and five are returning to school in the fall.

She reviewed the elements of the Employment Ready Program designed to fast-track social assistance recipients who are ready for the workforce, which is showing promise at this early stage.

A weekly newsletter is sent to job ready clients, pulled from the database, providing them with real time information about the top three jobs throughout the district and provides tips and helpful information. 700 people a week getting this email. Mac Bain asked if these emails can also be sent to the Social Services Committee so that they have this information as well. Andrea will coordinate this with Marianne.

Work is underway with the township of South Algonquin to bring an employment services fair to the community for employers and job seekers.

New initiative – the practice training room – includes a donation pantry of hygiene items, hats, mitts, cleaning products, etc. which will be run by Community placement clients so that they can gain experience through this process.

She also shared success story about single male on OW since 2016, with a criminal record and lacking in social skills. This person was matched with an employment placement that led to a full time job. After a lay-off from this position, the person secured new employment and hasn't returned to OW.

4.2 Ontario Works Updates (presentation)

- **Caseload**

Michelle Glabb reminded members that there is a lag in data so numbers are for July. She reviewed the statistics which showed there were 59 fewer people receiving social assistance from the previous month, and 99 less than the same month last year. She talked about the aggressive targets imposed by the province to exit recipients to employment. These may lead to a claw back from the ministry if we don't meet the targets.

- **Budget**

The cost per case saw a slight drop in July of \$701.00 from \$707.51 in June.

Michelle outlined some policy changes that will likely adversely affect clients, adding it may be useful to share this with MPPs:

- Transitional child benefits are being eliminated effective Nov. 1 2019. There is advocacy going on but the impact will be on food banks, housing, etc. This doesn't cost the province overall since the money is given back by the federal government eventually, however until that happens, people in need will have to make do with less. Administratively, there is also an increase workload attached to this policy change.
- Ontario Works earnings exemption is changing in November to a \$300 flat rate exemption and 25% partial exemption.
- The definition of disability under ODSP will definitely increase the caseload as it makes it more challenging to receive ODSP under the new definition. The Legal Clinic has met with local doctors to inform them about the changes. Landlords will be affected because those whose status changes won't be able to afford rent anymore and there isn't enough low cost housing. This will also affect CHPI and LIPI. Mac Bain asked if ODSP recipients are being made aware of this. Michelle replied that is the responsibility of the ODSP case managers. Informing these people will be a challenge since some have limited capacity.

4.10W Service Plan

Michelle Glabb explained the purpose of the plan, prepared every two years. This focuses mostly on the move to employment and not the supportive programs. Many recipients don't self-identify and some have significant barriers.

Dave Plumstead reviewed the PEST analysis (political, economic, social and technological analyses). There could be further analysis on the age group on OW, which would likely see a connection between MH&A and the singles and lone parents. As well, many jobs require a certain level of education. It was suggested that this information be shared with school boards, perhaps through the Chair if there is no capacity at the staff level. Dave warns that under the provincial model, we may see more people on assistance longer as the employment ready group is expedited off of assistance.

Michelle outlined the various relationships we have with economic development and related organizations. She reviewed the targets being set or 2020 and the business case submitted to the ministry.

There was discussion about getting all economic development experts together to work collaboratively and share data. Our future may be dealing with mental health and addictions and multi-barrier clients.

5.0 OTHER BUSINESS

There was no other business.

6.0 CORRESPONDENCE:

There was no correspondence.

7.0 NEXT MEETING DATE

Board Meeting Wednesday, September 25, 2019, DNSSAB Boardroom

Next Committee Meeting – Wednesday October 9, 2019, DNSSAB Boardroom

ADJOURNMENT

The meeting was adjourned at 1:48 PM. Moved by Dan Roveda and MacBain. **Carried.**



Children's Services and EMS Committee
Tuesday, September 10 2019
Guillemette Rankin Board Room – 12:30 PM

ATTENDANCE:

Councillor Mac Bain
Mayor Jane Dumas
Councillor Terry Kelly (Chair)
Mayor Dan O'Mara (Vice Chair)
Councillor Dan Roveda

NOT ON COMMITTEE BUT IN ATTENDANCE:

Councillor Dave Mendicino
Councillor Scott Robertson
Representative Amanda Smith
Councillor Chris Mayne

REGRETS:

Councillor Bill Vrebosch (had to leave due to time overruns)

STAFF IN ATTENDANCE:

Melanie Shaye, Acting CAO/Director Corporate Services
Marianne Zadra, Executive Coordinator and Communications
Lynn Démoré-Pitre, Director Children's Services
Michelle Glabb, Director Social Services and Employment
Pierre Guenette, Manager Housing Operations
Stacey Cyopeck, Manager Housing Program
Tyler Venable, Supervisor, Housing Programs
Justin Avery, Manager of Finance
Dave Plumstead, Manager Planning, Outcomes and Analytics/EMS Liaison
Jason Corbett, Contract and Purchasing Specialist

1. CALL TO ORDER

Chair Terry Kelly called the meeting to order at 1:51 PM.

1.2 DECLARATION OF CONFLICT OF INTEREST

No conflicts of interest were noted.

2.0 Opening Remarks by Chair

The Chair informed the committee that he must leave by 2:45 PM (this meeting began late due to time overruns at earlier meetings). Should the meeting run past 2:45, he asked Dan Roveda to chair since Vice-Chair Dan O'Mara is attending by phone.

3.0 APPROVAL OF AGENDA TUESDAY, AGENDA September 10 2019

The September 10, 2019 Children's Services and EMS Committee agenda was approved as presented.

CARRIED

4. REPORTS/UPDATES (Presentations only)

4.1 EMS (presentation)

- Call Volume and Response Times

Dave indicated this is a new file for him as a liaison to replace Jean Guy Belzile who retired in July. There have been a total of 12,711 calls to date. The nature of the calls is changing which he will detail in the following report. Priority calls on dispatch is at about 50% urgent and another 20% are prompt calls. 15% are on standby positioned between North Bay and West Nipissing.

CTAS is what the paramedics size up as urgent, i.e. cardiac arrest and resuscitation. All response times are meeting targets.

EMS Situation Analysis

Dave summarized a report which reflects on the future of the EMS file. He talked about the history of land ambulance services in the district. There's been an increase of about 1.5 times in calls in the area. Last year, DNSSAB started ambulance operations in South Algonquin. Temagami and Mattawa continue to provide services on their own. DNSSAB contracts through the North Bay Regional Health Centre (NBRHC) for North Bay, West Nipissing and South Algonquin. Temagami and Mattawa are through the hospitals or their own municipalities. He talked about the changes over the years. With change in leadership at DNSSAB and with paramedics, it was discovered the previous leaders did more than was expected and the cost of the program was not accurately reflected. The budget environment changed as well so this all speaks to major changes and the need for a new plan. Meetings have taken place and a budget increase will be needed to

reflect the correction required. The group has agreed to look at consolidating further with NBRHC to include Mattawa and Temagami. Dave will bring back a business case within the next couple of months to look at a consolidated system.

Dave was asked why DNSSAB wouldn't take over all of it through direct delivery. This would be a slippery slope and Justin Avery commented we don't know what the province's plans are and this uncertainty prevents us from making a decision. Melanie Shaye reiterated that this won't save money but would offer more control, except for the unknowns such as WSIB and PTSD. Private operations are expensive and there aren't many such operators out there. One member commented there's a lot more liability in direct delivery. The Chair talked about non-emergency transfers and that there is much greater distances in the North. Dave adds the province is looking at non-emergency transfer and the possibility of allowing paramedics to "treat and release".

[Dan O'Mara had to leave. His teleconference call ended at 2:07.]

4.2 Children's Services Updates (presentation)

- Fee Subsidy

Lynn Démoré-Pitre, Director Children's Services, updated the committee on fee subsidy. There were 57 new applications in July with many people applying online. It's taking longer to turnaround an application since the staffing complement was reduced in order to cut costs and find efficiencies, but it's still within standards. This area will continue to be closely monitored. The team is still looking at efficiencies with hope of reducing turnaround time. The caseload keeps on rising as we continue to service more families and children. This will continue as more programs open and more children are served. The budget remains within its allotment.

- Waitlist for Licensed child Care – increased by one.

The waitlist has increased by one from June. 1,625 children are waiting for care (currently not receiving licensed child care).

Information about the Early Development Instrument (EDI) will be brought back next month due to time constraints today. The District results have improved over the previous scores.

A request for proposal (RFP) for a consultant is being advertised. The consultant would look for efficiencies within current system and best practices that can be used. This would relieve funding pressures in the future. The funding for the consultant comes from the province and falls within this year's budget allocation.

Lynn reviewed the timelines for the RFP.

6.0 OTHER BUSINESS

7.0 CORRESPONDENCE:

7.0 NEXT MEETING DATE

Board Meeting Wednesday, September 25, 2019, DNSSAB Boardroom

Next Committee Meeting – Wednesday October 9, 2019, DNSSAB Boardroom

8.0 ADJOURNMENT

The meeting was adjourned at 2:22 PM. Moved.

CARRIED.



**Housing Services Committee
Tuesday, September 10, 2019
Guillemette Rankin Board Room – 2:30 PM**

ATTENDANCE:

Councillor Dave Mendicino (Chair)
Councillor Scott Robertson (Vice Chair)
Councillor Dan Roveda
Mayor Jane Dumas
Councillor Chris Mayne (arrived at 2:29)
Representative Amanda Smith

REGRETS:

Mayor Dean Backer
Councillor Mark King
Mayor Dan O'Mara

STAFF IN ATTENDANCE:

Melanie Shaye, Acting CAO and Director Corporate Services
Marianne Zadra, Executive Coordinator and Communications
Stacey Cyopeck, Manager Housing Programs
Pierre Guenette, Manager Housing Operations
Tyler Venable, Supervisor, Housing Programs
Justin Avery, Finance Manager
Jason Corbett, Contract and Purchasing Specialist

1. CALL TO ORDER

Chair Dave Mendicino called the meeting to order at 2:28 PM.

1.2 DECLARATION OF CONFLICT OF INTEREST

No conflicts were declared.

2. Opening Remarks by Chair

Chair Mendicino welcomed everyone.

3. APPROVAL OF AGENDA TUESDAY, SEPTEMBER 10, 2019

The September 10, 2019 Housing Services Committee agenda was approved as presented.

Moved by Councillors Chris Mayne and Scott Robertson.

Carried

4. REPORTS

4.1 IN-CAMERA

RECOMMENDATION

THAT the District of Nipissing Social Services Administration Board (DNSSAB) move in camera at 2:30 to discuss property matters.

Moved by Amanda Smith and Scott Robertson.

Carried

Jason Corbett left the room.

[In-Camera minutes are filed separately.]

4.2 OUT OF CAMERA

RECOMMENDATION

THAT the Board adjourns in camera at 2:59 and approves action/direction(s) discussed. Moved by Scott Robertson and Mac Bain.

CARRIED.

4.3 HS16-19 COCHI/OPHI Investment Plan

Housing Programs Manager Stacey Cyopeck talked about the two Provincial/Federal initiatives that replace some funding that is expiring under previous agreements. These programs mirror the Investment in Affordable Housing program. She reviewed the funding under both programs. Housing has been granted three years' allocation out of 10 years. DNSSAB has developed an initial investment plan which Housing Program Supervisor Tyler Venable reviewed with the committee.

RECOMMENDATION

THAT the Board (DNSSAB) approve the Canada-Ontario Community Housing Initiative

(COCHI) & Ontario Priorities Housing Initiative (OPHI) – Initial Investment Plan, attached as Appendix A, for the District of Nipissing as set out in report HS16-19.

Moved by Chris Mayne and Dan Roveda.

CARRIED.

4.4 HS17-19 Reaching Home Community Plan

Housing Programs Manager Stacey Cyopeck reviewed the purpose of the federally funded Reaching Home Plan. DNSSAB is responsible for developing this plan to reduce homelessness in conjunction with partners. There is a cost- matching component. Tyler explained the engagement component was already done through the five-year review of the 10-Year Housing and Homelessness Plan. He outlined how the allocations would be spent. In future years the CAB will RFP for future services. The core of Reaching Home is the provision of coordinated access.

RECOMMENDATION

THAT the Board (DNSSAB) That the District of Nipissing Social Services Administration Board (DNSSAB) approve the Reaching Home – Community Plan, attached as Appendix A, for the District of Nipissing as set out in report HS17-19.

Moved by Jane Dumas and Chris Mayne.

CARRIED

4.5 HS18-19 Current State of NDHC Stock

Housing Operations Manager Pierre Guenette reviewed the current stock of the NDHC, and mortgages and debentures that apply. The Chair asked if there is a way to utilize this stock to help offset the service standards levels. Remortgaging the assets would help us to maintain the RGI units, but without a mortgage subsidy.

RECOMMENDATION

THAT the Board (DNSSAB) receives Report HS18-19 regarding the status of mortgages and debentures for the Nipissing District Housing Corporation properties for information purposes.

Moved by Scott Robertson and Amanda Smith.

CARRIED

4.6 HS19-19 2020 Rent Increase Guideline

Housing Operations Manager Pierre Guenette talked about the request to increase the rent of market rent units by the recommended guideline of 2.2%.

RECOMMENDATION

THAT the Board (DNSSAB) authorize staff to increase market rents for all of its units by the 2020 Rent Increase Guideline of 2.2% effective January 1, 2020.

Moved by Dan Roveda and Chris Mayne.

CARRIED

5.1 HOUSING UPDATES: To be presented at the meeting (additional items may arise at the meeting)

- **Housing Programs** (No updates to report.)
- **Housing Operations**

Pierre provided the following updates:

- Offices at 133 Main Street have been shuffled to accommodate two new tenants that have taken over Stacey's former office area and the space previously used by the DIA.
- There were 7 move outs in August.
- A water main break at Jane Street proved complicated but repairs were completed.
- A required sewer pipe replacement at 50-52 Thelma Ave. has been completed.
- Fire at A6-111 Carruthers – the tenant admitted smoke detectors were disconnected. The fire caused about \$120K in damages to this unit as well as to unit next door. The tenant has been charged with the offense. The tenant has been charged the \$10K deductible which has put her in arrears, meaning she no longer qualifies for RGI.
- Tenders have been issued for lighting upgrade and furnace replacements
- There were 12 move-ins, 36 N4 were issued, three L1 applications were filed with the Rental Housing Tribunal. 75 lease renewals were completed and 45 rent adjustments were processed.
- The Rental Housing Tribunal that holds hearings for non-payment of rent is experiencing delays, which means there will be an extra three-months' of non-payment while waiting for a hearing. A hearing date is set for November 22.

6.0 OTHER BUSINESS

There was no other business.

7.0 CORRESPONDENCE: There was no correspondence.

8.0 NEXT MEETING DATE

Board Meeting - Wednesday, September 25, 2019, DNSSAB Boardroom
Next Committee Meeting – Wednesday, October 9, 2019, DNSSAB Boardroom

8.0 ADJOURNMENT

The meeting was adjourned at 3:33 PM.

Moved by Amanda Smith and Dan Roveda.

CARRIED.

District of Nipissing
Social Services
Administration Board



Conseil d'administration
des services sociaux
du district de Nipissing

July 22, 2019

Selection Committee
2019 CFP Youth Employment and Skills Strategy
Service Canada, Program Delivery
P.O. Box 538
STN Don Mills
North York M3C 0N9

Dear Selection Committee,

I am writing this letter in strong support for the Youth Employment and Skills Strategy project proposal being submitted by Yes Employment Services Inc (Nipissing).

The Nipissing and District Social Services Administration Board witnesses daily the struggles faced by barriered youth when it comes to employment. Many do not have personal support systems or positive role models in their lives necessary to see success. We are therefore very enthusiastic about the Youth Employment Project being proposed by Yes Employment Services. Because of its strong outreach component, intensive supports and thorough employment preparation, we see this project as an opportunity to fill an important service gap in our community. We have a long-standing relationship with Yes Employment Services and can attest to their expertise and ability to provide quality youth services. Their longstanding service to our community and strong relationships with local employers are essential for the success of youth programming in the North Bay area.

I strongly feel that Yes Employment Services has the experience, expertise and capacity to provide these much-needed services. By signing this letter, I fully support this proposal. The District of Nipissing Social Services Administration Board is committed to our ongoing partnership with Yes Employment Services.

Please do not hesitate to contact me should you require further information.

Sincerely,

Melanie Shaye
Acting CAO

District of Nipissing Social Services Administration Board

Province promises funding increase for land ambulance services, but other cuts loom

'We are increasing funding for land ambulance services by nearly four per cent this year'

about 20 hours ago by: BayToday Staff

Updated about 17 hours ago



North Bay delegation at Associated municipalities of Ontario conference in Ottawa Monday. Supplied..

Some good news and bad news today from Premier Doug Ford.

"We are increasing funding for land ambulance services by nearly four per cent this year, and it will continue to increase into 2020," he told delegates to the Association of

Municipalities in Ottawa.

"This is good news for the city, DNSSAB (District of Nipissing Social Service Administration Board) and the hospital," North Bay councillor and chair of DNSSAB Mark King told BayToday.

The premier made the announcement in his speech this morning.

"We are thankful that the province realized the pressures that EMS face with rising call levels and increasing operating costs," added King. "This budget increase will help but it won't solve problems surrounding homelessness drug addiction and mental illness. Our board is committed to maintaining the level of front line service that EMS provides."

But the Canadian Press says [Ontario](#) will move ahead with some of its controversial municipal funding cuts for public health and childcare next year,

The Progressive Conservative government had tried to force retroactive funding cuts on communities earlier this year but had to cancel them after municipal leaders complained their annual budgets had already passed.

After Ford paused the planned cuts – to public health, childcare and land ambulance funding – in May, it was unclear whether they would go ahead next year. His office said those changes will now take effect Jan. 1.

The province's new plan will see all municipalities pay 30 per cent of public health care costs.

Previously, municipalities had varying public health cost-sharing arrangements with the province – with Ontario paying 100 per cent or 75 per cent in some cases.

Starting on Jan. 1, municipalities will also have to pay 20 per cent of the cost of creating new childcare spaces, which the province previously fully funded.

Some cuts to funding for administrative childcare costs are being delayed until 2021 and others are being delayed to 2022.

Mental health and addictions discussed at Ottawa municipalities meeting

The main message concerned solutions for issues involving mental health and addictions



Acting DNSSAB CAO Melanie Shaye, and board members Dan Roveda (West Nipissing), Dan O'Mara (Temagami) and Mark King (DNSSAB Chair) with MCCSS Minister Todd Smith at the AMO Conference in Ottawa. Supplied.

District of Nipissing Social Services Administration Board (DNSSAB) chair Mark King says he's optimistic he'll see some positive outcomes after an Association of Municipalities of Ontario conference.

A delegation met with key ministry personnel at the (AMO) gathering in Ottawa this week.

The main message concerned solutions for issues involving mental health and addictions and the housing crisis in the district.

Ontario's associate minister of mental health and addictions, Michael Tibollo will be in the area for the International Plowing Match in September and hopes to sit in on a meeting of local stakeholders trying to find a way to manage the issue of mental health and addictions.

The DNSSAB also met with various ministry representatives to advocate for community supports in social housing and the increased need for emergency shelter spaces, according to a news release from the group. It also advocated for the continuation of programs that are proving successful, such as the N-PREP program which helps social assistance recipients leave Ontario Works and move on to post-secondary education, and the GetTrainedWorkers website and database that helps to match people looking for work to employers needing skilled labour.

“Often issues are more complex and fall under the purview of several ministries and program areas of the DNSSAB,” adds King. “In some cases, we’re already doing what the province is pushing for so it’s a good opportunity to let the government know what is working, and why.”

'We are going to lose people'

CONSENT AGENDA ITEM 7.5.4

Loss of warming centre, lack of affordable housing a 'crisis' in city - King



PJ Wilson

[More from PJ Wilson](#)

Published on: August 27, 2019 | Last Updated: August 27, 2019 11:36 PM EDT



Existing programs to help the homeless, those with drug dependencies or mental health issues are "incapable of keeping up with the demand," according to the chair of the Nipissing District Social Services Administration Board.



North Bay Coun. Mark King says North Bay is being hit with the triple whammy at the worst possible time, with winter months fast approaching and the loss of the warming centre to provide a temporary haven for those who need it the most.



The issues were among those raised by North Bay delegates to provincial officials last week at the Association of Municipalities of Ontario conference in Ottawa.



"What we are seeing is a direct result of the economy in northeastern Ontario," King says. "We have suffered hugely because our economy is driven by mining and forestry, and both have really faced huge problems" in the past few years.

And in North Bay, he says, it's a tale of two cities.

"There are groups of people doing extremely well financially," particularly those in or retired from public service positions who receive incremental wage or pension increases.

"But, by the same token, we have those . . . who are marginalized, who are not able to keep up with the costs of shelter or food and who find it incredibly hard to live."



Mark King

The housing issue alone, King says, is particularly difficult with a lack of "transitional" housing and housing with affordable rents.

"Housing affordability is a real crisis here," King says. "It's huge in the area. Many people can't afford market rent."

He says DNSSAB is "looking at partnering with the private sector to make more affordable housing available," but the much-hyped federal housing policy, announced three weeks ago, did not offer much help to those who need it most.

He says there is some interest from the private sector in North Bay to provide affordable housing.

One such project is at the former Edgewater Motel in West Ferris.

"We placed a lot of hope in the federal housing policy which, King says, had been hoped to provide financial leverage to move it forward.

"But at this point, the federal housing policy doesn't fit the bill," King says. "Now we have got to go back and see how we can leverage the private sector to build affordable housing."

North Bay, he says, is short "about 200 geared-to-income housing units," according to the province.

"That problem goes back decades," he says. "It has a direct impact on what you see on the streets."

King says the federal housing policy fails to meet the needs North Bay faces, and "if people don't have an opportunity to get out of the weather, we are going to lose people.

"We had that happen here before," he says.

Meeting that need is what needs to happen in the short term, he says. While in the long term, federal and provincial officials "have to recognize how critical the situation is in northeastern Ontario, what the economy looks like."

What has to be done, King says, is for the senior levels of government to offer programs and opportunities for those who need assistance, "and opportunity is the big one."

A major boost to the Northern economy, he says, will be to get the Ring of Fire mining project "up and running."

Already, he says, Sault Ste. Marie is feeling the economic benefit of that project after that community was selected as the site to process the rare earth minerals in the Ring of Fire.

"By the same token, there are major opportunities like North Bay with its close ties to the mining industry," King says. "Hiring, fabrication, centralized mining organizations operate out of North Bay. It's absolutely critical" for the city to get to the point with the Ring of Fire to stimulate economic activity."

King says Michael Tibollo, the associate minister of mental health and addictions, was "very much involved in those issues" in his riding of Vaughn-Woodbridge, and is planning to come to North Bay in the next few weeks to discuss the issues and try to find some resolution.

Charges pending for not having working smoke alarms



Jennifer Hamilton-McCharles

[More from Jennifer Hamilton-McCharles](#)

Published on: September 3, 2019 | Last Updated: September 3, 2019 9:28 AM EDT



The North Bay Fire Department responded to a fire Monday morning at 111 Carruthers Street. Fire officials haven't determined a cause or the amount of damage the blaze caused. Neighbours alerted the homeowner that her house was on fire. Jennifer Hamilton-McCharles, The Nugget



SHARE

A mother is being charged for disabling her smoke alarms following a fire Monday that could have ended tragically.



ADJUST

Deputy Fire Chief Greg Saunders said the residents at a townhouse complex at 111 Carruthers Street were home at the time of the fire and were able to evacuate "thanks to the quick action of neighbours who notified them of the danger."



COMMENT

"This incident could have been tragic as the smoke alarms in the residence had been disabled," Saunders said Tuesday.



PRINT

"Charges for the absence of smoke alarms are pending."

Saunders said the cause of the fire is believed to be related to careless use of smoking materials. No estimate of damage has been given at this time.

He said when crews arrived on scene around 11:30 a.m., a significant fire had already breached the upstairs window of one of the units.

He said fire crews were very effective in conducting an interior fire attack which quickly brought the fire under control.

“The quick action by firefighters meant that the adjoining units were spared from significant fire damage.”

Around 4 p.m., fire crews from all three stations responded to a structure fire at 443 King Street West.

Saunders said upon arrival fire crews were faced with a basement fire in the single family home.

“Fire crews again conducted an interior fire attack and were very quickly able to manage the fire. The resident had lit a candle which was determined to be the cause of the fire and left the residence,” he said.

“When the resident returned home he realized the home was on fire and called 911. There were no working smoke alarms in the home. Charges for the absence of smoke alarms are pending.”

Saunders is reminding the public that it’s against the law to not have properly located and properly maintained alarms in every residence.

“The charge for not having the necessary alarms is \$360 per offence. If you are missing in your residence three necessary alarms you will face charges totalling \$1080.00. Please make certain that you have the necessary alarms in your home. They will save your life.”

Warming centre may have a new home



Jennifer Hamilton-McCharles

[More from Jennifer Hamilton-McCharles](#)

Published on: September 3, 2019 | Last Updated: September 3, 2019 9:54 PM EDT

The Warming Centre could be moving into the former J.W. Trusler elementary school.

North Bay Coun. Mark King, chairman of the Nipissing District Social Services Administration Board, told The Nugget Tuesday the building was recently purchased by North Bay business owner Jimmy Kolios, who offered the property to help those in need of a place to lay their heads during the frigid winter nights when temperatures drop below -25C.

"Jimmy also offered to carry the utilities over the winter," King added.

"He's a community-minded guy, who really cares about people. He recognized the issue."

King said the offer was extended to Dennis Chippa, manager of the Gathering Place, which oversees the Warming Centre.

"We haven't had a chance to talk about it, but this is a huge opportunity. It's a safe place for people to go and it's large enough that it will not interfere with the neighbourhood, it's a good fit for the community."

The two locations where the Warming Centre was previously located were in the downtown core – St. John's Anglican Church on Main Street East and the Triple Links Building on Fisher Street.

Its new location would be in a residential neighbourhood in Thibeault Terrace located at 111 Cartier Street.

King said the location has been discussed, however "at this point there's no real options."

He said before the school was offered one option was to set-up 10 to 12 beds inside the Gathering Place, "but that wasn't going to work."

"The JW Trusler location solves the short-term problem. What we're seeing in the Warming Centre is an economic issue. The economic issues are showing themselves on our streets."

King said part of the solution is to find the necessary funds for transitional housing, which would take the pressure off the North Bay Crisis Centre which is always in an overflow situation.

"Transitional housing would also assist and take pressure off our police service, fire and EMS (Emergency Medical System).

The District of Nipissing Social Services Administration board became aware of the dire situation last summer.

The lease at the Triple Links building wasn't renewed and expired Aug.31.

Chippa told the board, which includes four members of council, that the Warming Centre is homeless and if a winter shelter doesn't open there is a real potential for people to die from extreme temperatures.

"If we're not open, we believe we could lose two people every month. Right now, the biggest thing is to find a place," he said at the July meeting.

Chippa told the board he's been looking around the downtown core, including Oak, Main, Worthington and McIntyre streets, for vacant space.

He also suggested the Warming Centre could move into city hall as it has a lot of unused available space.

This winter will mark the seventh year the Warming Centre has been open and the number of people relying on the free service has increased every year.

"Last year was the first time we opened as early as November. We had 809 people stay overnight last winter and 1,344 drop-ins during the 81 nights the centre was open," he said in a previous interview.

One of the reasons why Chippa said they didn't renew the space at Triple Links was because it's no longer big enough to address the needs on North Bay streets during the winter months.

He told the board there were 34 incidents at the centre last winter. Paramedics were called six times, there were 12 verbal altercations that warranted police assistance and one overdose.

North Bay Warming Centre aims at relocation



7



7



Brittany Bortolon, Videojournalist, North Bay
@BrittanyCTV

Published Thursday, September 5, 2019 10:57AM EDT

Last Updated Thursday, September 5, 2019 11:02AM EDT

When the Warming Centre decided not to renew its previous lease in a space that would allow only a maximum of eight beds, Executive Director Dennis Chippa began a search to find a place that would leave no one out in the cold.

"It suited the purposes when we were there three years ago because we were having five to six people a night... but as soon as we started to get to 12-15 people a night, it just became too hard to manage," said Chippa.

Stepping up and donating space in a former elementary school is local business man Jimmy Kolios

Nipissing District Social Services Board Chair Mark King says that Kolios was "certainly listening to the scenario and offered the school at no cost to the Warming Centre."

King says as far as logistics go, the school ticks off all the boxes needed to operate the centre.

"We need about 1,500 square feet, we need at least one washroom but preferably two, and we need it to have two entrances and an exit for our volunteers so they can feel a little bit safer," said Chippa.

But Chippa says one major issue with the school is that it's approximately a 50-minute walk from the city's core.

"How are these folks going to get there from where they are during the day?" asks Chippa.

However, King says transportation is an issue that can be worked around.

"There's obviously ways to get around it, so it may be as simple as volunteers providing transportation. But, I mean the biggest concern was to make something available because it gets pretty cold here," said King.

Chippa says there's no rush to seal a deal.

He adds that over the next six weeks, the Warming Centre and the Social Services Board will explore every option possible before a decision is made.

The debate over debates. King shut out of local TV debate

'This is the fastest growing party in the history of Canada and stand back, this is going to be quite an interesting election when we get down to the nuts and bolts' Mark King
PPC candidate for Nipissing-Timiskaming



Mark King takes leave from council to focus on the federal election campaign.

North Bay city councillor Mark King shook hands with fellow councillors and Mayor Al McDonald following Tuesday night's council meeting as he takes a leave of absence to focus on his campaign as People's Party of Canada candidate for Nipissing-Timiskaming.

"I will be taking a leave of absence from council, DNSSAB (District of Nipissing Social Services Administration Board), Discovery Routes, Cassellholme, all of those different boards to take the necessary time to run a good election campaign."

King is feeling confident as his campaign kicks into high gear.

"Right now PPC has been taking polls here in the city. We know the prospect is good. We know that right now," said King.

"There are 338 fully nominated candidates which fill all of the ridings in Canada. This is the fastest-growing party in the history of Canada and stand back, this is going to be quite an interesting election when we get down to the nuts and bolts."

The Leaders' Debate Commission which is organizing two federal debates, has excluded Maxime Bernier, PPC founder, and party leader from taking part.

At the local level, King says he has received invitations for at least two debates including one at Nipissing University.

That debate is scheduled for Wednesday, September 25 in the Nipissing University Theatre.

Hosted by the Retired Teachers of Ontario, the Nipissing University Student Union (NUSU) and the Canadore Students Council, the debate will run from 2 to 4 p.m.

The North Bay and District Chamber of Commerce, known for hosting election debates, has decided not to hold one this time around.

Instead, it will submit questions on behalf of the business community as part of a televised debate being organized by YourTV.

Details for that debate are still being ironed out.

"We will be providing business questions to YourTV for inclusion in the debate, as will many other partners throughout the city," said Peter Chirico Chamber president.

"We will be providing platforms for the candidates to get their message out as they roll out into their campaigns. We will be asking each one of the candidates in Nipissing business questions and we will be publishing those through our newsletters and social media."

When asked if King is eligible to participate in its debate, Cogeco's YourTV forwarded a release stating that it is their policy in accordance with the Leaders' Debates Commission to "follow their methodology for Federal Leader's Debates and apply them to local candidates' debates."

Candidates must meet two of three criteria, one of which states that "At the time the general election in question is called, the party is represented in the House of Commons by a Member of Parliament who was elected as a member of that party."

Based on that criteria it appears King will be watching from the sidelines.

King is running against Liberal incumbent Nipissing-Timiskaming MP Anthony Rota, Conservative candidate Jordy Carr, and Rob Boulet representing the NDP.

The Green Party has not announced a local candidate.

In this, the 43rd general election, candidates have 41 days to campaign.

Voting day is October 21st.

Ministry of Health

Office of the Deputy Minister

777 Bay Street, 5th Floor
Toronto ON M7A 1N3
Tel.: 416 327-4300
Fax: 416 326-1570

Ministère de la Santé

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September 12, 2019

MEMORANDUM TO: Health Sector Partners

FROM: **Helen Angus**
Deputy Minister
Ministry of Health

RE: **Ministry of Health – Organizational Realignment**

As the Ministry of Health continues to modernize Ontario's publicly-funded health care system in order to end hallway health care, build a connected mental health and addictions system, improve patient experience and strengthen local services, we are entering a significant and exciting period of implementation across several initiatives.

To ensure that the Ministry of Health is structured to best deliver on our mandate and support our health sector partners, we are making several structural changes to our organization.

As of September 16, 2019, the following divisions will be established and report to Mel Fraser, Associate Deputy Minister, Health Services:

Ontario Health Teams Division

Ontario Health Teams (OHTs) are a signature piece of this government's mandate to integrate a broad continuum of care around patients. We are excited to build the capacity to support and scale OHTs across the province through the new **Ontario Health Teams Division (OHTD)**. The division will be led by Executive Lead Phil Graham who will be responsible for providing leadership and oversight to facilitate the development and creation of OHTs. Phil will also continue to provide oversight over home and community care as we move forward with modernization.

Mental Health and Addictions Division

Improving the treatment of mental health and addictions is one of the government's key priorities. The **Mental Health and Addictions Division (MHAD)** will be established under the leadership of Karen Glass, Assistant Deputy Minister. This division will lead the development and implementation of Ontario's Mental Health and Addictions Strategy.

Capacity Planning and Analytics Division

To integrate capacity planning, analytic functions and the health human resource strategy, the ministry will create a **Capacity Planning and Analytics Division (CPAD)**, led by Assistant Deputy Minister Michael Hillmer. As a result, the existing Capacity Planning and Capital Division and the Information Management, Data and Analytics Division will be merged into one division.

Emergency Health Services Division

The important work of the Emergency Health Program Management and Delivery Branch and the Emergency Health Regulatory and Accountability Branch will be realigned to create a new **Emergency Health Services Division (EHSD)**, led by Assistant Deputy Minister Alison Blair.

Public Health Modernization

Alison will also take on the Executive Lead role for Public Health modernization. Reporting jointly to me and the Associate Deputy Minister - and working in close partnership with Dr. David Williams, Chief Medical Officer of Health, and his team - Alison will support consultations with the sector to plan and implement the modernization of public health and emergency health services.

The following divisions will also be renamed or realigned to support the ministry's mandate:

The Strategic Implementation Division will be renamed the **Health Transformation Division (HTD)**. This division, led by Assistant Deputy Minister Sean Court, will continue to lead the implementation of the ministry's key transformation initiatives, including continued support for the establishment of the new Ontario Health agency and the cross-government supply chain initiative, with a focus on ensuring minimum disruption to patients and the health care sector.

The Digital Health Secretariat, currently led by Assistant Deputy Minister Greg Hein, will be renamed the **Digital Health Division (DHD)** and realigned, reporting to Mel Fraser, Associate Deputy Minister, Health Services. The division will support a digital approach to all of our health service modernization, which will help ensure alignment between the ministry's and our partners' priorities.

Mike Heenan, who recently joined the ministry as Assistant Deputy Minister, Hospitals and Emergency Services, will add health capital to his new division, now named the **Hospitals and Capital Division (HCD)**. Mike's experience in the hospital sector positions him well to take on this role. With this division we will now have a full picture of the hospital sector in one place, including the operational impact of capital investments to support the government's strategy to end hallway healthcare.

Patrick Dicerri's Strategic Policy and Planning Division will be renamed the **Strategic Policy, Planning and French Language Services Division (SPPFLSD)** and will provide centralized and coordinated support for the sector's French language services. In addition, Patrick will also provide leadership to the Drugs and Devices Division on a temporary basis pending a formal recruitment.

Given these new supports and realignments, the French Language Services Office will move to the Health Equity Branch, SPPFLSD, where it will continue to provide strategic advice on the

French Language Services Act. The Health Equity Branch will be renamed the Indigenous, French Language and Priority Populations Branch. The Community, Mental Health Addictions and French Language Services Division (CMHAFLSD) will be dissolved. The division's remaining branch, Primary Health Care, will be moved to the Ontario Health Insurance Plan Division (OHIPD). This realignment will provide the expertise to achieve better health outcomes and maximize the value of the provincial investment in the health care system.

I would like to take this opportunity to thank you in advance for your partnership and collaboration. Today's announcement will ensure we are ready to work with you on the challenges and opportunities ahead.

Sincerely,

Original signed by

Helen Angus

Councillor King takes leave of absence

'The Federal election campaign is short and I need to focus my effort towards that at this time'

about 2 hours ago by: BayToday Staff



Councillor Mark King is taking a leave in his bid to become the riding's next MP.

King notified the city administration and the various boards and commissions of his request for a temporary leave of absence this morning to focus on the upcoming federal election campaign.

King is representing the People's Party of Canada in Nipissing-Timiskaming.

"The Federal election campaign is short (40 days) and I need to focus my effort towards that at this time," King said in a news release. "Although the majority of my attention will be on the October Federal election I will continue to be engaged in the activities of council and will still be available to the citizens of North Bay as their municipal councillor."

The election is October 21.

'I'm ready to commit suicide'

Bed bugs torment Golden Age Towers resident



Jennifer Hamilton-McCharles

[More from Jennifer Hamilton-McCharles](#)

Published on: September 20, 2019 | Last Updated: September 20, 2019 9:36 PM EDT



Golden Age Towers **PJWILSON / JPG, NB**

Lucy says she's being eaten alive and doesn't want to live anymore.

The bed bugs she's dealing with every night in her apartment at Golden Age Towers on Worthington Street West are not only taking a toll on her aging, fragile body, but also her mental state.

"I'm ready to commit suicide . . . when is it ever going to get better?" she asks.

"They're everywhere. In my living room, bedroom, they're coming in through the electrical units."

Lucy isn't alone. She says there are more than 30 apartments infested with the bed bugs in the 106-unit building.

"Everyone is blaming everyone, but this building is plagued with bugs."

Lucy's apartment is scheduled to get "baked" next week, but she has no money or family to stay with.

"I got a nice warm jacket so I'll just sleep in my car parked outside the building," she says. "I don't have any other choice. It's too cold out on the street."

Until the professionals come in to address the bed bug situation, Lucy is protecting herself as much as possible.

She explains that every night she has a "get-up" she wears for protection.

"I put a pair of long pants on and then a long nightgown that I tuck into my pants. I put socks on and a top over top of my nightgown which is also tucked in so the bugs can't get inside, but somehow they sneak in," Lucy says with tears in her eyes.

"I wrap a towel around my neck, tie it with safety pins and then place a kerchief over my head and tie it around my neck. I then get a long pair of socks and put them over my hands and roll them right up my arm."

In the day, Lucy changes her shoes so to not track the bugs around the building any more than they already have been. If anyone comes to her apartment, she advises them to wear a "hazmat suit."

She says the problem started in December. And although her apartment has undergone two treatments, the bugs haven't disappeared.

Rose also lives in the building, but she's bug free – at least for now.

She says her friend Lucy has thrown out more than \$6,000 in clothing and food because of the bugs.

It's also affected the social lives of residents in the building.

"We can't have guests in our apartments and nobody wants to sit with you when you go outside because they're afraid they may catch them," Rose says.

"It's hell."

Melanie Shaye, acting chief executive officer for the District of Nipissing Social Services Administration Board, which is responsible for the apartment building, confirms it's "not a good situation."

She says there are "five units that we know of" that have been identified as being infested.

"It's possible tenants could have an issue and they haven't shared that with us," Shaye says. "But we want to assure tenants that their housing isn't in jeopardy, but they need to tell us so we can rectify the situation. There's no benefit to leaving it."

Shaye says the pest control company will be arriving at the Golden Age building Oct. 1 and will be using trained dogs to identify problem areas.

She says the delay in bringing in experts to handle the situation is because DNSSAB had to acquire quotes and then depends on the availability of the company.

"We have workers who have been assigned to specifically support tenants who are going through difficult times. We're trying to make it safe," Shaye says, adding no tenants will be put out on the street while the situation is dealt with.

Golden Age Towers isn't the only building dealing with bed bugs.

The Edgewater on Lakeshore Drive also has confirmed cases.

Shaye says it's not a huge issue, but she confirmed there is a 'handful of cases.

"We're going to be handling this situation in the same process. Again, we want to remind tenants if they have a situation to notify us. There's no negative to letting us know."



Resolution No. 2019-129

Carried: ☐

Defeated: ☐

Date: September 25, 2019

MOVED BY:

SECONDED BY:

Resolved THAT the Board accepts the year-to-date (YTD) financial report, January 1 to June 30, 2019 as presented in report EX18-19 for information purposes.

CARRIED _____

MAC BAIN
VICE CHAIRPERSON

CARRIED _____

MELANIE SHAYE
ACTING SECRETARY

REPORT

EX18-19

☒ **For information** or ☐ **For Decision** or ☐ **For Approval**

DATE: September 10th, 2019

PURPOSE: Year-to-date (YTD) Financial Report, January 1 to June 30, 2019

PREPARED BY: Justin Avery, Manager of Finance

REVIEWED BY: Melanie Shaye, Director of Corporate Services/Acting CAO
Michelle Glabb, Director of Social Services
Lynn Démoré-Pitre, Director of Children's Services
Stacey Cyopeck, Manager, Housing Programs
David Plumstead, Manager Planning, Outcomes & Analytics

Recommendation

The District of Nipissing Social Services Administration Board (DNSSAB) accepts the year-to-date (YTD) financial report, January 1 to June 30, 2019 as presented in report EX18-19 for information purposes.

Purpose

To provide Board members and stakeholders an update on the YTD financial performance of the organization relative to the budget set for the same period, and the forecast to year end.

YTD Overall Financial Results – January 1 to June 30, 2019

	YTD Actual	YTD Budget	Variance	Available Budget to YE	Budget 2019	Forecast to YE	Variance to Budget
Revenues:							
Municipal Levies	\$ 9,818,094	\$ 9,821,552	\$ (3,458)	\$ 9,818,094	\$ 19,636,188	\$ 19,636,188	\$ -
Province of Ontario	24,994,583	26,715,099	(1,720,516)	27,574,226	52,568,809	51,448,164	(1,120,645)
Federal Funding	54,330	92,112	(37,782)	128,631	182,961	229,400	46,439
Interest	213,205	130,332	82,873	47,455	260,660	426,409	165,749
Repayments	237,622	238,500	(879)	239,375	476,996	497,125	20,129
Lease and Other	1,790,836	159,600	1,631,236	(1,471,636)	319,200	1,911,672	1,592,472
Deferred Revenue	1,287,302	1,044,038	243,264	(158,264)	1,129,038	1,282,546	153,508
Total Revenues	\$ 38,395,972	\$ 38,201,233	\$ 194,739	\$ 36,177,880	\$ 74,573,852	\$ 75,431,504	\$ 857,652
Expenditures:							
Ontario Works	\$ 10,310,129	\$ 10,938,484	\$ (628,355)	\$ 11,570,504	\$ 21,880,633	\$ 20,781,359	\$ (1,099,274)
OW Program Delivery	2,551,891	2,943,342	(391,451)	3,295,168	5,847,059	5,495,628	(351,431)
Children's Services	8,048,952	8,842,739	(793,787)	8,181,662	16,230,614	17,705,774	1,475,160
CS Program Delivery	438,710	568,377	(129,667)	646,940	1,085,650	983,597	(102,053)
Housing Services	7,692,035	7,669,906	22,129	6,863,520	14,555,555	14,853,106	297,551
HS Program Delivery	434,082	578,055	(143,973)	702,915	1,136,997	1,099,973	(37,024)
EMS - Land Ambulance	5,309,822	5,330,608	(20,786)	4,914,361	10,224,183	10,205,976	(18,207)
EMS Program Delivery	118,868	120,862	(1,994)	204,211	323,079	242,394	(80,685)
Corporate Services	1,317,260	1,381,871	(64,611)	1,433,364	2,750,624	2,644,448	(106,176)
Board	70,760	76,831	(6,071)	68,698	139,458	140,802	1,344
Healthy Communities Fund	130,000	400,000	(270,000)	270,000	400,000	398,870	(1,130)
Total Expenditures	\$ 36,422,508	\$ 38,851,075	\$ (2,428,567)	\$ 38,151,344	\$ 74,573,852	\$ 74,551,927	\$ (21,925)
Surplus (Deficit)	\$ 1,973,463	\$ (649,842)	\$ 2,623,305	\$ (1,973,463)	\$ -	\$ 879,578	\$ 879,578

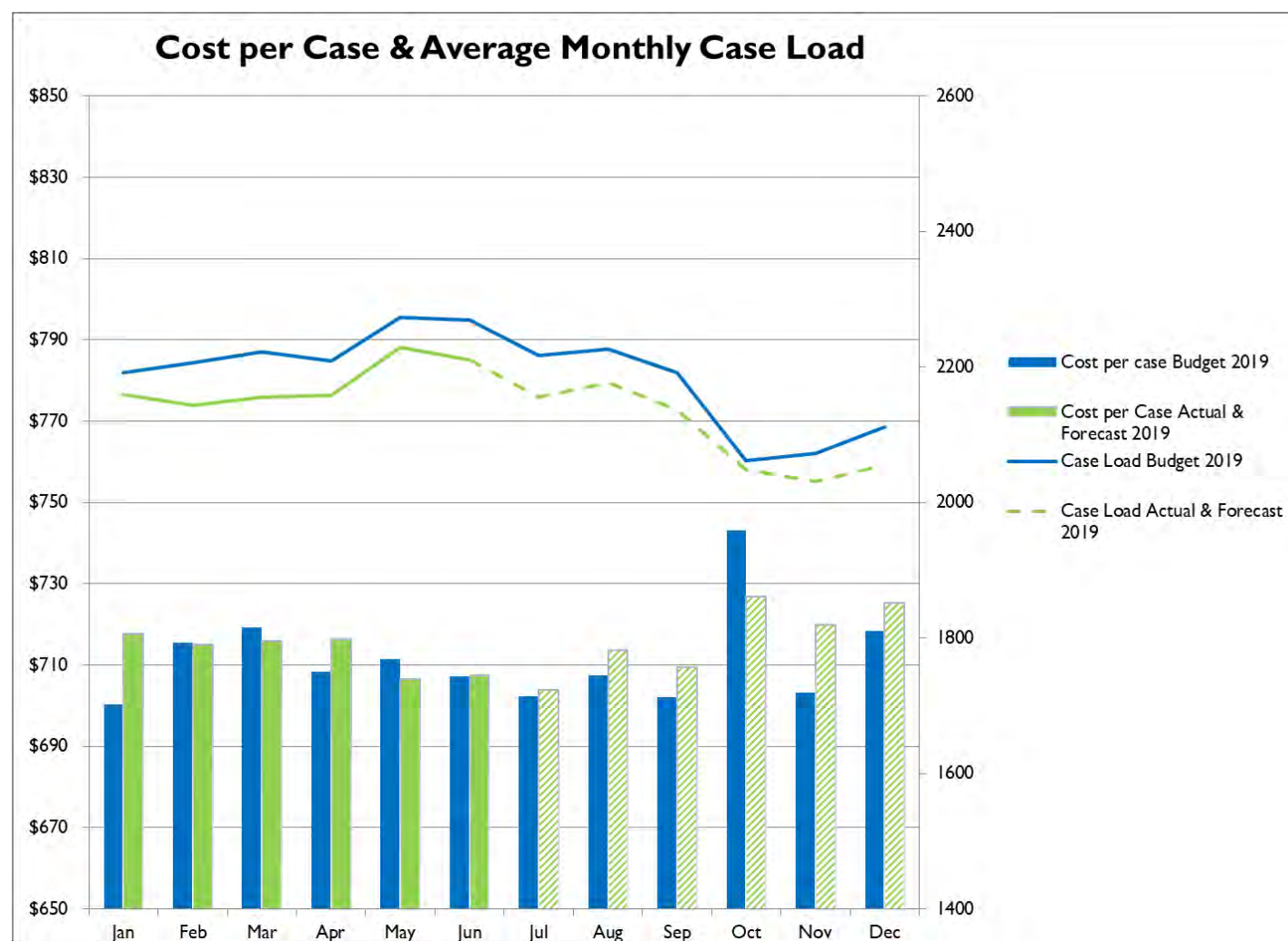
- The overall YTD financial performance of the DNSSAB shows an operating surplus of approximately \$1.9 million. This is associated with timing differences between receipt of funding and expenditures.
- The variances between the total YTD actual expenditures and those budgeted show expenditures lower than expected by approximately \$2.4 million.
- Expenditures in all departments are lower than expected YTD. These variances are attributable to timing differences between when expenditures were planned and when they will occur, cost saving efforts being realized, as well as lower than expected usage of social assistance benefits.
- The Ontario Works (OW) program continues to show positive results YTD relative to the budget with expenditures being lower than expected. This will be discussed in greater detail below.
- The forecast to year end (YE) is showing an operating surplus of approximately \$879,578; however the majority of this surplus relates to Children's Services which will be reinvested into Childcare and EarlyON programs before the end of the year. We are not expecting to have a significant surplus by the end of the year.
- Other variance factors are noted below by program area.

Ontario Works Programs
For the Period 1/1/19..6/30/19
Statement of Operations

	YTD Actual	YTD Budget	Variance	Available Budget to YE	Budget 2019	Forecast to YE	Variance to Budget
Revenues:							
Municipal Levies	\$ 247,518	\$ 247,518	\$ -	\$ 247,509	\$ 495,027	\$ 495,027	\$ -
Province of Ontario	10,149,459	10,425,738	(276,279)	10,710,018	20,859,477	19,857,556	(1,001,921)
Repayments	211,440	238,500	(27,060)	265,556	476,996	454,641	(22,355)
Lease and Other	45,000	22,500	22,500	-	45,000	45,000	-
Deferred Revenue	-	4,133	(4,133)	4,133	4,133	11,695	7,562
Total Revenues	\$ 10,653,417	\$ 10,938,389	\$ (284,972)	\$ 11,227,216	\$ 21,880,633	\$ 20,863,919	\$ (1,016,714)
Expenditures:							
OW Financial Assistance	\$ 9,309,997	\$ 9,600,000	\$ (290,003)	\$ 9,890,003	\$ 19,200,000	\$ 18,339,746	\$ (860,254)
OW Discretionary Benefits	368,304	470,004	(101,700)	571,696	940,000	736,609	(203,391)
OW Mandatory Benefits	317,913	291,000	26,913	272,087	590,000	635,826	45,826
Funerals and Burials (Type B)	46,978	42,498	4,480	38,022	85,000	93,956	8,956
OW Employment Assistance Program	224,264	489,004	(264,740)	752,236	976,500	878,528	(97,972)
The Gateway Hub	42,672	45,978	(3,306)	46,461	89,133	96,695	7,562
Total Expenditures	\$ 10,310,129	\$ 10,938,484	\$ (628,355)	\$ 11,570,504	\$ 21,880,633	\$ 20,781,359	\$ (1,099,274)
Surplus (Deficit)	\$ 343,288	\$ (95)	\$ 343,383	\$ (343,288)	\$ -	\$ 82,561	\$ 82,561

- OW Financial Assistance expenditures are lower than expected. The YTD variance of actual expenditures to budget is \$290,003. The forecast to year end suggests a lower than budgeted variance in expenditures of \$860,254.
- With the OW Financial Assistance expenditures now being 100% uploaded to the Ministry, there is no impact on the municipal levy. Note that YTD provincial funding is also down from the budget by a similar amount.
- The YTD actual average cost per case of \$713.20 is slightly above the budgeted average of \$710.36; however, this is not a significant variance.
- The caseload figures are the biggest driver for the lower financial assistance expenditures. The YTD actual average monthly caseload was 2,176 compared to the budgeted average of 2,229.
- The actual caseload figures continue to follow the general pattern of highs and lows as budgeted, suggesting the caseload continues to follow the seasonal trends. See Fig 1 below.

Fig. 1



- Discretionary benefits are underspent by \$101,700 YTD. Discretionary benefits are tracking below the capped amount based on \$10 per average monthly caseload, being approximately \$80,799 lower than the cumulative capped amount of shared funds.
- Type B funerals for non-social assistance recipients are not cost shared and are funded 100% through municipal dollars. To date, expenditures in this area are exceeding the anticipated year-to-date budget by approximately \$4,480. However, it is normal for this program to show deficits throughout the year as there is a delay in the receipt of the repayments (CPP death benefit) of expenditures. In 2018, there was a small surplus for Type B funerals despite forecasting a deficit for the first three quarters.
- The \$264,740 underspend in employment is primarily due to lower than expected spending on the various employment projects such as Get Trained Workers, 100 Jobs and N-Prep. This is simply a timing issue as we typically budget for costs to occur straight-line throughout the year.
- The Gateway Hub expenditures are close to budget YTD and there is deferred revenue available to offset any deficits.
- OW Program delivery (next page):
 - Provincial funding is forecasted to be \$491,251 less than budget due to the funding changes implemented by the Province which is to limit funding to the prior year's actual expenses. Total provincial funding shortfall for 2019 is \$558,625 with the remaining \$67,374 related to employment assistance programs.
 - This decrease in funding is manageable for 2019 due to vacancies and cost savings measures implemented as we are currently forecasting for a small surplus of \$62,890.
 - The issue of the provincial funding decrease will become much more prevalent for 2020 since we budgeted for two new positions in 2019 that we left vacant once the funding changes were announced.

Ontario Works Program Delivery
For the Period 1/1/19..6/30/19
Statement of Operations

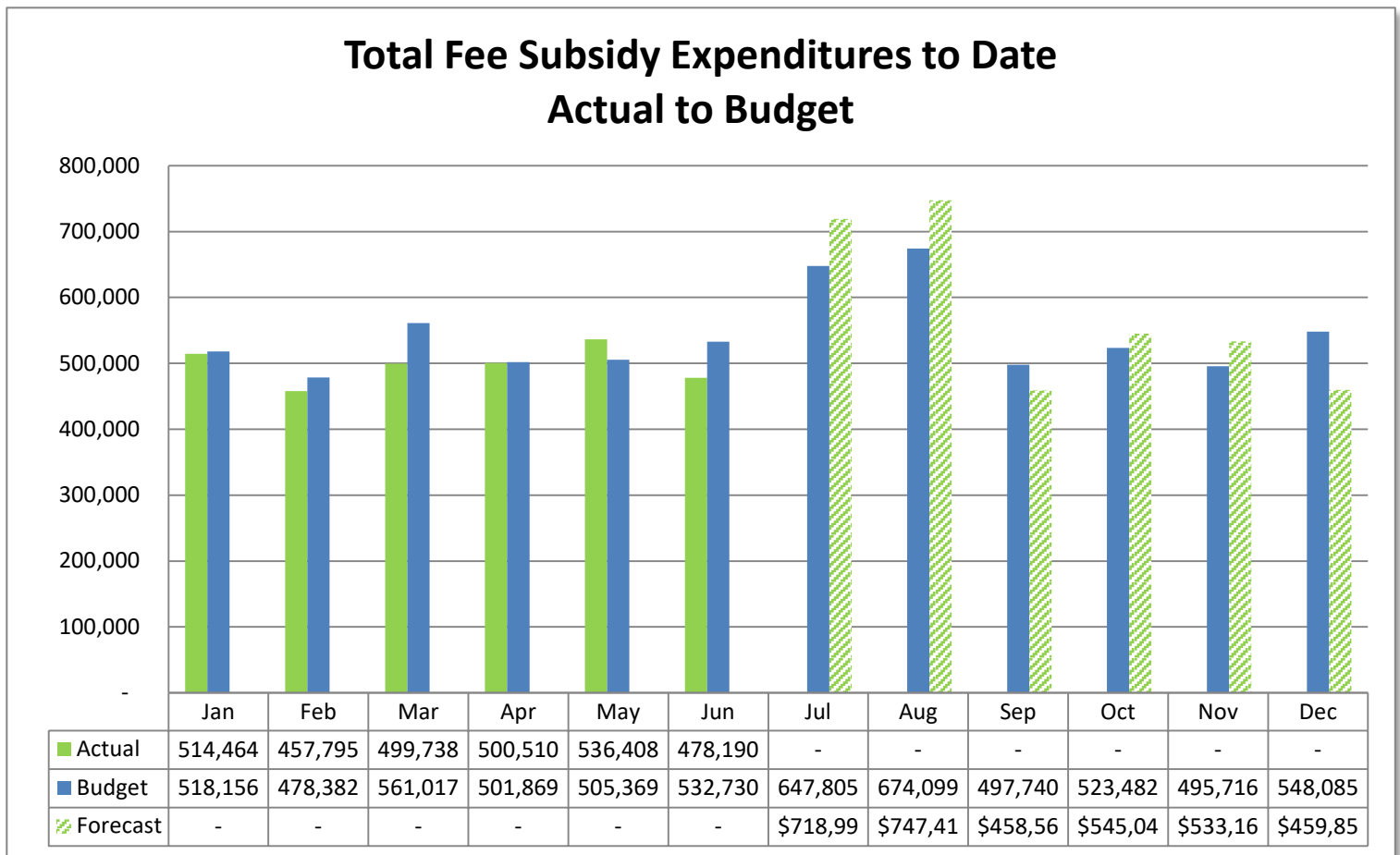
	YTD Actual	YTD Budget	Variance	Available Budget to YE	Budget 2019	Forecast to YE	Variance to Budget
Revenues:							
Municipal Levies	\$ 1,378,980	\$ 1,378,980	\$ -	\$ 1,378,978	\$ 2,757,958	\$ 2,757,958	\$ -
Province of Ontario	2,265,350	2,326,920	(61,570)	2,388,494	4,653,844	4,162,593	(491,251)
Repayments	9,980	-	9,980	(9,980)	-	19,960	19,960
Lease and Other	235	-	235	(235)	-	470	470
Total Revenues	\$ 3,654,545	\$ 3,705,900	\$ (51,355)	\$ 3,757,257	\$ 7,411,802	\$ 6,940,982	\$ (470,820)
Expenditures:							
Salaries and Benefits	\$ 2,226,869	\$ 2,601,306	\$ (374,437)	\$ 2,931,690	\$ 5,158,559	\$ 4,824,882	\$ (333,677)
Training	3,580	16,890	(13,310)	30,220	33,800	15,960	(17,840)
Travel	10,269	14,502	(4,233)	18,731	29,000	20,539	(8,461)
Telephone	13,807	16,998	(3,191)	20,193	34,000	27,615	(6,385)
Technology	113,799	104,028	9,771	94,251	208,050	227,597	19,547
Accommodations	108,520	81,294	27,226	58,480	167,000	217,040	50,040
Professional Fees	11,334	18,246	(6,912)	25,166	36,500	25,668	(10,832)
General Office Expense	62,805	90,078	(27,273)	117,345	180,150	134,512	(45,638)
Employment Related Costs (Clients)	100	-	100	(100)	-	200	200
Amortization	808	-	808	(808)	-	1,615	1,615
Allocated Administration Costs	691,232	791,141	(99,909)	873,511	1,564,743	1,382,464	(182,279)
Total Expenditures	\$ 3,243,122	\$ 3,734,483	\$ (491,361)	\$ 4,168,680	\$ 7,411,802	\$ 6,878,092	\$ (533,710)
Surplus (Deficit)	\$ 411,423	\$ (28,583)	\$ 440,006	\$ (411,423)	\$ -	\$ 62,890	\$ 62,890

Children's Services Programs
For the Period 1/1/19..6/30/19
Statement of Operations

	YTD Actual	YTD Budget	Variance	Available Budget to YE	Budget 2019	Forecast to YE	Variance to Budget
Revenues:							
Municipal Levies	\$ 508,974	\$ 508,974	\$ -	\$ 508,981	\$ 1,017,955	\$ 1,017,955	\$ -
Province of Ontario	7,009,852	7,321,464	(311,612)	7,468,584	14,478,436	14,999,830	521,394
Lease and Other	1,600,000	-	1,600,000	(1,600,000)	-	1,600,000	1,600,000
Deferred Revenue	631,247	734,223	(102,976)	102,976	734,223	631,247	(102,976)
Total Revenues	\$ 9,750,073	\$ 8,564,661	\$ 1,185,412	\$ 6,480,541	\$ 16,230,614	\$ 18,249,032	\$ 2,018,418
Expenditures:							
Fee Subsidy	\$ 2,430,680	\$ 2,281,504	\$ 149,176	\$ 2,348,785	\$ 4,779,465	\$ 4,861,360	\$ 81,895
Fee Subsidy - OW Formal	551,825	803,521	(251,696)	1,070,160	1,621,985	1,103,650	(518,335)
Fee Subsidy - OW Informal	4,600	12,498	(7,898)	20,400	25,000	9,200	(15,800)
Fee Subsidy - School Age Recreation	-	-	-	58,000	58,000	58,000	-
Special Needs	439,152	439,152	-	439,152	878,304	878,304	-
General Operating	984,282	916,002	68,280	847,718	1,832,000	1,968,564	136,564
Wage Enhancement	661,037	1,603,804	(942,767)	942,767	1,603,804	1,322,073	(281,731)
Pay Equity	85,561	85,560	1	85,561	171,122	171,122	(0)
Repair and Maintenance	-	-	-	60,000	60,000	60,000	-
Play-Based Material & Equipment	-	-	-	65,000	65,000	65,000	-
Capital Retrofits	58,109	72,736	(14,627)	14,627	72,736	72,736	-
Capacity Building	23,379	72,532	(49,153)	121,621	145,000	145,000	-
Transformation	159,831	158,487	1,344	181,060	340,891	385,670	44,779
Fee Stabilization	59,549	92,264	(32,715)	32,715	92,264	92,243	(21)
Journey Together - CC	709,427	620,538	88,889	712,311	1,421,738	2,626,376	1,204,638
Journey Together - EarlyON	232,834	287,274	(54,440)	484,630	717,464	1,112,826	395,362
EarlyON Programs	885,556	951,867	(66,311)	1,015,285	1,900,841	2,010,518	109,677
Capital - CC	337,886	172,500	165,386	(165,386)	172,500	337,886	165,386
Capital - OEYC	425,246	272,500	152,746	(152,746)	272,500	425,246	152,746
Total Expenditures	\$ 8,048,952	\$ 8,842,739	\$ (793,787)	\$ 8,181,662	\$ 16,230,614	\$ 17,705,774	\$ 1,475,160
Surplus (Deficit)	\$ 1,701,121	\$ (278,078)	\$ 1,979,199	\$ (1,701,121)	\$ -	\$ 543,258	\$ 543,258

- YTD expenditures in the child care program are significantly lower than expected by \$793,787. This is primarily due to Wage Enhancement costs which were budgeted to be fully expended in the first quarter but are now being paid out monthly due to funding uncertainties.
- Other than timing differences, the budget is expected to be fully spent.
- We are currently forecasting for a \$34,314 Fee Subsidy underspend to YE. See Fig 2 below.

Fig 2



- Any surplus in the Fee Subsidy budgets would be reinvested to further support quality, affordable and sustainable licensed child care services.
- All one-time and special purpose funding allocations will be expended by year end (i.e. Play Based Materials & Equipment, Repairs and Maintenance, Transformation, etc.). Funding will be used to support program expansions and to support program and services throughout the District.

Children's Services Program Delivery
For the Period 1/1/19..6/30/19
Statement of Operations

	YTD Actual	YTD Budget	Variance	Available Budget to YE	Budget 2019	Forecast to YE	Variance to Budget
Revenues:							
Municipal Levies	\$ 112,992	\$ 112,992	\$ -	\$ 112,993	\$ 225,985	225,985	\$ -
Province of Ontario	604,474	604,472	2	594,219	1,198,693	1,198,693	-
Total Revenues	\$ 717,466	\$ 717,464	\$ 2	\$ 707,212	\$ 1,424,678	\$ 1,424,678	\$ -
Expenditures:							
Salaries and Benefits	\$ 401,496	\$ 493,852	\$ (92,356)	\$ 573,124	\$ 974,620	\$ 869,908	\$ (104,712)
Training	2,890	5,425	(2,535)	7,735	10,625	7,956	(2,669)
Travel	5,907	7,500	(1,593)	9,093	15,000	19,015	4,015
Telephone	1,184	1,710	(526)	2,236	3,420	3,208	(212)
Technology	16,814	44,054	(27,240)	41,605	58,419	59,805	1,386
Professional Fees	6,241	3,400	2,841	159	6,400	12,883	6,483
General Office Expense	2,672	6,097	(3,425)	8,155	10,827	7,815	(3,012)
Transfers to Service Providers	1,504	6,339	(4,835)	4,835	6,339	3,008	(3,331)
Allocated Administration Costs	149,782	169,517	(19,735)	189,246	339,028	299,564	(39,464)
Total Expenditures	\$ 588,492	\$ 737,894	\$ (149,402)	\$ 836,186	\$ 1,424,678	\$ 1,283,161	\$ (141,517)
Surplus (Deficit)	\$ 128,974	\$ (20,430)	\$ 149,404	\$ (128,974)	\$ -	\$ 141,517	\$ 141,517

- Currently forecasting for a \$141,517 surplus in Children's Services Program Delivery.
- This surplus is expected to grow throughout the year, as positions were eliminated within Children's Services based on the originally announced provincial funding changes, however, these changes were later deferred until 2020.
- Any surplus in Program Delivery will be reinvested to further support quality, affordable and sustainable licensed child care services.

Housing Services Programs
For the Period 1/1/19..6/30/19
Statement of Operations

	YTD Actual	YTD Budget	Variance	Available Budget to YE	Budget 2019	Forecast to YE	Variance to Budget
Revenues:							
Municipal Levies	\$ 4,135,032	\$ 4,135,032	\$ -	\$ 4,135,015	\$ 8,270,047	\$ 8,270,047	\$ -
Province of Ontario	2,340,392	3,210,917	(870,525)	3,392,182	5,732,574	5,869,680	137,106
Federal Funding	46,544	81,126	(34,582)	115,708	162,252	193,308	31,056
Deferred Revenue	577,951	305,682	272,269	(187,269)	390,682	561,499	170,817
Total Revenues	\$ 7,099,918	\$ 7,732,757	\$ (632,839)	\$ 7,455,637	\$ 14,555,555	\$ 14,894,534	\$ 338,979
Expenditures:							
Provincially Reformed non-profit	\$ 2,922,315	\$ 2,964,510	\$ (42,195)	\$ 3,006,705	\$ 5,929,020	\$ 5,874,876	\$ (54,144)
Municipal Non Profit	582,696	593,934	(11,238)	605,172	1,187,868	1,164,893	(22,975)
Federal non-profit	112,869	112,872	(3)	112,875	225,744	225,737	(7)
Urban Native	510,134	530,784	(20,650)	551,434	1,061,568	1,040,913	(20,655)
Nipissing District Housing Corp	1,521,790	1,521,792	(2)	1,521,794	3,043,584	3,043,579	(5)
Commercial rent supplement	227,169	251,502	(24,333)	275,835	503,004	454,338	(48,666)
Strong communities rent supplement	172,173	162,048	10,125	151,923	324,096	344,345	20,249
Northern remote - Build	64,383	64,554	(171)	64,722	129,105	128,935	(170)
CHPI	1,235,634	1,080,994	154,640	230,950	1,466,584	1,588,924	122,340
Homelessness Partnering Strategy	46,544	40,563	5,981	(5,981)	40,563	47,223	6,660
Reaching Home	-	40,563	(40,563)	121,689	121,689	146,085	24,396
IAH - Housing Allowance	96,277	96,540	(263)	93,203	189,480	192,554	3,074
IAH - Ontario Renovates	75,729	90,000	(14,271)	99,271	175,000	151,459	(23,541)
IAH - Home Ownership	55,380	90,000	(34,620)	34,620	90,000	90,000	-
IAH - SIF	20,300	-	20,300	(20,300)	-	212,634	212,634
SIF - Ontario Renovates	847	-	847	(847)	-	11,065	11,065
SIF - Housing Allowance	-	29,250	(29,250)	68,250	68,250	87,750	19,500
SHIP	47,796	-	47,796	(47,796)	-	47,796	47,796
Total Expenditures	\$ 7,692,035	\$ 7,669,906	\$ 22,129	\$ 6,863,520	\$ 14,555,555	\$ 14,853,106	\$ 297,551
Surplus (Deficit)	\$ (592,117)	\$ 62,851	\$ (654,968)	\$ 592,117	\$ -	\$ 41,428	\$ 41,428

Housing Services Program Delivery
For the Period 1/1/19..6/30/19
Statement of Operations

	YTD Actual	YTD Budget	Variance	Available Budget to YE	Budget 2019	Forecast to YE	Variance to Budget
Revenues:							
Municipal Levies	\$ 546,044	\$ 546,044	\$ -	\$ 539,147	\$ 1,085,191	1,085,191	\$ -
Province of Ontario	114,520	147,062	(32,542)	174,219	288,739	338,740	50,001
Federal Funding	7,786	10,986	(3,200)	12,923	20,709	36,092	15,383
Repayments	1,500	-	1,500	(1,500)	-	1,500	1,500
Deferred Revenue	78,105	-	78,105	(78,105)	-	78,105	78,105
Total Revenues	\$ 747,955	\$ 704,092	\$ 43,863	\$ 646,684	\$ 1,394,639	\$ 1,539,628	\$ 144,989
Expenditures:							
Salaries and Benefits	\$ 393,552	\$ 529,636	\$ (136,084)	\$ 651,612	\$ 1,045,164	\$ 999,884	\$ (45,280)
Training	500	650	(150)	2,700	3,200	2,050	(1,150)
Travel	3,969	7,373	(3,404)	11,262	15,231	14,767	(464)
Telephone	309	480	(171)	651	960	618	(342)
Technology	1,555	6,810	(5,255)	12,065	13,620	13,620	-
Accommodations	13,916	15,600	(1,684)	17,284	31,200	27,832	(3,369)
Professional Fees	11,685	11,850	(165)	4,865	16,550	25,861	9,311
General Office Expense	8,596	5,656	2,940	2,476	11,072	15,341	4,269
Allocated Administration Costs	113,746	131,052	(17,306)	143,896	257,642	227,491	(30,151)
Total Expenditures	\$ 547,827	\$ 709,107	\$ (161,280)	\$ 846,812	\$ 1,394,639	\$ 1,327,464	\$ (67,175)
Surplus (Deficit)	\$ 200,127	\$ (5,015)	\$ 205,142	\$ (200,127)	\$ -	\$ 212,164	\$ 212,164

- The YTD expenditures in Housing Services Programs are tracking very close to budget.
- Overspending in CHPI is due to deferred revenue being carried forward from 2018 and being spent in the first quarter of 2019. This program is 100% provincially funded.
- IAH, SIF & SHIP programs are all 100% provincially funded, so any YTD over/underspends are associated with timing differences between receipt of funding and expenditures.
- Currently forecasting for a \$212,164 surplus in Housing Services Program Delivery due to the following factors:
 - Additional, unplanned funding received for the Investment in Affordable Housing program.
 - Savings being realized from implemented cost saving measures.
 - Staffing vacancies.

Emergency Medical Services
For the Period 1/1/19..6/30/19
Statement of Operations

	YTD Actual	YTD Budget	Variance	Available Budget to YE	Budget 2019	Forecast to YE	Variance to Budget
Revenues:							
Municipal Levies	\$ 2,519,130	\$ 2,519,130	\$ -	\$ 2,519,127	\$ 5,038,257	\$ 5,038,257	\$ -
Province of Ontario	2,424,976	2,592,966	(167,990)	2,760,950	5,185,926	4,849,952	(335,974)
Repayments	1,517	-	1,517	(1,517)	-	3,034	3,034
Lease and Other	25,000	-	25,000	(25,000)	-	25,000	25,000
Total Revenues	\$ 4,970,623	\$ 5,112,096	\$ (141,473)	\$ 5,253,560	\$ 10,224,183	\$ 9,916,243	\$ (307,940)
Expenditures:							
Training - Accommodations	\$ 963	\$ -	\$ 963	\$ (963)	\$ -	\$ 1,927	\$ 1,927
Training - Meals	207	-	207	(207)	-	415	415
Rent	157,125	157,128	(3)	157,131	314,256	314,251	(5)
Utilities	21,386	21,514	(128)	17,952	39,338	42,773	3,435
Internet Expense	5,497	6,228	(731)	6,959	12,456	10,995	(1,461)
Water	3,312	3,492	(180)	3,672	6,984	6,623	(361)
Insurance	42,096	46,482	(4,386)	50,868	92,964	84,191	(8,773)
Advertising Expense	957	-	957	(957)	-	1,913	1,913
Membership Fees	-	978	(978)	1,956	1,956	-	(1,956)
Postage & Courier	1,221	546	675	(129)	1,092	2,442	1,350
Municipal taxes	31,452	29,670	1,782	27,888	59,340	62,904	3,564
Janitorial Services	3,969	4,086	(117)	4,203	8,172	7,937	(235)
Building maintenance	22,400	20,640	1,760	18,881	41,280	44,799	3,519
Computer S/W, supplies, service	20,422	19,206	1,216	17,990	38,412	40,844	2,432
Ambulance Purchases	328,970	328,908	62	(62)	328,908	328,970	62
Paramedic Training	5,176	7,314	(2,138)	9,452	14,628	10,352	(4,276)
EMS Laundry Services	10,003	16,800	(6,797)	23,597	33,600	20,007	(13,593)
Uniforms	28,879	18,500	10,379	12,921	41,800	57,757	15,957
Cross Brd PQ and Water taxi	-	1,274	(1,274)	5,561	5,561	5,561	-
Medical Equipment	26,980	35,394	(8,414)	43,808	70,788	53,960	(16,828)
Medical Equip Capital	99,973	114,446	(14,473)	14,473	114,446	99,973	(14,473)
BioMed Equip Mtncdw & Rpr	1,444	5,202	(3,758)	11,158	12,602	12,602	-
Stretcher Lease	53,631	53,628	3	53,625	107,256	107,262	6
Vehicle Expense	99,091	94,506	4,585	89,921	189,012	198,182	9,170
Transfers to service providers	4,344,669	4,344,666	3	4,344,663	8,689,332	8,689,337	5
Total Expenditures	\$ 5,309,822	\$ 5,330,608	\$ (20,786)	\$ 4,914,361	\$ 10,224,183	\$ 10,205,976	\$ (18,207)
Surplus (Deficit)	\$ (339,199)	\$ (218,512)	\$ (120,687)	\$ 339,199	\$ -	\$ (289,733)	\$ (289,733)

- YTD expenditures are very close to budget with only a slight variance of \$20,786.
- The forecasted deficit is due to provincial funding received to date being set at the 2018 level.
- We are still awaiting confirmation of our 2019 funding allocation as well as Algonquin Park TWOMO funding.
- NBRHC is currently significantly over their YTD EMS budget; therefore there could be additional pressure on the EMS budget this year.

Emergency Medical Services Program Delivery
For the Period 1/1/19..6/30/19
Statement of Operations

	YTD Actual	YTD Budget	Variance	Available Budget to YE	Budget 2019	Forecast to YE	Variance to Budget
Revenues:							
Municipal Levies	\$ 85,560	\$ 85,560	\$ -	\$ 85,560	\$ 171,120	171,120	\$ -
Province of Ontario	85,560	85,560	-	85,560	171,120	171,120	-
Lease and Other	-	16,500	(16,500)	33,000	33,000	-	(33,000)
Total Revenues	\$ 171,120	\$ 187,620	\$ (16,500)	\$ 204,120	\$ 375,240	\$ 342,240	\$ (33,000)
Expenditures:							
Salaries and Benefits	\$ 110,271	\$ 120,406	\$ (10,135)	\$ 125,965	\$ 236,236	\$ 238,921	\$ 2,685
Training	-	-	-	2,331	2,331	-	(2,331)
Travel	46	-	46	794	840	93	(747)
Telephone	-	36	(36)	72	72	72	-
Technology	-	120	(120)	120	120	-	(120)
Professional Fees	-	60	(60)	50,120	50,120	120	(50,000)
General Office Expense	8,551	240	8,311	24,009	32,560	3,188	(29,372)
Materials and Services (EMS)	-	-	-	800	800	-	(800)
Allocated Administration Costs	23,051	26,371	(3,320)	29,110	52,161	46,102	(6,059)
Total Expenditures	\$ 141,919	\$ 147,233	\$ (5,314)	\$ 233,321	\$ 375,240	\$ 288,496	\$ (86,744)
Surplus (Deficit)	\$ 29,201	\$ 40,387	\$ (11,186)	\$ (29,201)	\$ -	\$ 53,744	\$ 53,744

- EMS program delivery tracking very close to budget.
- Explanations for variances are as follows:
 - Other revenue and general office expenses are forecasting for very little activity to YE since the EMS Symposium has been cancelled for 2019.
 - Savings in professional fees as we are not going forward with a planned EMS service system review due to potential provincial consolidation.

Corporate Services
For the Period 1/1/19..6/30/19
Statement of Operations

	YTD Actual	YTD Budget	Variance	Available Budget to YE	Budget 2019	Forecast to YE	Variance to Budget
Revenues:							
Interest	\$ 198,205	\$ 115,332	\$ 82,873	\$ 32,455	\$ 230,660	\$ 396,409	\$ 165,749
Repayments	8,380	-	8,380	(8,380)	-	8,380	8,380
Lease and Other	120,601	120,600	1	120,599	241,200	241,201	1
Total Revenues	\$ 327,185	\$ 235,932	\$ 91,253	\$ 144,675	\$ 471,860	\$ 645,990	\$ 174,130
Expenditures:							
Salaries and Benefits	\$ 713,201	\$ 769,055	\$ (55,854)	\$ 794,778	\$ 1,507,979	\$ 1,436,941	\$ (71,038)
Training	11,065	15,333	(4,268)	20,331	31,396	22,130	(9,266)
Travel	7,379	10,291	(2,912)	9,006	16,385	14,758	(1,627)
Telephone	11,573	20,424	(8,851)	29,437	41,010	23,145	(17,865)
Technology	112,932	140,880	(27,948)	188,328	301,260	247,053	(54,207)
Accommodations	278,873	265,575	13,298	256,220	535,093	557,747	22,654
Professional Fees	41,951	78,755	(36,804)	96,648	138,599	50,101	(88,498)
Insurance	31,888	32,172	(284)	33,242	65,130	63,776	(1,354)
General Office Expense	40,699	49,386	(8,687)	73,073	113,772	93,399	(20,373)
Amortization	69,932	-	69,932	(69,932)	-	139,864	139,864
Allocated Administration Costs	(1,006,599)	(1,152,941)	146,342	(1,272,165)	(2,278,764)	(2,002,925)	275,839
Total Expenditures	\$ 312,894	\$ 228,930	\$ 83,964	\$ 158,966	\$ 471,860	\$ 645,990	\$ 174,130
Surplus (Deficit)	\$ 14,291	\$ 7,002	\$ 7,289	\$ (14,291)	\$ -	\$ -	\$ -

- Interest revenue continues to be higher than budget. This is due to the additional one-time capital funding we have been earning interest on which will be spent by the end of the year.
- YTD expenditures in corporate services are lower than expected by \$62,377.
- Forecast to YE expenditures for corporate services are \$101,709 less than the budget.
- The primary reason for the lower than budgeted expenditures is due to cost saving measures implemented which include but are not limited to the following:
 - Amalgamated HR Representative and Finance Analyst positions into one position, Finance and HR Analyst.
 - Temporary hiring freeze for all non-essential positions (determined on a case by case basis).
 - Limiting travel and overtime unless essential.
 - Reducing parking subsidy for staff.
 - Reduced level of City Hall cleaning services.
 - Limitations on staff development, training and wellness initiatives.
 - No longer purchasing water or coffee for staff.
 - Review of vendor relationships, insurance, memberships and more in order to find efficiencies and decrease costs.

Board
For the Period 1/1/19..6/30/19
Statement of Operations

	YTD Actual	YTD Budget	Variance	Available Budget to YE	Budget 2019	Forecast to YE	Variance to Budget
Revenues:							
Municipal Levies	\$ 87,324	\$ 87,324	\$ -	\$ 87,324	\$ 174,648	174,648	\$ -
Interest	15,000	15,000	-	15,000	30,000	30,000	-
Total Revenues	\$ 102,324	\$ 102,324	\$ -	\$ 102,324	\$ 204,648	\$ 204,648	\$ -
Expenditures:							
Salaries and Benefits	\$ 48,909	\$ 56,538	\$ (7,629)	\$ 49,001	\$ 97,910	\$ 97,819	\$ (91)
Training	9,827	4,539	5,288	(688)	9,139	17,936	8,797
Travel	10,222	14,154	(3,932)	14,237	24,459	20,444	(4,015)
Telephone	440	300	140	160	600	881	281
Professional Fees	-	-	-	-	-	1,000	1,000
General Office Expense	1,361	1,300	61	5,989	7,350	2,722	(4,628)
Allocated Administration Costs	28,789	32,963	(4,174)	36,401	65,190	57,577	(7,613)
Total Expenditures	\$ 99,549	\$ 109,794	\$ (10,245)	\$ 105,099	\$ 204,648	\$ 198,380	\$ (6,268)
Surplus (Deficit)	\$ 2,775	\$ (7,470)	\$ 10,245	\$ (2,775)	\$ -	\$ 6,268	\$ 6,268

- YTD and forecast to YE Board costs are slightly below budget.
- Higher than budgeted travel and training costs are being offset by lower than budgeted advertising and allocated administration costs.

**Healthy Communities Fund
For the Period 1/1/19..6/30/19
Statement of Operations**

	YTD Actual	YTD Budget	Variance	Available Budget to YE	Budget 2019	Forecast to YE	Variance to Budget
Revenues:							
Municipal Levies	\$ 199,998	199,998	\$ -	\$ 200,002	\$ 400,000	\$ 400,000	\$ -
Total Revenues	\$ 199,998	199,998	\$ -	\$ 200,002	\$ 400,000	\$ 400,000	\$ -
Expenditures:							
Transfer to service providers	\$ 130,000	400,000	\$ (270,000)	\$ 270,000	\$ 400,000	\$ 398,870	\$ (1,130)
Total Expenditures	\$ 130,000	400,000	\$ (270,000)	\$ 270,000	\$ 400,000	\$ 398,870	\$ (1,130)
Surplus (Deficit)	\$ 69,998	(200,002)	\$ 270,000	\$ (69,998)	\$ -	\$ 1,130	\$ 1,130

Notes:					
<u>2017 Expenditures:</u>		<u>2018 Expenditures:</u>		<u>2019 YTD Expenditures:</u>	
The Gathering Place	47,556.00	LIPI	130,000.00	LIPI	130,000.00
Assoc.	30,000.00	Nipissing First Nation	72,800.00		
North Bay Literacy Council	25,000.00	North Bay Literacy Council	25,700.00		
LIPI	130,000.00	Big Sisters of North Bay & District	20,000.00		
THE BUSINESS CENTRE	23,804.00	Community Living North Bay	30,000.00		
Catholic School					
Foundation of	30,000.00	The Gathering Place	65,000.00		
North Bay Warming Centre	30,000.00	Health Unit	15,275.00		
North Bay Food Bank Inc.	22,500.00	North Bay & District Multicultural Centre	1,809.00		
Health Unit of North Bay	30,000.00	Stepping Stones Services	60,000.00		
Nipissing First Nation	46,784.27	Crisis Centre North Bay	25,790.35		
Enrichment Corporation	29,916.00	North Bay and Area	23,000.00		
Crisis Centre North Bay	24,439.73				
Total planned investments	470,000.00	Total planned investments	469,374.35	Total year to date investments	130,000.00

- As of June 30, 2019 only the annualized amount of \$130,000 has been flowed out to LIPI.
- The RFP for the remaining \$270,000 closed on May 24, 2019 and is currently in the process of being expended.

Conclusion

The YTD expenditures are lower than anticipated by approximately \$2.4 million. These variances are attributable to timing differences between when expenditures were planned and when they will occur, cost saving efforts being realized, as well as lower than expected usage of social assistance benefits.

At this time the forecast to year-end is suggesting a surplus of approximately \$879,578; however the majority of this surplus relates to Children's Services which will be reinvested into Childcare and EarlyON programs before the end of the year. We are not expecting to have a significant surplus by the end of the year.

Where possible, any actual savings recognized at year-end of 2019 will be deferred to 2020 as a method of stabilizing the levy contributions. As discussed previously and throughout the report, there will be significant pressures on the levy in upcoming years due to provincial funding changes.

In conclusion, it is recommended that the year-to-date financial report for the period from January 1 to June 30, 2019 be accepted as presented.



Resolution No. 2019-130

Carried: ☐

Defeated: ☐

Date: September 25, 2019

MOVED BY:

SECONDED BY:

Resolved THAT the Board accepts the 2020 Preliminary Budget Issues Report as presented in report EX19-19 for information purposes.

CARRIED _____
MAC BAIN
VICE CHAIRPERSON

CARRIED _____
MELANIE SHAYE
ACTING SECRETARY

REPORT

EX19-19

☒ For information or ☐ For Decision or ☐ For Approval

DATE: September 10th, 2019

PURPOSE: 2020 Preliminary Budget Issues Report

PREPARED BY: Justin Avery, Manager of Finance

REVIEWED BY: Melanie Shaye, Director of Corporate Services/Acting CAO
Michelle Glabb, Director of Social Services
Lynn Démoré-Pitre, Director of Children's Services
Stacey Cyopeck, Manager, Housing Programs
David Plumstead, Manager of Planning, Data and Analytics;
EMS Liaison
Pierre Guenette, Manager, Housing Operations

RECOMMENDATION

The District of Nipissing Social Services Administration Board accepts the 2020 Preliminary Budget Issues Report as presented in report EX19-19 for information purposes.

PURPOSE

As the 2020 budgeting process is scheduled to begin in the fall, it is timely to look at some of the issues, concerns, and opportunities that will likely impact budget decisions. The following report provides the 2020 budget timetable and some highlights from the various program areas that will require consideration during the budgeting process. The aim of the report is to enhance communication and facilitate an effective budget development process. In order to develop a budget that is relevant, will provide strong financial guidance, and can be used to effectively manage risk, it is important to obtain a greater understanding of the elements that will influence the financial performance of the DNSSAB in 2020.

2020 BUDGET TIMELINE

The Executive Audit Committee will be engaged in the budget process in October. It is suggested that the Executive Audit Committee review the proposed budget by December 4th, so the proposed version of the budget can be distributed to the Board by December 11th. The full Board can then analyze and approve the draft budget on the December 18th Board meeting.

	Sept	Oct	Nov	Dec
Preliminary Budget Issues Report	*			
Staff Budget Preparation	*	*	*	
Executive/Audit Committee Budget Engagement		*	*	*
Board Budget Approval				*

BUDGET GOALS

Staff remains cognizant of the mounting fiscal pressures on our member municipalities to maintain service levels and minimize tax increases. We are also aware of the financial pressures facing our clients and other Nipissing District residents.

2020 is seemingly going to be a perfect storm for budget pressures as the DNSSAB was already going to be facing significant budget pressure before the various announcements of provincial funding cuts.

In 2020 attention will continue to be given both internally and externally with our program service providers to reduce the ratio of program funding to support administration. The goal is to get more money and supports to clients while minimizing administrative costs.

RELATIONSHIP TO THE DNSSAB'S STRATEGIC PLAN

The Strategic Plan 2020 will continue to provide over-arching guidance to budget development in 2020. This is consistent with the budgeting process in prior years. New initiatives will be assessed against the strategic plan to ensure fit with the adopted strategic direction of the Board. As well, priority initiatives and projects identified in the plan that require financial resources and Board support will be brought forward for discussion during the budget process.

BUDGET ISSUES AND CONSIDERATIONS

Ontario Works

Provincial Funding for Program Delivery and Employment Assistance

Per a memo received by the Ministry of Children, Community and Social Services (MCCSS) on April 17, 2019:

“Budget submissions for 2019 funding should not exceed the previous year’s actuals unless there is a clear evidence-based rationale negotiated with the Program Supervisor and documented in your 2019 OW service plan.”

This was very alarming as we had significant staffing vacancies in 2018 due to several uncontrollable factors which resulted in our actual costs being exceptionally low in 2018.

We just recently received our 2019 allocation and despite a very strong and detailed business case put forth, MCCSS has restricted our provincial funding at the 2018 levels with the exception of a \$61,715 investment in client benefits. This aligns with many of the Province’s other announced funding changes which appear to be targeting administrative/program delivery costs.

Although we still don’t have anything in writing, our Ministry contacts have verbally advised us that annual inflationary increases such as collective bargaining increases will not be considered a “clear evidence-based rationale” for an increase from the previous year’s actual expenses. This is also evident based on the denial of any additional funds towards staff costs for 2019 as mentioned above. Therefore, this shifts the burden of inflationary increases entirely to the municipal levy, whereas, these costs were historically split 50/50 with the Ministry. We face an approximate 2.5% – 3% annual increase in the cost of salaries and benefits due to the annual collective bargained increase of 1.5% as well as step movements within the salary scales.

In 2019, these funding changes have resulted in a \$558,625 funding shortfall. While we will be able to cover this shortfall in 2019 due to cost saving measures implemented upon notice of the funding changes, this shortfall would equal a 2.84% levy increase for 2020. The above shortfall included three transitional support case manager positions that will no longer be filled since the funding was not approved for them. The estimated total cost for these positions was \$217,386; therefore a revised shortfall of \$341,239 (\$558,625 - \$217,386) would represent a 1.74% levy increase in 2020.

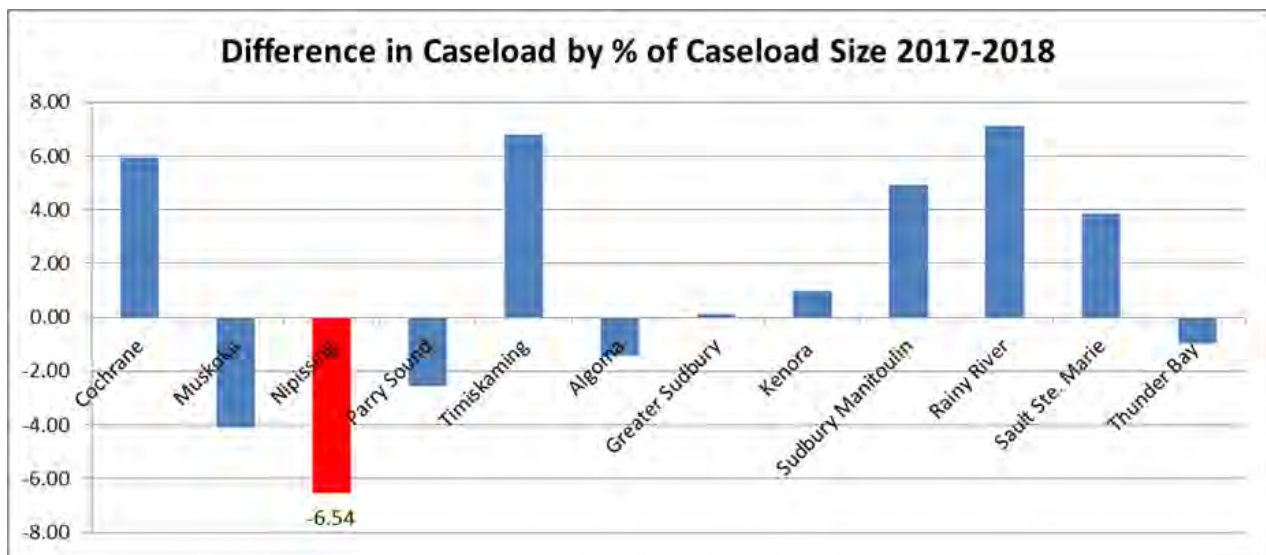
Per the same memo from MCCSS mentioned above:

“Moving forward, negotiated targets will not be amended from the initial contract which may result in financial recoveries. The maximum recovery, based on performance is 15% of the total upload funding.”

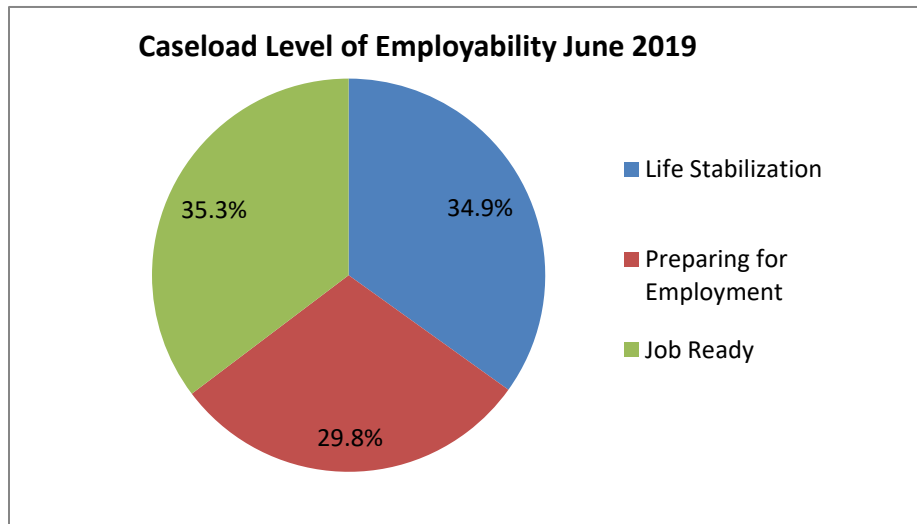
MCCSS has also set aggressive outcome targets at a default rate of 3% increases from the previous year. These aggressive outcome targets seem to be inconsistent with the funding cuts to program delivery. The Province wants us to increase our employment outcome targets, but is cutting the funding to the program delivery supports that are needed to achieve those targets. Therefore, if program delivery supports are not maintained by the municipal levy, the DNSSAB would be more likely to incur penalties due to missed targets which would put more pressure on the municipal levy. This could result in a perpetual cycle of increasing financial burden on the municipal levy.

Issue with Blanket Targets

By using blanket target rates, the Province has essentially penalized strong performing DSSABs/CMSMs. Once you are already achieving strong targets, it is more difficult to increase those targets further as opposed to being at the lower end of outcome success. The chart below highlights DNSSAB's success in comparison to other DSSABs/CMSMs.



With DNSSAB's success at exiting job ready clients to employment, as well as proposed changes to ODSP eligibility, we will likely see the proportion of our caseload with significant barriers to employment increase. This will likely impact our outcome targets as this population of our caseload requires more resources to achieve outcomes. The figure below breaks down our current caseload by level of employability.



While the Province has allowed for limited negotiation of outcome targets for DSSABs/CMSMs who are significantly exceeding the provincial medians, we have only realized minimal success in this area as the Ministry allowed two of our 4 targets to be reduced from 3% to 2%. These targets are still very aggressive considering our strong historical outcomes.

Children's Services

Per a memo received by the Ministry of Education (EDU) on April 18, 2019:

"Beginning in April 2019, CMSMs/DSSABs will be required to cost-share the operating portion of Expansion Plan funding at a rate of 80/20 provincial/municipal and all administration funding, including Wage Enhancement administration funding, will now be cost-shared at a rate of 50/50. In addition, the threshold for allowable administration funding municipalities can spend on child care will be reduced from 10% to 5%."

As a result of these announced changes, 5 of the 13 Children's Services positions were eliminated based on a projected 2019 Children's Services deficit of \$465,000.

Per a subsequent letter received from the Premier on May 27, 2019, DSSABs were notified that previously announced funding changes to child care services and emergency medical services (EMS) were being deferred until 2020.

On August 28, 2019 we received an email from the EDU that the above mentioned funding changes would be phased in over a three year period as follows:

- **On January 1, 2020**, Consolidated Municipal Service Managers (CMSM) and District Social Services Administration Boards (DSSAB) will be asked to cost-share Expansion Plan operating funding at a rate of 80/20 provincial/ municipal. Please note that while cost sharing continues to be encouraged, the ministry is committing to providing 80 percent of this funding regardless of the CMSM/DSSAB contribution.¹
- **The following year on January 1, 2021**, CMSMs/DSSABs will be asked to continue cost-sharing Expansion Plan operating funding at a rate of 80/20 and be required to cost share all administrative funding at a rate of 50/50; and finally
- **On January 1, 2022**, the threshold for allowable administrative funding CMSMs/DSSABs can spend on child care will be reduced from 10% to 5% in addition to the ongoing cost sharing requirements previously introduced.

In the same email, the EDU noted that they are hoping to release our 2020 budget allocations in the fall of 2019 to better align provincial funding decisions with municipal/DSSAB budget cycles. This is encouraging as we normally don't receive our funding allocations until after our budgets are completed. Receiving our allocations earlier will contribute to a more accurate budget.

In regards to the 2020 announced changes above, based on the 2019 funding allocations, we are estimating a \$374,962 (1.91%) increase to the municipal levy.

It should also be highlighted that the Province appears to be giving DSSABs/CMSMs the option to not contribute the 20% of this 80/20 funding stream. While this could be a strategy to reduce the impacts on the municipal levy, any decision to not fully fund child care expansion should be carefully weighed against the socio-economic benefits of additional child care spaces. Creating additional child care spaces creates jobs for the child care staff and also enables parents to work which increases labour force participation within the district, both of which can help stimulate the local economy. Alternatively, if parents don't have affordable child care spaces, this can prevent them from entering the workforce which could lead to increased utilization of other social assistance services (Ontario works and social housing).

¹ It is our understanding that the option of not contributing the municipal levy portion of 20% of the expansion is only transitional relief for 2020 and will be a requirement for 2021.

Additionally, the expansion funding is also supporting our 2018 and 2019 program expansions that were planned and implemented prior to the announced funding changes. Any funding reductions will reduce access, affordability and quality of these programs.

Another area of uncertainty within the Children's Services provincial funding allocation is in regards to the Early Learning Child Care (ELCC) agreement. We receive \$727,364 annually under the ELCC agreement which is approximately 6.1% of our total funding from the EDU. This funding is received through a bi-lateral agreement between the provincial and federal governments. This bi-lateral agreement ends March 31, 2020 and if not renewed, the loss of \$727,364 would significantly impact the quality and affordability of children's services programs within the district.

Emergency Medical Services (EMS)

Provincial Funding Changes

Per a letter received by the Ministry of Health and Long-Term Care (MOHLTC) on May 7, 2019, our 2019 funding allocation was set to be frozen at the previous year's level. This would have shifted all the inflationary budget pressure within EMS to the municipal levy which has historically been cost shared 50/50.

As stated previously, we subsequently received a letter from the Premier on May 27, 2019, notifying us that previously announced funding changes to child care services and emergency medical services were being deferred until 2020.

On August 20, 2019 we received our Land Ambulance Services Grant (LASG) 2019 funding allocation and confirmation of our Algonquin Park TWOMO funding. While there is still one piece of the funding allocation to be received, these funding sources comprise the majority of the provincial funding allocation for EMS and therefore we are able to determine that our provincial funding for 2019 should be very close to what was budgeted.

The way the LASG is calculated (in an overly simplified way) is that we essentially receive 50% of our previous year's approved budget plus a 100% portion to cover TWOMO and First Nations funding. Therefore, our 2020 50/50 provincial funding would be based on our 2019 budget as opposed to the 2020 budget. The issue with this is that the provincial funding is then a year behind on budget increases from EMS call volume changes, service enhancements and inflationary increases. The MOHLTC had previously addressed this timing difference by including an incremental (inflationary) increase to our previous year budget. In 2018 this incremental increase was 1.7% or

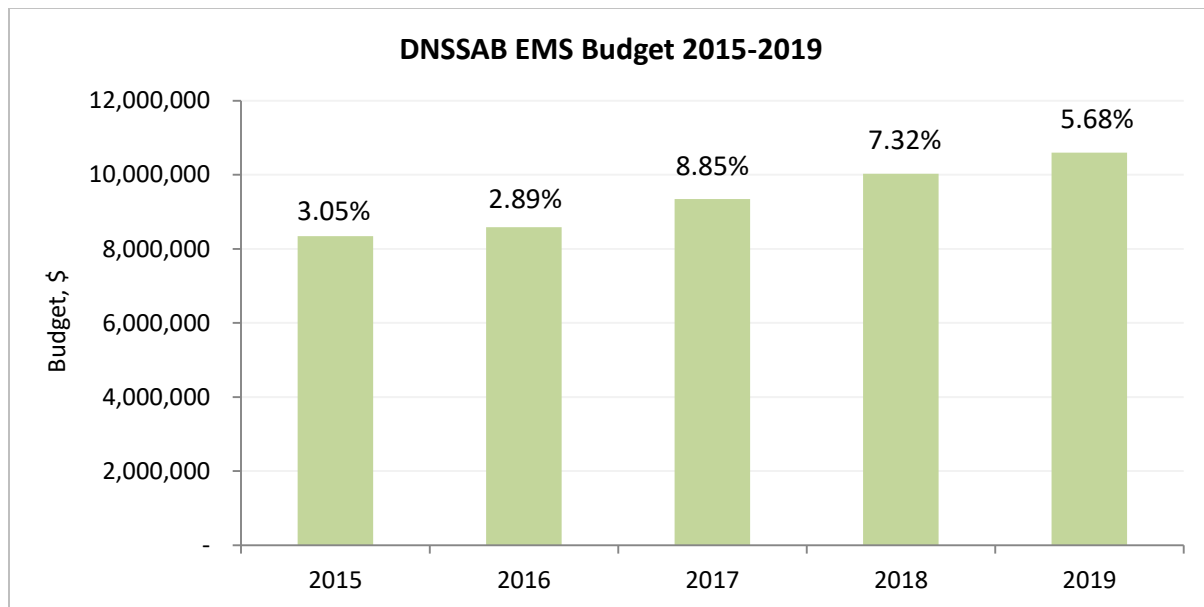
\$150,658. For 2019, this incremental increase has been set at 0%. For 2019, a 1.7% incremental increase from the 2018 budget would have been \$161,196.

As part of the 2019 LASG confirmation letter mentioned above, the MOHLTC stated the following:

“In order to support LASG planning for the 2020 year, municipalities can expect continued growth. Final confirmation of 2020 funding will be provided through the 2020 budget process.”

Based on what we have received for 2019, we would expect the funding formula to stay the same for 2020 meaning the 2020 provincial funding will likely be based on our 2019 budget with no incremental increases. Therefore, this does shift more of the inflationary budget pressures onto the municipal levy.

Based on the chart on page 8, the annual budget increase has averaged 5.56% over the last five years. Also, as noted in the EMS Liaison’s Situation Analysis paper, this budget trend will likely continue for the 2020 budget although we have not yet received the 2020 budgets from the ambulance operators.



If we assume that the funding formula will stay the same and use the average budget increase over the last five years of 5.56%, the estimated increase to the municipal levy to support EMS in the district in 2020 is \$366,490 (1.87%).

In order to mitigate the effect of these budget pressures, the DNSSAB is looking at ways to reduce EMS costs in the district which is described in further detail in the EMS Liaison's Situation Analysis paper.

We have not received any additional news on the potential consolidation of EMS services since it was originally revealed in the news in April.²

Housing Services

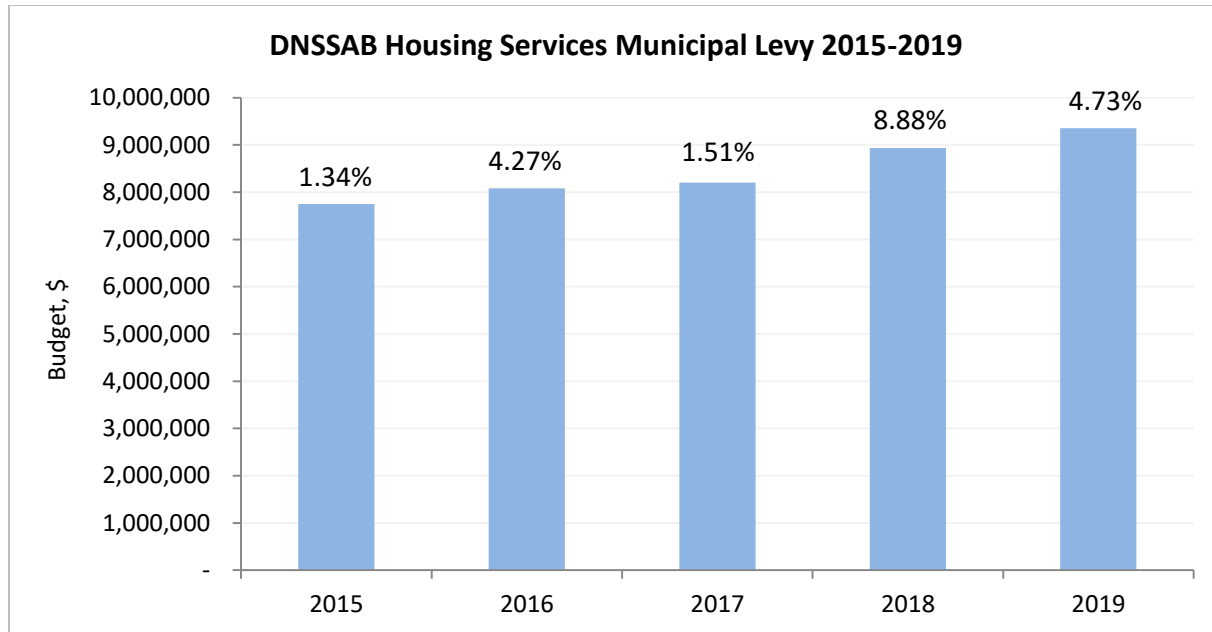
There have not been any significant funding changes announced for Housing Services. This is likely due to the fact that social housing is already substantially funded through the municipal levy.

Here is a quick summary of some of the budget pressures Housing Services will be facing in 2020:

- In 2018 two provincially funded programs, GreenON and Social Housing Apartment Improvement Program (SHAIP), were cancelled for a combined total of \$1,666,671. This funding would have been used for social housing capital projects. The cancellation of these programs puts more pressure on the municipal levy to fund the capital maintenance costs for current social housing buildings.
- Provincially legislated cost indices dictate how much funding we're required to provide provincially reformed-social housing providers. Therefore, changes to these indices could result in additional costs.
- Service level standards:
 - We are approximately 240 rent-geared-to-income units short of meeting our mandated service level standards.
 - We have been using the Commercial Rent Supplement program to assist with meeting our service level standards; however, the cost of this program was being offset with deferred revenue balances for the last several years. The deferred revenue balance will be substantially used up in 2019, meaning the costs just to maintain the current number of recipients in the program will need to be covered by the municipal levy.
 - Funding decisions will also need to be made in order to address the current shortfall with our service level standards.

² <https://www.cbc.ca/news/canada/toronto/doug-ford-ambulance-paramedic-merger-emergency-health-1.5099773>

It is currently too early in the budget process to determine an estimated levy increase for Housing Services; however, if we use the average municipal levy increase for Housing Services over the last five years of 4.15% (see chart below), this would result in a \$387,832 (1.98%) increase.



Corporate Services

Corporate services costs are fully allocated to each of the other departments. Since each of the other departments is facing significant budget pressures we also need to look at ways to reduce corporate services costs to mitigate the impacts on the municipal levy. Ever since the provincial budget was released and details emerged about provincial funding cuts, the DNSSAB has been working proactively in identifying and implementing cost saving measures. These include but are not limited to the following:

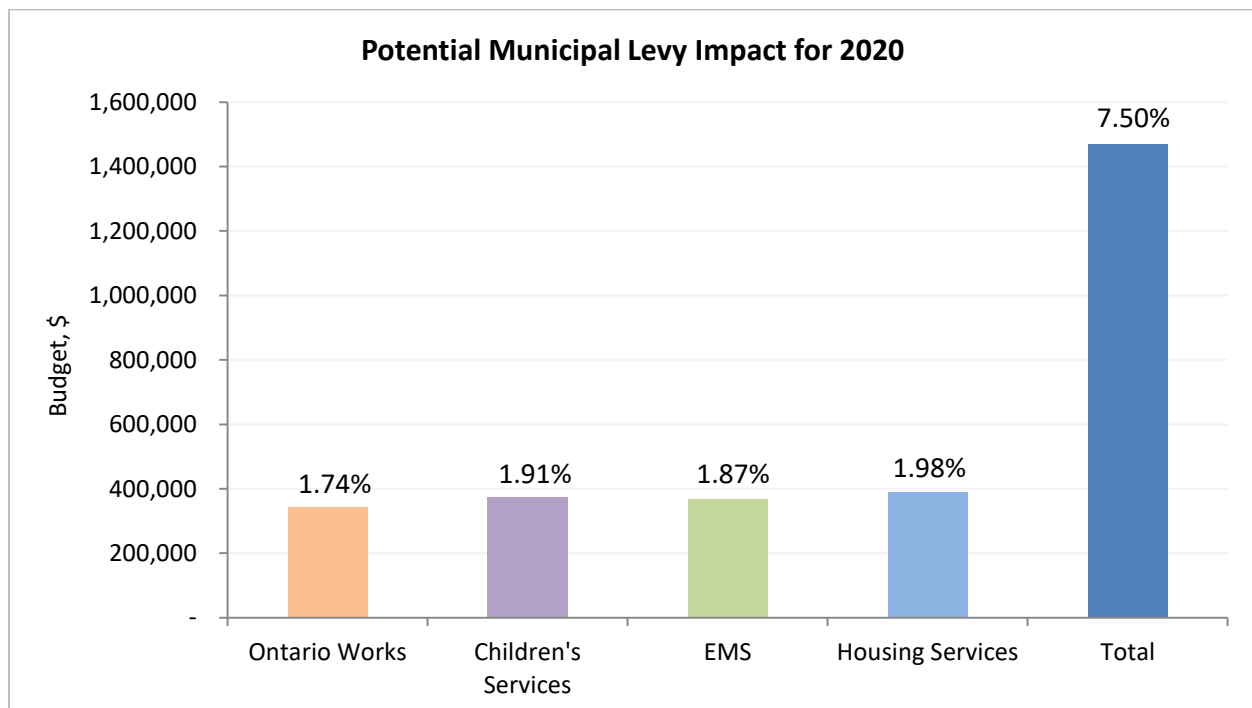
- Amalgamated HR Representative and Finance Analyst positions into one position, Finance and HR Analyst.
- Not filling a vacant accounting clerk position indefinitely.
- Temporary hiring freeze for all non-essential positions (determined on a case by case basis).
- Limiting travel and overtime unless essential.
- Reducing parking subsidy for staff.

- Reduced level of City Hall cleaning services.
- Limitations on staff development, training and wellness initiatives.
- No longer purchasing water or coffee for staff.
- Review of vendor relationships, insurance, memberships and more in order to find efficiencies and decrease costs.
- Deferring projects where possible.

Although it's too early in the budgeting process to provide an accurate estimate on savings, we are confident there will be a significant reduction in the corporate services budget for 2020. This will help to alleviate some of the budget pressures the other departments are facing.

Overall

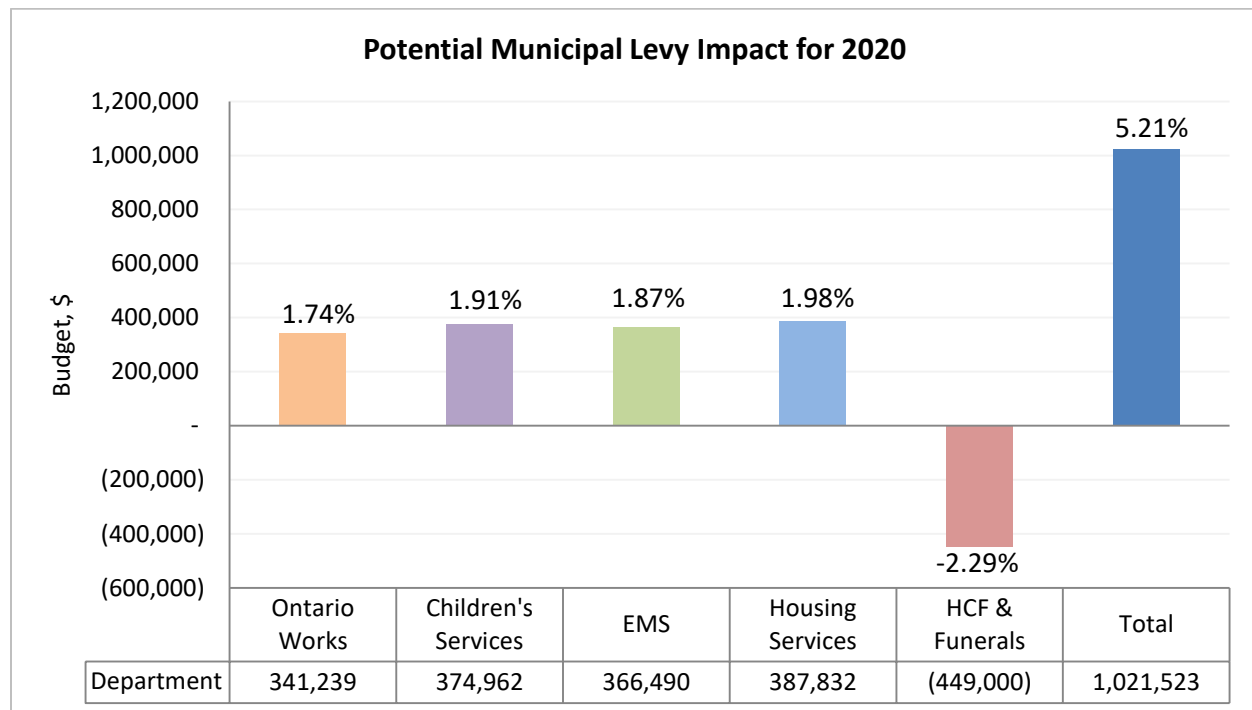
The below chart summarizes the potential municipal levy impact for each department that has been discussed above.



Please note that this is a pre-budget analysis and does not reflect savings or changes in services that may be identified through the budgeting process. This also does not take into account savings already realized since the announcement of the provincial funding changes. This is simply meant to be an analysis on the impact of the funding changes and budget pressures compared to the previous year budget.

We realize a 7.50% increase to the municipal levy is not sustainable for our member municipalities and will therefore continue to try and find ways to minimize the levy increase wherever possible throughout the budgeting process.

Given the budget pressures the DNSSAB will be facing in 2020, it is important that we review any programs that we are not legislatively mandated to provide in order to reduce the impact on the municipal levy. The two 100% municipal levy funded programs that we are not mandated to provide are the Healthy Communities Fund (HCF) and Type B Funerals for non-social assistance recipients. In 2019, the municipal levy budgeted for the HCF and Type B Funerals was \$400,000 and \$49,000 respectively. A reduction in the municipal levy of \$449,000 would represent a 2.29% overall decrease. The chart below illustrates the impact this would have on the overall municipal levy.



CONCLUSION

The purpose of this report is to highlight areas for discussion during the 2020 budget process. The report is by no means an exhaustive list of issues, opportunities, and concerns that will need to be considered and addressed in the 2020 budget, but is intended to help provide some perspective and insight to the financial landscape we can expect in 2020. In conclusion, it is recommended the 2020 preliminary budget issues report be accepted for information as presented.



Resolution No. 2019-131

Carried: ☐

Defeated: ☐

Date: September 25, 2019

MOVED BY:

SECONDED BY:

Resolved THAT the Board approves the draft DNSSAB By-Laws as amended to include legal advice in accordance with Resolution No. 2019-20, and that member municipalities are given 30 days' notice of these changes.

CARRIED _____
MAC BAIN
VICE CHAIRPERSON

CARRIED _____
MELANIE SHAYE
ACTING SECRETARY



REPORT

EX20-19

☐ For information or ☐ For Decision or ☒ For Approval

DATE: September 10th, 2019

PURPOSE: To update the DNSSAB By-Laws

PREPARED BY: Marianne Zadra, Executive Coordinator
Jason Corbett, Contract Specialist

REVIEWED BY: The By-Laws Committee

Recommendation

The District of Nipissing Social Services Administration Board (DNSSAB) approve the draft DNSSAB By-Laws as amended to include legal advice in accordance with Resolution No. 2019-20, and that member municipalities are given 30 days' notice of these changes.

Purpose

To provide Board members with the reviewed DNSSAB By-Laws that includes legal advice regarding concerns of conflict of interest and to ensure accordance with governing Acts and regulations.

Background

In February 2019 it was found that DNSSAB Procedural By-Laws Section 2: 10.3 limited the Chairpersonship to four consecutive years and that this was found to be in conflict with the DSSAB Act. As a result, the Board approved the legal review of Procedural By-Laws 2017-01 to ensure compliance with all Acts and legislation governing the District of Nipissing Social Services Administration Board. The reviewed By-laws are attached to this report. Once approved by this Board, the draft document will be shared with member municipalities as per section 6.1 of the By-Laws that allows 30 days' notice to member municipalities for their review, and changes must then be accepted with a two-thirds majority vote of the Board.

Conclusion

If approved, the Procedural By-Laws will provide the foundation for the NDHC By-Laws, which are in need of review, and that a committee will work to update the NDHC By-Laws to align with the revised version of the DNSSAB By-Laws.

District of Nipissing
Social Services
Administration Board



Conseil d'administration
des services sociaux
du district de Nipissing

PROCEDURAL BY-LAW 2019-??

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

Revised September ??

Revised May 23, 2017 – Resolution #2017-54

Consolidated Amended December 14, 2011 – Resolution #2011-160

Revised October 16, 2012 – Resolutions #2012-165 & #2012-166

Revised September 23, 2014 – Consolidate By-Laws 2006-06 and 2000-02,
Resolution #2014-159

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SECTION A – INTRODUCTION

1 PURPOSE

- 1.1 The District of Nipissing Social Services Administration Board is bounded by the District Social Services Administration Act; Ontario Regulations 278/98 and Ontario Regulation 37/99.
- 1.2 The procedural by-laws establish consistent procedures for the DNSSAB Board and Committees to guide decision making, and ensure transparent, fair and open meetings, as well as define the Board's Authority and Role.

2 CORPORATE STATUS

- 2.1 The Board shall be a corporation as established through the District Social Services Administration Board Act (the "Act"). The number of members, the areas that they represent and the manner and term of their appointment shall be set out in the Regulations and Act.

3 CORPORATE SEAL

- 3.1 The seal of the District of Nipissing Social Services Administration Board shall be kept by the secretary at the Head Office.

4 OFFICES

- 4.1 The Head Office of the Corporation shall be in the District of Nipissing. The Board will establish satellite offices in other District Municipalities, as deemed appropriate.

5 TERM OF THE BOARD

- 5.1 Each member of the Board shall begin January 1st, of the year following a municipal election for a four year term to end on December 31st in the year in which municipal elections take place. Generally, no Board meeting will be held in December of the election year. Exceptions to this can only be made as per sections 8.7 and 8.8.

6 AMENDMENTS

- 6.1 Seven days' notice shall be given to members of the Board of any recommendation to amend the By-Laws of the Board. 30 days' notice will be given to municipalities when changing bylaws. Changes to the By-Law will be accepted with a two-thirds majority vote of the board.

SECTION B – ROLES AND DUTIES

7 ROLE OF THE BOARD

7.1 The role of the Board is to provide overall governance responsibility in order to be accountable for and to carry out the duties of the Board including:

- 7.1.1 To represent the public and to consider the well-being of all the member municipalities and Territories Without Municipal Organization (TWOMOs);
- 7.1.2 To develop and abide by the policies and programs of the Board;
- 7.1.3 To determine which services the Board provides and to carry out the duties of the Board under the District Social Services Administration Boards Act, the Ontario Works Act, the Day Nurseries Act, the Social Housing Reform Act, the Municipal Act and the related regulations or any Act as required including the legislation of the Ministry of Health
- 7.1.4 To ensure that administrative practices and procedures are in place to implement the decisions of the Board;
- 7.1.5 To maintain the financial integrity of the Board;
- 7.1.6 Designating a spokesperson to speak publically, when required, regarding the actions and plans of the Board;
- 7.1.7 To ensure open communication channels with provincial government Ministries, specifically Ministry of Education, Ministry of Children, Community and Social Services, Ministry of Health, and the Ministry of Municipal Affairs and Housing through fostering positive working relationships.

8 POWERS OF THE BOARD

- 8.1 Powers: The Directors shall manage or supervise the management of the business affairs of the Corporation. Any and all inquiries and direction by Board members shall be directed through the Chief Administrative Officer or designate of the Board.
- 8.2 Transaction of Business: Business may be transacted by resolutions passed at meetings of Directors or recommendations made by Committees at which a quorum is present. A copy of every resolution in writing shall be kept with the minutes of the proceedings.
- 8.3 Number: The Board shall consist of 12 members as determined by the District Social Services Administration Boards Act and/or the regulations thereto.
- 8.4 Qualifications of Members: Directors shall be Canadian citizens, who are at least 18 years of age with power under law to contract, who have been appointed by the Municipal Council for the representative area or by a prescribed election as a representative of the unincorporated area. Directors shall meet the qualifications outlined in the Corporation's governing legislation and regulations, Each member shall act in the best interests of the Corporation and the clients it serves.
- 8.5 Resignation: A Director may resign upon giving a written resignation to the Chair and such resignation shall be effective when received by the Chair or at the time specified in the resignation, whichever is later.

- 8.6 Removal: The Board may, by ordinary resolution passed at a regular or special meeting of the Board, remove any Director from office before the expiration of his or her term. Any removal of a member requires a two-thirds majority vote, where a member is deemed to be in contravention of the Act, DNSSAB by-laws or policies.
- 8.7 Vacancy of Office: A Director ceases to hold office when he or she dies, resigns or is removed from office by the Board, becomes disqualified to serve as a Director or is absent from the meetings of the Board for three consecutive regular Board meetings without being authorized by Board resolution.
- 8.8 Vacancies: A vacancy on the Board may be filled for the remainder of its term by a qualified person. Municipalities represented on the Board only have the authority to appoint a member to a position vacated by a member, and do not have the authority to remove a member. Each board member shall act in the best interests of the District.
- 8.9 The Board members, on behalf of the corporation, exercise all the powers that the corporation may legally exercise unless restricted by law. These powers include, but are not limited to, the power:
- 8.9.1 To enter into contracts or agreements;
 - 8.9.2 To make banking and financial arrangements;
 - 8.9.3 To direct the manner in which any other person or persons may enter into contracts or agreements on behalf of the corporation;
 - 8.9.4 To execute documents;
 - 8.9.5 To purchase, lease or otherwise acquire, sell, exchange, or otherwise dispose of real or personal property, securities or any rights or interest for such consideration and upon such terms and conditions as the Board members may consider advisable;
 - 8.9.6 To borrow on the credit of the corporation for the purposes of operating expenses, or on the security of the corporation's real or personal property; and
 - 8.9.7 To purchase insurance to protect the property, rights and interests of the corporation and to indemnify the corporation, its members, Board Members, and officers from any claims, damages, losses or costs arising from or related to the affairs of the corporation.
- 8.10 Delegation by Directors (Committees): The Board may appoint from their number a Managing Director, or a Committee of Directors, a majority of the members, and delegate to such Managing Director or Committee any of the powers of the Board except those which relate to matters over which a Managing Director or Committee shall not have authority. Unless otherwise determined by the Board, a Committee shall have the power to fix its quorum at not less than a majority of its members to elect its Chairperson and to regulate its procedures.
- 8.11 Remuneration and Expenses: Remuneration will be determined by the Board. The Directors may be entitled to be reimbursed for travelling, training and other expenses properly and reasonably incurred by them in attending meetings of the Board and Committees and for such other out-of-pocket expenses incurred in respect of the performance of their duties as the Board may from time to time determine.

9 THE DUTY OF DIRECTOR

- 9.1 Directors have a fiduciary duty, duty of care, duty of loyalty and duty of obedience to the Corporation. The standard of care set forth provides that all Directors and Officers of a Corporation, in exercising their powers and discharging their duties, shall act honestly and in good faith with a view to the best interests of the corporation, and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
- 9.2 Every Director and Officer of the Corporation must also comply with the Acts that govern them, the Regulations, the articles and by-laws. No provision in a contract, articles, or by-laws relieves a Director or Officer of his/her duties. Directors must comply with the Municipal Act and/or Municipal Conflict of Interest Act, as applicable, and abide by Provincial contractual provisions regarding Conflict of Interest.
- 9.3 Directors have a legal obligation to the Board, wherein, the Director must act in good faith towards the organization and the Board. When a Director ignores this obligation or assumes that an obligation to another Board trumps the interest of the Corporation or Board, the Director is breaching his/her duties.
- 9.3.1 For clarity, Directors receive proprietary information that is not public information. By disclosing the information, without authority, the Director, is making that information public. This is a breach of the Director's duty and as stated when an individual is on a Board, his/her duty is to that Board. If by virtue of being on that Board, the individual finds themselves in a conflict, the Member has an obligation to disclose the conflict and recuse him or herself from any decision.
- 9.4 Information obtained for and from in-camera meetings is not for public dissemination. Disclosing information acquired as the result of sitting on the Board has the effect of making non-public information public. The Director is in breach of his/her obligation when this occurs.
- 9.5 Notwithstanding the above, a Director may be required to disclose information heard in-camera if required to by law.
- 9.6 Should a Board Member want to make an in-camera discussion public, approval of the Board is required, except again where required by law. The proceedings at a closed meeting of a Board should not be discussed beyond the persons entitled to be in attendance at that meeting. The decisions made at a closed meeting should not be made public until the report of the particular meeting, containing the decision, is released following proper procedure
- 9.7 A member of the public can challenge the right of a Board to hold something in-camera. In such a circumstance the Act provides for an investigation to be undertaken.
- 9.8 Issues discussed in-camera are confidential and cannot be disclosed without the authority of the Board. Directors have a duty to the Board they sit on. Disclosing confidential information is a breach of this duty. Because of the make-up of the DNSSAB Board, members will often be in conflict in terms of their duty to their TWOMO municipality vs. DNSSAB. Although the situation is difficult, the duty is clear; confidential information must

remain confidential unless there is a pending legal reason to disclose the confidential information.

10 OFFICERS OF THE BOARD

- 10.1 The Officers of the corporation shall be the Chair, Vice Chair, Chief Administrative Officer, Secretary, Treasurer and any such Officers as the Board may, by law, determine.
- 10.2 **Appointment:** The Board may from time to time designate the Offices of the Corporation, appoint Officers (and assistants to Officers), specify their duties and delegate to such Officers powers to manage the business and affairs of the Corporation. A Director may be appointed to any office of the Corporation. Except for the Chairperson of the Board and the Managing Director, an officer may be, but need not be, a Director. Two or more offices may be held by the same person.
- 10.3 **Term of Office and Removal:** In the absence of a written agreement to the contrary, the Board may remove, by resolution with or without cause, any Officer of the Corporation. Unless so removed, an Officer shall hold office until his/her successor is appointed or until his/her resignation, whichever shall first occur. The Chairperson and Vice-Chairperson shall hold office for one year from the date of appointment. In the event the Chairperson resigns or dies before his or her term expires, the Board shall appoint another member of the Board as Chair to complete the unexpired portion of the term.
- 10.4 **Terms of Employment, Duties and Remuneration:** The terms of employment and remuneration of all Officers elected or appointed by the Board shall be determined from time to time and may be varied from time to time by the Board.
- 10.5 **Description of Offices:** Unless otherwise specified by the Board (which may modify, restrict or supplement such duties and powers), the officers of the Corporation, if designated and if officers are appointed thereto, shall have the following duties and powers:
1. **Chair:** The Chair of the Board, if one is appointed, shall be a Director, and may be reappointed in one or more subsequent years as outlined in the DSSAB Act. The Chairperson shall, when present, preside at all meetings of the Board of Directors and members of the corporation, will sign all documents which require his/her signature and shall possess and may exercise such powers and shall perform all other duties as may from time to time be assigned to him by the Board of Directors.
 2. **Vice-Chair:** The Vice Chair of the Board, if one is appointed shall be a Director. The Vice-Chair shall be vested with all powers of the Chair and in the absence or inability of the Chair, shall exercise the duties and functions of the Chair.
 3. **The Chief Administrative Officer:** The Chief Administrative Officer shall be appointed by the Board and he or she shall report to the Board, be responsible for all operations of

the Corporation, record or delegate accurate minute taking of the organization's meetings and ensure that the corporation's files, records and other relevant written materials are kept, recorded and distributed; and take a lead role in financial policy development and monitoring of the corporation's finances and advise and assist the Board in understanding the corporation's finances.

Without limiting the generality of the foregoing, the duties and responsibilities of the CAO shall be as follows:

- 3.1 To direct and co-ordinate the business of the Board in all its branches and departments in accordance with the policy and plans established and approved by the Board;
- 3.2 To direct and co-ordinate the preparation of plans and programs to be submitted to the Board for approval and to fulfill its mandate;
- 3.3 To direct and co-ordinate the compilation, consideration and presentation to the Board, recommendations arising from departmental operations, which require the Board's approval and to propose by-laws or resolutions arising from such recommendations;
- 3.4 To direct the preparation and compilation of and to present to the Board, the annual budget of estimates of revenues and expenditures;
- 3.5 To exercise general financial control over all departments in terms of the approved appropriation;
- 3.6 To act as spokesperson and direct collective bargaining with all Board employees within collective bargaining units, to recommend to the Board agreements concerning wages, salaries and working conditions, and, upon approval by the Board, to administer such agreements and in general to be responsible for wage and salary administration, subject to normal grievance procedures, and to recommend to the Board or its appropriate Committee, a system of grievance procedures for such employees that are not covered by existing agreements, or included in collective bargaining units;
- 3.7 To have full control and direction of all employees subject to the personnel policies approved by the Corporation;
- 3.8 To appoint, employ, suspend or dismiss for cause employees not covered by collective bargaining agreements according to annual budgets, organizational structures and policies and salary scales as approved by the Board from time to time and to appoint and employ all other employees of the Board in accordance with procedures obtained in collective bargaining agreements and to suspend or dismiss such employees for cause, subject to the normal grievance procedures contained in the relevant collective bargaining agreements;
- 3.9 To present to the Board reports and information regarding progress and accomplishments in programs and projects, the status of revenues and

expenditures, and the general administration of the Board;

3.10 To have cognizance of all correspondence and communications to the Board and to receive all communications to direct the submission of the same to the Board together with his/her recommendations thereon;

3.11 To attend all Board meetings;

3.12 To perform such other duties and exercise such other powers as the Board may from time to time lawfully assign to him/her.

3.13 The CAO shall not be dismissed except by a resolution assented to by a majority of the members of the Board; provided that no such resolution shall be presented for consideration at any meeting of the Board unless written notice thereof shall have been given at least ten (10) days prior and the CAO has been given an opportunity to be heard by the Board.

4. **Secretary:** The Secretary shall be appointed by the Board. The Secretary, when in attendance, shall be the secretary of all meetings of the Board and Committees of the Board and, whether or not he or she attends, the secretary shall enter or cause to be entered in the Corporation's minute book, minutes of all proceedings at such meetings; he or she shall give, or cause to be given, as and when instructed, notices to directors, auditors and members of Committees; he or she will ensure custodial care of the corporate seal and of all the books, papers, records, correspondence and documents belonging to the corporation.

5. **Treasurer:** The treasurer will ensure that full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account are kept and disburse funds of the corporation as directed by the Board. He or she shall render to the Board an account of his or her transactions as treasurer and of the financial position of the Corporation.

10.6 **Disclosure – Conflict of Interest:** An Officer shall have the same duty to disclose his or her interest in a material contract of transaction or proposed material contract of transaction with the Corporation, as is imposed upon Directors. If an Officer is unclear as to whether he or she is in a position of conflict of interest, the officer is to proactively seek legal advice and the Board, by resolution, shall pay for the costs incurred in seeking legal advice.

10.7 **Standard of Care:** Every Director and Officer of the Corporation in exercising his or her powers and discharging his or her duties honestly and in good faith with a view to the best interests of the Corporation shall exercise the care, diligence and skill that a reasonable prudent person would exercise in comparable circumstance. Every Director and Officer of the Corporation shall comply with articles, by-laws and all other applicable laws.

10.8 **Limitation on Liability:** Provided that the standard of care required of him or her has been satisfied, no Director or Officer shall be liable for the acts, receipts, neglects or defaults of any other Director or Officer or employee, for joining in any receipt of other act for conformity, or any loss, damage or expense happening to the Corporation

through the insufficiency or deficiency of title to any property acquired for or on behalf of the Corporation, or for the insufficiency or deficiency of any security in or upon which any of the monies of the Corporation shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortious acts of any person with whom any of the monies, securities, or effects of the Corporation have been deposited, or for any loss occasioned by any error of judgment or oversight on his part, or for any other loss, damage or misfortune which shall happen in the execution of his or her office or in relation thereto, unless the same are occasioned by his or her own willful neglect or default.

- 10.9 **Indemnification of Directors and Officer:** Subject to any applicable laws, the Corporation shall indemnify a Director or Officer of the Corporation, a former Director or Officer of the Corporation or a person who acts or acted at the Corporation's request as a Director or Officer, and his or her heirs and legal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by him or her in respect of civil, criminal or administrative action or proceeding to which he or she was made a party by reason of being or having been a Director or Officer of such Corporation or body corporate if:
- a) he or she acted honestly and in good faith with a view to the best interests of the Corporation; and
 - b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, he or she had reasonable ground for believing that his or her conduct was lawful.

The Corporation shall indemnify such person in all such other matters, actions, proceedings and circumstances as may be permitted by law.

- 10.10 **Insurance:** The Corporation may purchase and maintain such insurance for the benefit of any person entitled to be indemnified by the Corporation pursuant to the immediately preceding section as the Board from time to time may determine.

11 COMMITTEES OF THE BOARD

11.1 General

11.1.1 All Committee Meetings shall be open to the public

11.1.2 No Committee shall have the authority to bind the Corporation or the Board, unless authorized by resolution of the Board

11.3 Duties of the Committees

The purpose of Committees is to facilitate the business of the Board. Committees shall operate with the Terms of Reference established by and approved by the Board.

11.4 Types of Committees:

11.4.1 The Executive/Audit Committee will be comprised of the Chair, Vice Chair and at least three other members, and may meet to review the Board agenda and to provide advice to the Chief Administrative Officer concerning the resolution of or

recommendations on corporate issues, personnel matters, financial matters, contract management and priority projects.

- 11.4.2 Standing Committees include: Social Services and Employment Committee, Children's Services and Emergency Medical Services Committee, and Housing Services Committee; and will be comprised of at least three members.
- 11.4.3 As required, ad hoc Committees may be established by motion of the Board to deal with matters before the Board. An ad hoc Committee may have any number of members who are interested in the issues at hand. Ad hoc Committees will report recommendations to the Board.
- 11.4.4 Election of the Committee Chair: The Chair of a Board Committee shall be elected by the Committee members and recommended to the Board for approval at its next regular meeting.
- 11.4.5 Membership: Membership is defined by the Board (The Chair is ex-officio).
- 11.4.5.1 Committees shall make recommendations to the Board by way of Committee Reports, or a recommended motion, on any matter considered by it which requires a decision of the Board.
- 11.4.6 Meetings of standing Committees or ad hoc Committees may be held at any time and place to be determined by the members of such Committee provided that 48 hours' written notice of such meeting shall be given to each member of such Committee. For special or emergency meetings, such notice periods may be waived, provided two-thirds of the Committee members agree by telephone/email poll to the waiver. No error or omission in giving notice of any meeting of a Committee or any adjourned meeting of the Committee of the corporation shall invalidate such meeting or make void any proceedings taken thereat and any member of such Committee may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.

SECTION C – MEETING PROCEDURES

12 MEETINGS

- 12.1 All Board meetings shall be open to the public

13 DURATION

- 13.1 The duration of a meeting shall not exceed three hours, unless a majority of members vote otherwise.

14 MEETING TIME

- 14.1 The Chair of the Board, or in his or her absence, the Vice-Chair shall call members to order as soon after the meeting time and a quorum is present.
- 14.2 If the Chair of the Board and Vice-Chair are not present within ten minutes after the scheduled meeting time, the Secretary shall call the members to order if a quorum is present, a member shall be chosen from among those present to preside during the meeting or until the arrival of the Chair or Vice-Chair.
- 14.3 In the election of a Presiding Officer, the Secretary shall call the meeting to order and preside.
- 14.4 If there is no quorum within fifteen minutes after the meeting time, the Secretary shall call the roll, take down the names of the members present, and declare the meeting cancelled.
- 14.5 The date and time of regular Board meetings for the upcoming year shall be established by resolution no later than the last regular meeting in each calendar year.
- 14.6 The Board may change the date and time of any regular meeting by resolution, or by notice of the Chair.

15 INAUGURAL MEETING

- 15.1 The Inaugural Meeting date shall:
- 15.1.1 be established by the retiring Board in each election year;
 - 15.1.2 be binding upon the new Board;
 - 15.1.3 be held not later than the end of February of the year immediately following the election year;

16 PLACE OF MEETINGS

- 16.1 Meetings of the Board may be held at the registered head office of the corporation or at any other place within or outside the District.

17 PARTICIPATION BY ELECTRONIC METHODS

- 17.1 A Director may participate in a meeting of the Board or in a meeting of a Committee of Directors by means of such telephone or other technologies that permits all persons participating in the meeting to communicate with each other simultaneously and instantaneously, and a Director participating in such a meeting by such means is deemed to be present at that meeting.

18 CALLING OF MEETING

- 18.1 Lack of receipt of the notice of a regular meeting shall not affect the validity of holding the meeting or any action taken thereat provided a quorum is established.

19 ATTENDANCE

- 19.1 Members shall notify the Secretary or designate if they are not able to attend the regular Board meeting. Attendance of members shall be recorded. Any member absent from regular Board meetings on three consecutive occasions, without a resolution authorizing the absence having been recorded in the minutes, shall be deemed to have resigned and the seat shall become vacant.

20 REGULAR BOARD MEETING

- 20.1 The date and time of regular Board meetings for the upcoming year shall be established by resolution no later than the last regular meeting in each calendar year. (with the exception of the inaugural year in which the annual meeting calendar will be established at the inaugural meeting). The annual meeting calendar can be changed at any time with the consent of the majority of the Board for the purposes of ensuring the highest level of Board participation. A copy of any resolution of the Board fixing the date, place and time of such regular meetings of the Board shall be sent to each Director forthwith after being passed, but no other notice shall be required for any such regular meetings except where required by legislation.
- 20.2 Any Board member wishing to place an item on the agenda may make a request to do so through the Chair or Chief Administrative Officer no later than ten days prior to the meeting.
- 20.3 The meeting package shall be delivered to the Board member's designated email address at least five days prior to the upcoming Board meeting, unless special circumstances prevent the package from being distributed within the established timeframe.
- 20.4 The Board meeting draft agenda shall be published online in advance of the Board meeting.

- 20.5 Immediately following the Board meeting, the meeting package will be published online through the DNSSAB website.

21 SPECIAL MEETINGS

- 21.1 Special meetings of the Board may be held at any time at the call of the Chair. The purpose of the special meeting must be stated in the notice and no other business will be transacted without the consent of the majority of the Board. The meeting notice must be sent to all Directors. Lack of receipt of notice of a Special meeting shall not affect the validity of holding the meeting or any action taken thereat provided a quorum is obtained.
- 21.2 Notice of Special Meetings of the Board shall be given to every Director of the Corporation with not less than 48 hours' notice (excluding Sundays and holidays) before the date of the Special Meeting. Notwithstanding the foregoing, notice of a meeting shall not be necessary if all of the Directors are present, and none object to the holding of the meeting, or if those absent have waived notice of or have otherwise signified their consent to the holding of such meeting. Notice of a Special Meeting continuance is not required if the time and place of the forthcoming meeting is established at the original Special Meeting.
- 21.3 The notice shall be in the form of a written agenda accompanied by its supporting documents. This package is prepared by Chief Administrative Officer in consultation with the Chair. Minutes of the previous regular meeting and any special meetings shall be provided to the Board members in the same manner as the agenda. The package shall be delivered to the Board member's designated email address. Immediately following the Board meeting, the package will be distributed to appropriate officers, staff and posted for the public. The Board meeting agenda shall be published online in advance of the Board meeting.

22 EMERGENCY MEETINGS

- 22.1 Emergency meetings may be called when a decision or response from the Board is required within 48 hours. Notices of an Emergency Meeting will be sent to all Directors by electronic communication and by telephone. The purpose of the Emergency Meeting must be stated in the notice and no other business will be transacted without the consent of the majority of the Board. Lack of receipt of notice of an emergency meeting shall not affect the validity of holding the meeting or any action taken thereat provided a quorum is obtained.

23 QUORUM

- 23.1 Quorum shall be comprised of the majority (50%+1) of the Board Members (including the Chair).

24 DELEGATIONS

24.1 Delegation Wishing to Appear Before the Board and Committees:

- 24.1.1 Public presentations will be received at both regular and special meetings of the Board and Committees. Presentations at regular meetings shall be on a subject within the jurisdiction or influence of the Board. Presentation at the special meeting shall be related to the agenda item.
- 24.1.2 Persons wishing to make a formal presentation to the Board or Committees must register with the Secretary one week prior to any regular meeting and one day prior to a special meeting, and must provide the Secretary with a copy of the presentation to be included in the Board or Committee package sent to members in advance of the meeting.
- 24.1.3 The maximum number of presenters at any presentation (including the spokesperson) shall be three. In unique circumstances, the number of presenters may be extended by the Chair and by a majority of the members present. Such question shall be decided by the members without debate.
- 24.1.4 The Secretary shall inform the presenter of the guidelines affecting the presentation (e.g. maximum time, maximum number of presenters and adherence to the subject) and to obtain and acknowledgement by the presenter of his or her understanding of those guidelines.
- 24.1.5 A public presentation, which has been registered with the Secretary, may address a matter of the Board's jurisdiction for up to ten minutes.
- 24.1.6 No delegation shall be permitted when the subject matter to be addressed is related to a recommendation of any tribunal that has conducted a hearing under the Statutory Powers Procedures Act, R.S.O 1990, c.22, as amended.
- 24.1.7 No person will be permitted to address the Board with respect to a labour management dispute or issue, unless provided by legislation.
- 24.1.8 Presenters appearing before the Board who have previously appeared before the same Board on the same subject shall be limited to providing only new information in their second and subsequent appearances.
- 24.1.9 In unique circumstances, the time may be extended by the Chair by a majority vote of the members present. Such question shall be decided by the members without debate.
- 24.1.10 No presenter shall speak disrespectfully of any person; use offensive words or unparliamentarily language; speak on any subject other than the subject for which he or she received approval to address; or disobey the rules of order or a decision of the Chair.

- 24.1.11 After the presenter has completed the presentation, Board members shall each have the opportunity to ask questions for clarification purposes only, and without debate.
- 24.1.12 The Chair may curtail any presenter, any questions of a presenter, or debate during a presentation, for disorder or for any breach of this Procedural By-Law and, should the Chair rule that the presentation is concluded, the presenter shall withdraw immediately and shall be given no further audience by the Board.
- 24.1.13 Public presentations made at the beginning of the meeting may be considered by the Board at the end of the agenda of that meeting.
- 24.1.14 Presentations are not allowed on employer/employee matters from individuals or unions/organizations representing employees where the matters to be presented are part of a collective agreement or where there is a contractual agreement with DNSSAB. A request for exemption from this requirement must be made in writing and approval granted by the Chair at least one week before the meeting date.
- 24.1.15 Presentations by DNSSAB employees are limited as per above, unless at the invitation of the Chief Administrative Officer. This applies to non-union as well as unionized staff.

25 MINUTES AND RECORDING OF MEETINGS

- 25.1 The Minutes of the meetings of the Board and Committees shall record:
 - 25.1.1 the place, time and date of the meeting;
 - 25.1.2 the names of the presiding officer and a record of the members in attendance;
 - 25.1.3 disclosures of conflict of interest
- 25.2 The minutes of the Board of Directors and its Committees shall be available to the general public except where not permitted according to the *Municipal Freedom of Information and Protection of Privacy Act*, and/or other privacy legislation governing DNSSAB programs.

In order to promote positive interpersonal relations amongst Board members, staff, and other stakeholders, and to engender trust amongst same, Board members and staff are prohibited from creating an audio and/or video recording any proceedings without the expressed knowledge of all other participants. Failure to adhere to this policy, or the belief by any other Board or staff member that this policy may have been breached should be brought to the attention of the Board, which shall determine the appropriate action. Nothing in this section prohibits the making of personal notes regarding a proceeding and discussions therein.

26 CHAIRPERSON

- 26.1 The Chairperson of any meeting of the Board or Committee shall be the first recognized and will officiate the roll call of the meeting. If no such officer is present, the directors shall choose one of their number to be Chairperson of such meeting.

SECTION D - VOTING & DEBATE PROCEDURES

27 VOTES TO GOVERN

- 27.1 At all meetings of the Board, every question shall be decided by a simple majority of the votes cast on the question and voting is carried out by a show of hands unless otherwise indicated or required by law.

28 VOTING

- 28.1 Each Member, including the Chair, is entitled to one (1) vote. The Chair shall be entitled to vote at all meetings of the Board and shall be ex-officio member of all Committees of the Board and entitled to vote at those meetings, except at the Board Meetings, where the Chair shall vote only in the event of an equality of votes, or when a recorded vote has been requested.

29 TIE VOTES

- 29.1 In the event of a tie vote the motion will be considered lost.

30 NEGATIVE VOTES

- 30.1 If any member present refuses to vote for other than a conflict of interest, it shall be recorded as a vote in the negative.

31 RECORDED VOTE

- 31.1 Where required by statute, and whenever any member, including the Chair, shall request a recorded vote, the names of those who vote for and against the question shall be entered in the Minutes (each member present shall announce their vote openly).

32 TO AMEND A MOTION

- 32.1 A motion to amend a (main) motion must be relevant to that motion and properly moved and seconded. An amendment may propose to leave out certain words; to insert or add certain words; or to leave out certain words in order to insert or add other words.
- 32.2 When "in order" an amendment takes precedence over the main motion and becomes the subject of debate. It must be accepted or rejected before debate reverts to the main motion. If accepted, the main motion as amended is debated. If it fails, the main motion is unchanged.

- 32.3 A sub-amendment may be proposed to an amendment under the same conditions as an amendment is moved to a main motion.
- 32.4 At no time may there be more than one main motion, one amendment and one sub-amendment on the floor. When all three exist, the Chair submits them in the reverse order to which they were moved.
- 32.5 A motion once defeated cannot be re-introduced as an amendment to some other motion. The mover with the consent of his/her seconder may incorporate a “friendly” amendment into the main motion if the mover and seconder of the amendment are agreeable.

33 RECONSIDERATION

- a) If a motion has been either carried or defeated during a meeting, and at least one member who voted on the winning side wants to have the vote reconsidered, such a member may make the motion to reconsider.
- b) A member may move that the motion be reconsidered at the next meeting; however, there shall be no reconsideration unless verbal notice thereof is given at the meeting at which the question was decided.

34 INQUIRES

- 34.1 Inquiries about a matter may be raised by any member and put to the Chair or through him or her to the Chair of the Board, who may call upon another officer to reply.
- 34.2 No argument of opinion shall be offered or fact stated except as is necessary to explain the inquiry or the answer.
- 34.3 A member or staff are not to debate the matter.
- 34.4 Inquiries may be in writing or may be made orally.
- 34.5 An officer shall reply promptly in writing in response to all requests for reports made by Board of Director resolution.

35 RESCISSION

- 35.1 No matter decided within one year shall be considered for rescission without the prior consent by resolution of two thirds majority of the whole Board of Directors.

36 DISCLOSURE – CONFLICT OF INTEREST

- 36.1 A director or officer of the Corporation who is a party to, or who is a director or an officer of, or has a material interest in any person who is a party to, a material contract or transaction or proposed material contract or transaction with the Corporation, shall disclose in writing to the Corporation or request to have entered in the minutes of meetings of directors the nature and extent of his interest. A director so having an interest in a contract or transaction shall not vote on any resolution to approve the contract or transaction. For clarity, directors or officers are also expected to abide by all applicable conflict of interest requirements required by statute.

37 RULES OF ORDER

- a. In the event that this by-law does not address an issue, then Robert's Rules of Order shall apply.
- b. All decisions will be made on the basis of motions.
- c. To make a motion, a Board member must obtain the floor first.
- d. Every motion must be seconded by another Board member.
- e. A motion will not be debated until it has been moved and seconded and put on the floor by the Chair.
- f. There will be only one substantive motion before the meeting at any one time. An amendment may be made to a motion, but may not negate the main motion or materially alter the intent.
- g. After members debate the motion the Chair puts the question (puts it to a vote) and announces the results of the vote.
- h. A motion that has been moved and seconded can be withdrawn or modified (modifications that would not occasion debate if proposed as amendments) with the agreement of the mover.

38 BOARD MEETINGS

- 38.1 Conduct of the Chair: The Chair will:

- 38.1.1 call the meeting to order;
- 38.1.2 determine the presence of a quorum;
- 38.1.3 announce in proper sequence the business that comes before the Board;
- 38.1.4 maintain a list of Board members who have signaled the Chair that they wish to speak or ask questions;
- 38.1.5 recognize Board members in order that they have signaled that they wish to speak or ask questions;
- 38.1.6 state and put to a vote all questions that legitimately come before the Board as motions, announcing the outcome;
- 38.1.7 protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them;

- 38.1.8 expedite business;
- 38.1.9 decide all questions of order;
- 38.1.10 respond to inquiries of members relating to parliamentary procedure bearing on the business of the Board;
- 38.1.11 declare the meeting adjourned when the Board so votes.

- 38.2 Board members who have already spoken may speak again only after all other Board members have been given the opportunity to speak. A Board member may not speak more than twice on an issue without a Board resolution. The Chair will not put any matter to the vote, nor will any member of the Board move a procedural motion to have the vote taken, until every member of the Board who wishes to speak has spoken at least once.
- 38.3 If the Chair rules that it is beneficial and in the best interests of the Board to deal with a question immediately, then this is the action the Board must take. The Chair's ruling on order or procedure are not debatable, but may be appealed by any Board member by motion, duly seconded. If the motion is carried, the Chair's decision is overturned.
- 38.4 If the Chair rules that a motion is contrary to the rules of the Board, the Chair will tell the members of the Board immediately before putting the question, and will cite the rule or authority applicable to the case without argument or comment.
- 38.5 The Chair may place time limits on speeches and such limits must be the same for all members of the Board.

39 CONDUCT OF MEMBERS

- 39.1 A Board member and Committee member will be courteous and will not engage in any action, which disturbs the meeting.
- 39.2 A Board and Committee member will not:
 - 39.2.1 Use unparliamentary or offensive language, including any expressions or statements in debate or in questions that attribute false or undeclared motives to another Board member or staff member, charge another Board member with being dishonest, be abusive or insulting, or cause disorder in compliance with Occupational Health and Safety Act and the Ontario Human Rights Code;

39.2.2 Make any noise or disturbance that prevents Board members from being able to participate in a meeting;

39.2.3 Interrupt a member of the Board who is speaking, except to raise a point of privilege or a point of order;

39.2.4 Disobey the rules of the Board, or disobey a decision of the Chair on question of order or practice or on the interpretation of the rules of the Board.

39.2.5 Speak on any subject other than the subject of debate;

39.2.6 Ask a question except for the purpose of obtaining information relating to the matter under discussion, and then only if the previous speaker, except when a member recognized as the next speaker wishes to ask a question of the presiding officer or of a member of the staff, and then only for the purpose of obtaining information, after which the Member shall speak.

39.2.7 Speak for more than 10 minutes or more than once on the same question without the leave of the Board, except that a reply shall be allowed to be made only by a member who has presented the motion to the Board, but not by any member who has moved an amendment or a procedural motion;

39.2.8 Disobey the rules of the DSSAB or a decision of the presiding officer on questions of order or practice or on the interpretation of the rules;

39.3 A Board and Committee member who wishes to speak will signal the Chair by a raised hand, and wait for recognition by the Chair.

39.4 All remarks and questions, including questions intended for another Board member or office will be addressed by the Chair.

39.5 The Chair may deny a Board or Committee member the right to speak on a particular topic if the member is disruptive or persistently interrupts others.

39.6 The Chair may exclude a Board or Committee member from the meeting who has been given a warning but continues to disregard the rulings from the Chair.

40 CONDUCT OF THE PUBLIC

40.1 Members of the public will be courteous and will not engage in any action which disturbs the meeting.

40.2 Members of the public will not:

40.2.1 Make any noise or disturbance that prevents Board members from being able to participate in the meeting;

40.2.2 Address the Board without a prior appointment, or without the permission of the Board at the meeting;

40.2.3 Use unparliamentary or offensive language.

40.3 The Chair may exclude any member of the public from a meeting for improper conduct or, potential or perceived security risk.

SECTION E - MINUTES AND AGENDAS

41 DISTRIBUTION

- 41.1 Board and Committee agendas and minutes are public information and will be made available to the public. Copies of all the approved Board and Committee minutes, with the exception of any optional confidential minutes of in-camera sessions, are retained on file in administration for reference by Board members or the public. Minutes of all meetings and motions presented are numbered and indexed by the Secretary to facilitate ready reference.

42 REGULAR BOARD MEETING MINUTES

- 42.1 Minutes are recorded by the appointed recording secretary for later transcription in draft form, and forwarded to Board members before the next meeting. Additions and corrections are brought to the following full Board meeting for adoption in the minutes.

43 COMMITTEE MINUTES

- 43.1 Minutes of Committee meetings are recorded by the appointed recording secretary or designate of the CAO. Additions and corrections are brought forward to the following full Board meeting for adoption in the minutes.

44 NEW BUSINESS

- 44.1 At the beginning of any regular meeting the Chair may announce additional items to be added to the agenda.

45 BOARD AGENDA

- 45.1 The secretary shall prepare for the use of the members an agenda as follows:
- 1) Adoption of Agenda
 - 2) Declarations of Conflicts of Interest
 - 3) Chair's Remarks
 - 4) Public Presentations
 - 5) Minutes of Proceedings
 - 6) Report from the Chief Administration Officer, Director of Finance & Administration & Managers
 - 7) Consent Agenda: All matters deemed by the Secretary, Chair or CAO as administrative shall be placed on the Consent Agenda and any member has the option

of removing a Consent Agenda Item for discussion by means of a mover and seconder.

- 8) Executive/Audit Committee
- 9) Social Services Committee
- 10) Children's Services and Emergency Medical Services Committee
- 11) Housing Services Committee
- 12) In-Camera
- 13) Correspondence
- 14) Other Business
- 15) Adjournment

- 45.2 Correspondence which is intended for the Agenda shall be provided to the Secretary of the Board eight days prior to the next Board Meeting.
- 45.3 The business shall be taken up in the order in which it stands upon the Agenda in all cases except where a majority of the members' otherwise agree.
- 45.4 A motion that is not listed on the agenda may be presented at the Board of Director's meeting, if not more than one third of the Directors present at the meeting objects to its consideration.

46 MOTIONS

- 46.1 A motion shall be formally moved and seconded before the presiding officer can put the question to a vote or the motion can be recorded in the minutes.
- 46.2 Immediately preceding the taking of the vote, the presiding officer or his or her designate shall summarize the question and response unless asked to state the question precisely in the form in which it will be recorded in the minutes.
- 46.3 Any member may require the question of motion under discussion to be read at any time during the debate but not as to interrupt a person while speaking.
- 46.4 When a question is under debate, the only motions in order shall be:
 - 46.4.1 To extend the time of the meeting
 - 46.4.2 To refer to a Committee
 - 46.4.3 To amend
 - 46.4.4 To lay on the table
 - 46.4.5 To postpone to a certain time and day
 - 46.4.6 To move the previous question

47 PUBLIC OR CONFIDENTIAL MEETING

47.1 In-camera is a legal term which means “in secret”. In-camera meetings are closed and generally open only to members of the Board and certain management personnel. Other individuals may be included if their presence is considered by the Board as necessary to facilitate its work.

47.2 Typically, a Board only goes in-camera to discuss intimate financial or personnel matters or where matters may be disclosed at the meeting of such a nature that the desirability of avoiding open discussion outweighs the desirability of adhering to the principle that the meeting be open to the public.

47.3 The Authority and Procedure for Holding In-Camera Meetings:

The DNSSAB is governed by the *District Social Services Administration Board Act* and the *Ontario Municipal Act*. The *Ontario Municipal Act*, section 239(1) states that meetings should be open to the public. With regards to the exceptions listed below, in-camera minutes of a general nature shall be taken by the Secretary. Approval of in-camera minutes provided on canary coloured paper shall be at the next in-camera meeting of the Board or the appropriate committee meeting and shall be voted on in closed session. The minutes shall be collected prior to returning to open session. All in-camera minutes and background reports shall be held by the Secretary in a secure location.

47.4 Exceptions to Open Meetings (In-Camera Protocol)

A meeting or part of a meeting may be closed to the public if the subject matter being considered is:

1. the security of the property of the municipality or local Board;
2. personnel matters about an identifiable individual, including municipal or local Board employees;
3. a proposed or pending acquisition or disposition of land by the municipality or local Board;
4. labour relations or employee negotiations;
5. litigation or real threat of potential litigation, including matters before administrative tribunals, affecting the municipality or local Board;
6. advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
7. a matter in respect of which a council, Board, Committee or other body may hold a closed meeting under another *Act*.

8. information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
9. a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
10. a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
11. a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

47.5 Other criteria:

A meeting shall be closed to the public if the subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act* if the council, Board, commission or other body is the head of an institution for the purposes of that Act. 2001, c. 25, s. 239 (3).

47.6 Educational or training sessions:

A meeting of the Board or of a Committee may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the members.
2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local Board or Committee. 2006, c. 32, Sched. A, s. 103 (1).

47.7 Open meeting

A meeting shall not be closed to the public during the taking of a vote.

47.8 Record of meeting

The Board or Committee shall record without note or comment all resolutions, decisions and other proceedings at a meeting of the body, whether it is closed to the public or not.

47.9 It is clear that both the *Act* and the by-laws anticipate and allow for certain items to be discussed in-camera. These items again should only be those covered by the *Act* and restated in the by-law.

47.10 In order for the Board to go in-camera a motion must be made. This motion can be discussed and voted on. Once the Board or a Committee has voted in favour of going in-camera, the information discussed should not be disclosed except as outlined below. Most Boards utilize the in-camera function for the purpose of discussing sensitive issues. There is legislative authority for voting while in-camera on some issues. As per section

17.1, Board members may participate in in-camera meetings via electronic methods provided the member ensures total privacy and confidentiality within their surroundings.

- 47.11 That being said, it makes sense generally to hold discussions of sensitive issues in-camera, move out of in-camera and vote on any motions at that point. For matters requiring discretion, the motion can be worded to avoid any reference to personnel, property or other contentious issues.

SECTION F – FINANCIAL

48 FINANCIAL YEAR

- 48.1 The fiscal year-end of the corporation shall be December 31 of each year.

49 BOOKS AND RECORDS

- 49.1 The Directors shall see that all necessary books and records of the corporation required by the by-laws of the corporation are regularly and properly kept.

50 AUDITORS

- 50.1 On an annual basis, the Board will appoint an auditor to audit the accounts of the Corporation.

51 FINANCIAL TRANSACTIONS, ETC.

- 51.1 All financial transactions and contracts shall be signed as per the delegation of authority policy

52 SALE OF PROPERTY

- 52.1 Before selling real property the Board of Directors shall:

52.1.1 By resolution passed at a meeting open to the public declare the real property to be surplus.

52.1.2 Obtain at least one appraisal of the fair market value of real property which is not prescribed by regulation as a class of real property for which an appraisal is not required; and

52.1.3 Give notice to the public of the proposed sale by publication in a newspaper having a general circulation within the municipality at least once a week for two consecutive weeks.

52.1.4 Sale of property of real estate and assets owned by Nipissing District Housing Corporation are excluded from this provision.

53 DISSOLUTION

- 53.1 It is specially provided that in the event of dissolution or winding-up of the corporation, all its remaining assets after payment of its liabilities shall be distributed to the municipalities in the District of Nipissing, according to a formula to be approved by the Board.

SECTION G – RESTRICTIONS

54 RESTRICTED ACTS AFTER NOMINATION DAY

- 54.1 Whereas the District of Nipissing Social Services Administration Board (the Board) is authorized to enact procedural by-laws to govern the conduct of its business;

And Whereas the members of the Board are all elected members of municipal councils, save and except as to the member elected to represent the unorganized territory;

And Whereas the Board wishes to provide transition rules in election years where certain acts will not be taken which are similar to the rules which would otherwise apply to municipal councils.

Now therefore the board hereby enacts as follows:

The Board shall not take any action described in subsection (3) after Nomination Day, being the first day during the election for a new council on which it can be determined that one of the following applies to the new Board that will take office for the next term:

- A) If the new Board will have the same number of members as the outgoing Board, the new Board will include less than three-quarters of the members of the outgoing Board.
- B) If the new Board will have more members than the outgoing Board, the new Board will include less than three-quarters of the members of the outgoing Board or, if the new Board will include at least three-quarters of the members of the outgoing Board, three-quarters of the members of the outgoing Board will not constitute, at a minimum, a majority of the members of the new Board.
- C) If the new Board will have fewer members than the outgoing Board, less than three-quarters of the members of the new Board will have been members of the outgoing Board or, if at least three-quarters of the members of the new Board will have been members of the outgoing Board, three-quarters of the members of the new Board will not constitute, at a minimum, a majority of the members of the outgoing Board.

54.2 Basis for determination

If a determination under section 1 is made:

After nomination day but before voting day, the determination shall be based on the nominations submitted for re-election by current members of the Board that have been certified and any acclamations made to the new councils or Territory Without Municipal Organization; or

- A) After voting day, the determination shall be based on the declaration of the results of the election including declarations of election by acclamation.

54.3 Restrictions

The actions referred to in section (1) are:

- A) the appointment or removal from office of any officer of the Board;
- B) the hiring or dismissal of any employee of the Board;
- C) the disposition of any real or personal property of the Board which had a value exceeding \$50,000 when it was acquired by the Board; and making any expenditures or incurring any other liability which exceeds \$50,000.

54.4 Exception

Restriction C) does not apply if the disposition or liability was included in the most recent budget adopted by the Board before nomination day in the election.

54.5 Powers unaffected

Nothing in this section prevents any person or body exercising authority delegated by the Board.

SECTION H – RETENTION PERIOD FOR BOARD DOCUMENTS

55 RETENTION PERIODS FOR DOCUMENTS, RECORDS AND OTHER PAPERS OF THE BOARD

- 55.1 The District of Nipissing Social Services Administration Board will abide by all ministry standards and legislation with respect to the retention periods during which the receipts, vouchers, instruments, rolls or other documents, records and papers must to kept by the Board.

ENACTED AND PASSED THIS (date officially passed)

CHAIR

CHIEF ADMINISTRATIVE OFFICER

We have reviewed Procedural By-law 201? – ?? and hereby endorse it.

Dated at North Bay, Ontario this _____



Resolution No. 2019-132

Carried: ☐

Defeated: ☐

Date: September 25, 2019

MOVED BY:

SECONDED BY:

Resolved THAT the Board accepts the attached Emergency Medical Services (EMS) in Nipissing District, Situation Analysis report for information purposes and as an update on the current state of EMS heading into the 2020 budgeting process.

CARRIED _____

MAC BAIN
VICE CHAIRPERSON

CARRIED _____

MELANIE SHAYE
ACTING SECRETARY

REPORT

CSEMS02-19

To: Children's Services and EMS Committee

From: David Plumstead, Manager of Planning, Outcomes and Analytics;
EMS Liaison

Reviewed By: Melanie Shaye, CAO (acting)
Justin Avery, Manager of Finance

Date: September 10, 2019

Re: EMS Current Situation

Recommendation

That the District of Nipissing Social Services Administration Board accepts the attached *Emergency Medical Services (EMS) in Nipissing District, Situation Analysis* report for information purposes and as an update on the current state of EMS heading into the 2020 budgeting process.

Report summary

The EMS system in Nipissing District is experiencing significant pressure and risk on the administrative and management side due to a number of recent events that have formed the perfect storm. These storm factors include uncertainty in provincial EMS policy and direction; a change in the local EMS senior leadership; ambulance inter-operator agreements that are outdated and do not reflect the scope and cost of management services; and ambulance operator concerns. Fuelling the storm are increasing EMS budgets and deficits as evidenced by the trend over the past number of years.

The DNSSAB EMS staff and local ambulance operators are committed to working together to ride out the storm and at the same time, look at ways to minimize budget increases while maintaining quality patient care and standards. This includes looking at the current EMS structure and further system consolidation to see whether any cost

savings and/or efficiencies can be realized.

As we head into the 2020 budgeting process staff will bring back a business case for system consolidation to the EMS committee, and also the status quo operator budgets for review and discussion.

Emergency Medical Services (EMS) in Nipissing District

Situation Analysis

DNSSAB Manager of Planning, Outcomes
and Analytics;EMS Liaison.

With review by the Nipissing ambulance
operators, Sept. 10, 2019

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1. Purpose

The paper provides the District of Nipissing Social Services Administration Board (DNSSAB) with a situation analysis of Emergency Medical Services (EMS) in Nipissing District. In the spring 2019, the district's EMS system was hit by a perfect storm which put the administrative and management side of the system under significant pressure and risk. As the storm subsides in concert with EMS planning and budgeting for 2020 it is time to do a system review and reset. The analysis includes a brief background, description of the current situation, budget considerations, and the next steps for moving forward.

2. EMS Definition

For the purpose of this paper, 'EMS' refers to the land ambulance services and system which the Board is legislatively responsible for as the Designated Delivery Agent under the Ambulance Act. This includes the provision of land ambulance services and compliance with land ambulance service standards in Nipissing District.

3. Scope and Methodology

The paper is based on events that have unfolded in the past six months which negatively affect the administration and management of EMS in Nipissing District. Thus, the situation analysis is confined to describing these events and the related background and issues specific to the current situation. The paper draws from a series of meetings held between DNSSAB EMS staff and the local ambulance operators to discuss the events during July and August, 2019. The paper also includes EMS budget and call volume data relevant to the current situation – no other EMS information or data was collected or analyzed for the paper.

4. Background

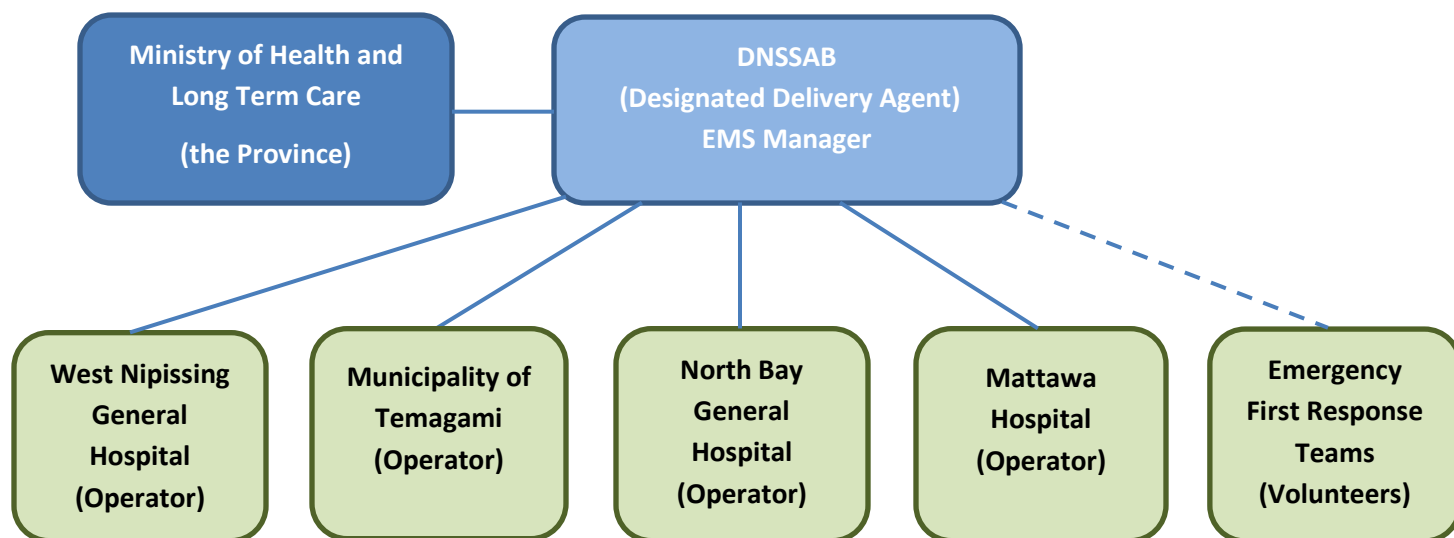
As part of the provincial government's Local Services Realignment (LSR) in the mid-1990s the Ministry of Health and Long term Care (MOHLTC) transferred the responsibility for land ambulance services from the province to municipalities. Under the transfer, all Upper Tier Municipalities (UTMs) and Designated Delivery Agents (DDAs) assumed full responsibility to contract for, or directly deliver, land ambulance services in their respective areas commencing January 1, 2001.

At the time of the EMS transfer the District of Nipissing Social Services Administration Board (DNSSAB) had also just been created under the same LSR initiative. Subsequently, the DNSSAB became the DDA for Nipissing District to administer EMS on behalf of the district's municipalities under a 50-50 cost sharing agreement with the provincial government (which remains in effect today).¹ At the time of the EMS transfer, UTMs and DDAs had three options: they could enter into agreements with one or more of the existing land ambulance operators; tender out for new EMS services and operators; or provide direct

¹At the time of transfer, the provision of EMS services on First Nations Reserves and in the unincorporated areas (TWOMOs) was the responsibility of the province and fully funded by the MOHLTC.

service delivery. The DNSSAB chose the first option and continued to contract EMS services out to the existing operators in Nipissing District – the EMS structure at the time of the provincial transfer is shown below:

Figure 1. EMS Structure at the Time of Provincial Transfer, Jan. 1 2001; Nipissing District



Under this delivery system the province continued to regulate EMS services; set and monitor service standards; carry out licensing; evaluate services and conduct quality assurance; and fund and manage dispatch services. The DNSSAB now held overall public accountability for land ambulance in Nipissing District and achieving legislated standards in the areas of patient care; service provider licensing; response times; staff qualifications and training; and vehicles and equipment. Meanwhile, the operators were accountable to the DNSSAB for the management and administration of land ambulance operations including maintaining response times and quality standards; paramedic staffing and training; and vehicle/ equipment repairs and maintenance. This ambulance service system ran relatively well as it had in the past and continued to meet the patient care and operating standards set out by the ministry.

5. Current Situation

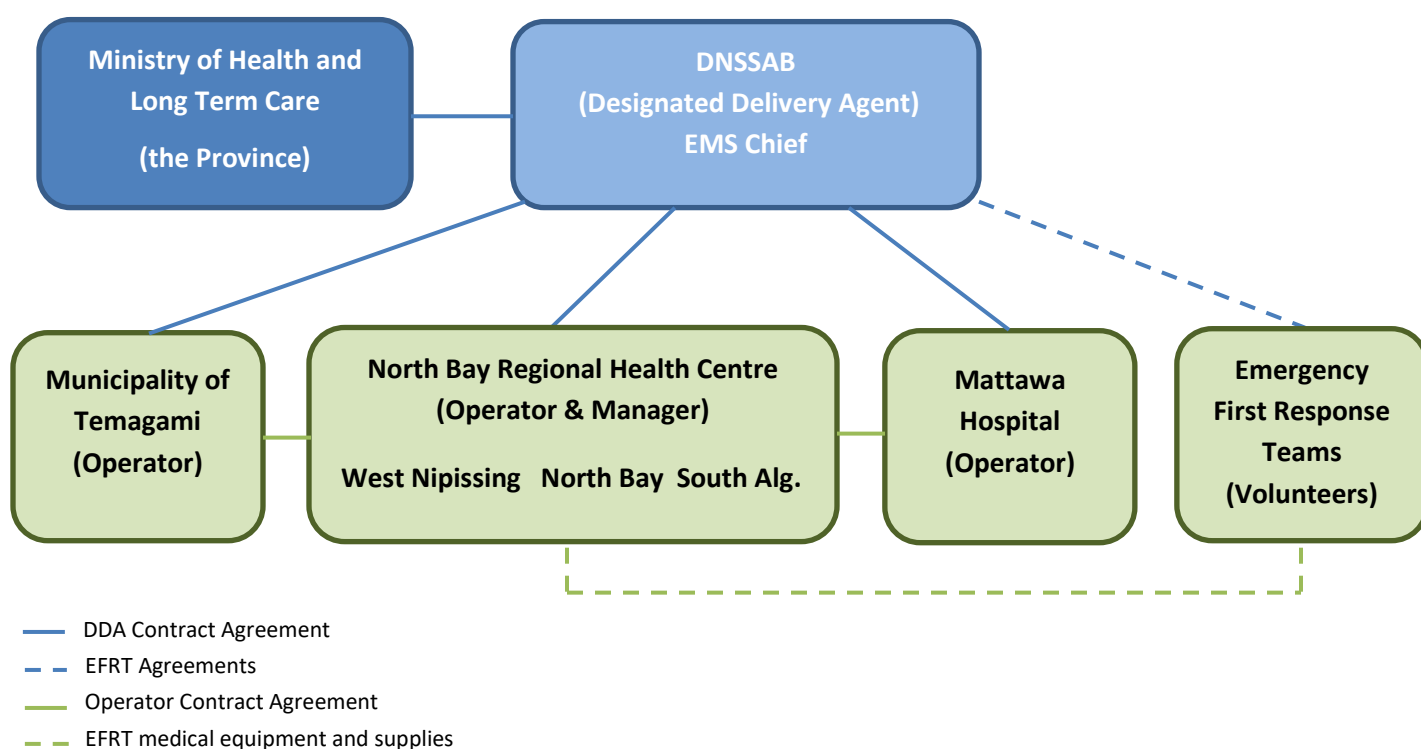
Since the above EMS transfer and structure in 2001, the local service delivery system has evolved to meet the changes in patient demographics and care, call volume, and staff workloads. For example, since the province transferred EMS to the DNSSAB in 2001, the call volume in Nipissing District has increased by 50%, from about 12,500 calls in 2001 to nearly 19,000 calls in 2018. The type and nature of the calls has also changed during this period with the number of 9-1-1 *prompt* and *urgent* calls (priority 3 & 4) more than doubling.

In addition to the changing ambulance service levels and demand above, other significant events took place during the period which would change the original EMS service delivery system and structure from

2001 (Figure 1). These included the opening of a new ambulance base in South Algonquin (2007), a change in the ambulance operator for West Nipissing (2009), and the expansion of volunteer First Response Teams in some of the district's rural areas (2001 >). Other service enhancements during the period included roaming in the City of North Bay and increasing the staffing patterns in Mattawa and West Nipissing (for example, adding a night shift).²

In order to accommodate the evolution of EMS and the increased demand for ambulance services, the local delivery structure has changed over time to that shown in Figure 2 below:

Figure 2. Current EMS Structure, Nipissing District



Under the current structure, the contractual obligations of the province, the DNSSAB, and the ambulance operators remain the same as previously. However, the following system changes can be noted:

² Additional service enhancements occurred during this period but are beyond the scope of the paper. Examples include the introduction of a fleet maintenance program, increased access to public defibrillators (including First Response Teams), Advanced Paramedic training, district-wide vehicle monitoring and mapping system, implementation of a community transfer unit, transition to electronic patient care records, implementation of the community paramedicine program, and a new EMS base station in North Bay.

Based on inadequate service coverage, a new ambulance base started operating out of Whitney (South Algonquin) in 2007. This operation was combined with North Bay and the North Bay General Hospital at the time expanded its ambulance operations to include South Algonquin.

A couple of years later (2009) the municipality of West Nipissing decided to give up its ambulance license and operations. The DNSSAB tendered out for these EMS services and the North Bay General Hospital was the successful proponent and expanded its ambulance operations to include West Nipissing. The North Bay operator also entered into service agreements with the respective Temagami and Mattawa operators to provide ambulance management services to these operations.

Additionally, the Emergency First Response Teams (EFRTs) that provide rural and remote patient care expanded from the first teams in Field and Phelps to include Thorne, East Ferris and Bonfield. The FRTs are managed by the DNSSAB and receive their medical equipment and supplies through the North Bay base station and operator.

As with the structure before it, the above ambulance system has served the district well but is now being challenged by a series of recent events that have combined to create the 'perfect storm'. A summary of these events follows:

5.1 The Perfect Storm

A number of events – any of them impactful on their own – have recently combined to create the perfect storm for EMS in Nipissing District. While the storm is mainly on the administrative and management front its effects are also being felt in operations. These events have originated at various levels of the delivery system (i.e., province, DNSSAB, and operators) and in a relatively short time span. Some of the events are related while others are independent. In any case, their combined impact is having a negative impact on the system. The storm factors are summarized below:

5.1.1 Provincial EMS Consolidation

Following the provincial budget in April, 2019 news emerged that the province will be streamlining emergency health services by integrating Ontario's 59 ambulance services into 10 regional operators and consolidating the 22 provincial dispatch communication centres. Although the news was short on details, clearly it would have an impact on the DNSSAB as the Designated Delivery Agent for EMS in Nipissing District.

While there has been no further news or announcement from the government regarding provincial EMS consolidation, this introduces more uncertainty and unpredictability into the system and puts the DNSSAB and ambulance operators in a holding pattern for current and future ambulance planning, management and operations.

5.1.2 Uncertainty in the Current (2019) Provincial EMS Budget

As reported to the Executive Audit Committee in June, 2019 the provincial government also announced that it would be holding this year's EMS spending to last year's (2018) spending levels and budget. In Nipissing District, this would have represented a shortfall of nearly \$350,000. However, later in the month the government announced that it was retracting the retroactive cuts to municipalities, including

the EMS budget freeze. The government stated that it is going to give the municipalities more time to come up with cost-savings and reduce their spending (but the government also reiterated that it is still committed to finding cost reductions going forward).

Only recently (August 20), did staff receive confirmation of the provincial EMS funding for this year (see EMS Budget below). And while the funding is more than the funding freeze initially proposed the uncertainty to date has not helped the situation.

5.1.3 Change in Nipissing EMS Leadership

Coinciding with the provincial announcements and direction (above), there has also been significant change in the local EMS leadership that is adding to the storm and contributing to system instability. These include the departure of the EMS Manager for the North Bay Regional Health Centre (NBRHC) operator in March and the retirement of the DNSSAB EMS Chief in July. In terms of local EMS management and operations, these are the two highest positions in the ambulance system.

The NBRHC operator has since replaced the outgoing manager with a manager and Deputy Chief (acting) and is continuing to provide contracted ambulance management services to the Temagami and Mattawa operators although these services are currently under review (see inter-operator agreements below).

However, due to the potential EMS budget deficits at the time and uncertainty around provincial EMS consolidation and direction described earlier, the DNSSAB has elected not to replace the EMS Chief in the interim until further direction is provided by the province. For the interim period, the Manager of Planning, Outcomes and Analytics is assuming the role of DNSSAB EMS Liaison to work with the Board and EMS operators and develop the best plan and system for moving forward under the circumstances.

5.1.4 Inter- operator Agreements

As mentioned above and noted in Figure 2, the NBRHC has inter-operator agreements with Temagami and Mattawa for the provision of EMS management services. Due to the (above) change in EMS leadership these agreements have come under closer scrutiny in terms of who is doing what and the actual resources and costs involved for the provision of these contracted services. After review by the three operators it appears that the agreements are outdated and do not accurately reflected the scope and costs of services. The DNSSAB and operators are currently working on a solution to get through the remainder of the year but this will be a significant cost consideration going forward.

5.1.5 Ambulance Operator's Concerns

Given the series of events above, a number of meetings between DNSSAB EMS staff and the ambulance operators took place over the summer. During these meetings, discussions centred on the current situation and the uncertainties and concerns going forward. Particularly, the agreements for contracted services between the NBRHC and Temagami and Mattawa were the focus of discussion and debate. The operators also voiced concern over the EMS Chief position being left vacant and what this means for the administration and management of local ambulance services. However, in view of the situation, the DNSSAB EMS staff and operating partners are committed to working together to stabilize the system, ride out the storm, and perhaps even realize any opportunities that may arise from the situation. This

includes looking at a consolidated EMS system to see whether there would be any cost savings or efficiencies (see EMS Consolidation, Nipissing District).

6. EMS Budget: Current and Next Year

6.1 Budget 2019: Confirmation of Ministry Funding

The Ministry of Health recently confirmed the DNSSAB's Land Ambulance Service Grant Adjustment Calculation (LASG) which is the primary provincial funding source. We are currently still waiting on confirmation of our 2019 TWOMO funding so we do not have a complete picture yet. However, given the information available, we are expecting our 2019 funding to be similar to the budgeted amount of \$5,357,046. This is good news given that the provincial funding freeze would have left the DNSSAB EMS in a relatively large deficit position for 2019.

As noted in Appendix A the Nipissing EMS budget has been in deficit territory the last five years and on an increasing trend since 2016.³ Given the status quo with the present EMS operating structure, patient demographic, and budgeting process this pattern is expected to continue – we are expecting another deficit in 2019 as our operators are currently forecasting for a net deficit; however an accurate figure cannot be provided at this time.

6.2 Budget 2020: Setting the Stage

The EMS budgeting process for next year is underway and the three ambulance operators will be submitting their 2020 budgets to the DNSSAB for review later in September. Given the factors presented and the current situation, the 2020 budget is expected to face significant cost pressure and increase.

As noted in Appendix B, the DNSSAB EMS budget has been increasing over the past number of years with a relatively steep increase of about 9.0% in 2017.⁴ During this period the average budget increase has been 5.5% although it has ranged between 2.5% and 9.0%. Similar to the budget deficits mentioned earlier, and given the status quo, these annual increases are projected to continue in concert with the main EMS cost drivers which continue to be 9-1-1 call volume and staffing.

The chart in Appendix C shows the past five-year trend in ambulance calls by priority level. As noted, priority 3 & 4 calls – which demand prompt and urgent response – have been steadily increasing over the past five years with a notable spike (8.5%) between 2017 and 2018. In 2018, there were approximately 13,300 priority 3 & 4 calls accounting for 70.0% of all ambulance calls in Nipissing District. The priority 1 & 2 calls have also been trending upward although the #2 calls have tapered off slightly since 2017. Combined, these calls represent about 15% of all calls and although they are non-urgent or even scheduled pickups, they can deplete paramedics and ambulances for the more urgent and serious calls. The priority 8 stand-by calls (emergency coverage) represent the remaining 15.0% of ambulance

³ These past deficits have mainly been covered by surpluses from other program areas; however, given provincial funding cuts across all program areas, there likely will not be other program surpluses to offset EMS deficits going forward.

⁴ The increase in 2017 was largely related to enhanced paramedic staffing (additional ambulance and crew added on weekends) and the move to the new ambulance base station (rent costs fully recognized in 2017).

calls in the district but have decreased significantly since 2014 when they were about 40.0% of the calls. Enhanced staffing and ambulance utilization patterns have been effective in reducing these calls to less than one-third of what they used to be.

The increase in the priority 1-4 calls noted above results in cost increases in areas that vary proportional to call volume – some of the major ones include fuel, vehicle and equipment maintenance and repair, medical/ surgical supplies, and staffing. On the staffing front, salaries and benefits, overtime/ up-staffs, sick time, and WSIB claims combine to drive up costs proportional to call volume.

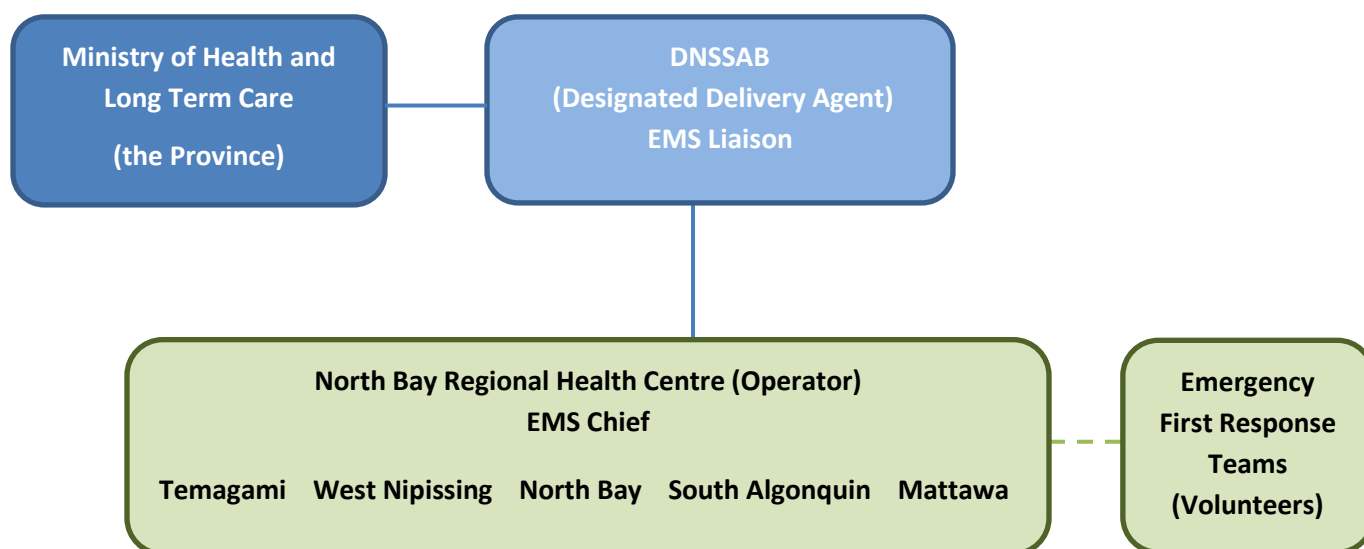
Additionally, further budgeting pressures are expected from the operators heading into next year. As mentioned earlier, the NBRHC and the Temagami and Mattawa operators have been reviewing their inter-operator agreements for contracted services and the agreements do not accurately reflect the cost and scope of services being provided. This will likely represent a relatively large funding adjustment and correction in the 2020 budget.

Finally, it should also be noted that the provincial EMS funding for 2020 is again, unknown at this time. While the Ministry of Health has stated that “municipalities can expect continued growth” in provincial EMS funding for 2020, it also indicates that the “final confirmation of 2020 funding will be provided through the 2020 budget process”.

7. EMS Consolidation, Nipissing District

In view of the factors presented in this paper and the significant increase expected in the EMS budget, the DNSSAB staff and ambulance operators feel that it would be worthwhile to look at further consolidation in the local EMS structure. This would essentially involve combining the Temagami and Mattawa ambulance operations with the other operations and having the entire system managed by the NBRHC. Figure 3 below shows the consolidated system:

Figure 3. Consolidated EMS Structure, Nipissing District



While there may be a number of benefits resulting from consolidation, the main purpose is to realize any cost savings and efficiencies that may result from a centralized operation while maintaining or improving the current standard of patient care and transportation. The DNSSAB EMS staff, working with the local ambulance operators, will develop a business case and budget for the consolidated model and bring this back to the committee and Board later in the fall for consideration as part of the EMS budgeting process.

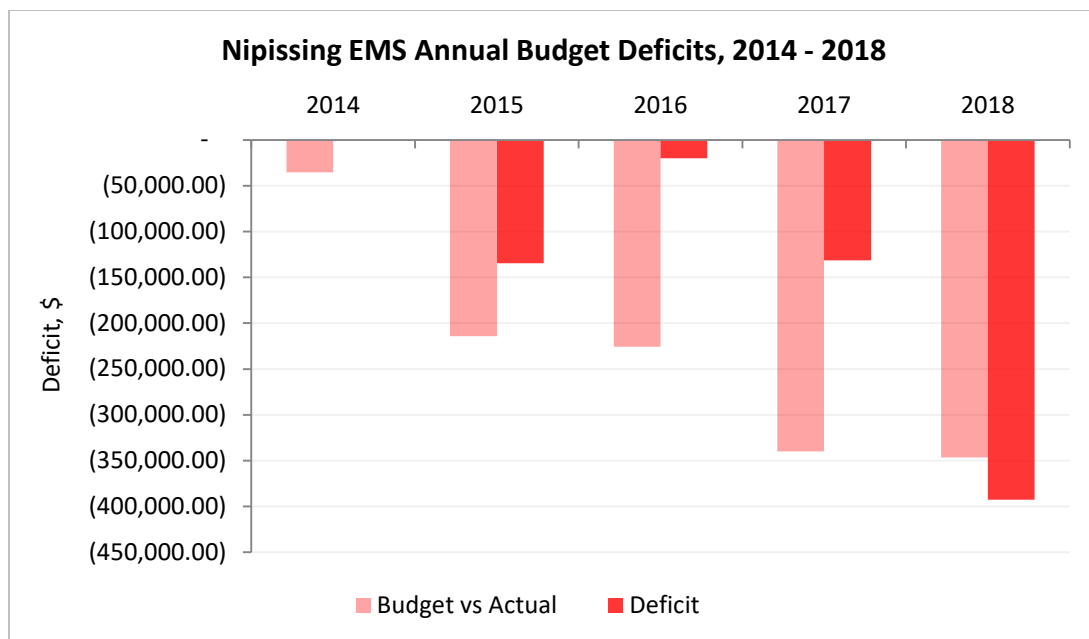
8. Next Steps

In view of the current EMS situation presented in the paper, the following are the next steps for riding out the storm, stabilizing the system and entering into the upcoming budgeting process:

- Confirm the inter-operating agreements and contracted services between the operators for the remainder of the year. This includes providing the necessary funding to see the services through to December 31.
- Under the status quo, but in view of the factors presented in the paper, carry out the regular budgeting process with the DNSSAB and the NBRHC, Temagami and Mattawa ambulance operators.
- Develop the business case and budget for a consolidated EMS model to see what this would look like. Comparing the consolidated budget with the status quo budgets (above) will help to gauge the merits of the model.

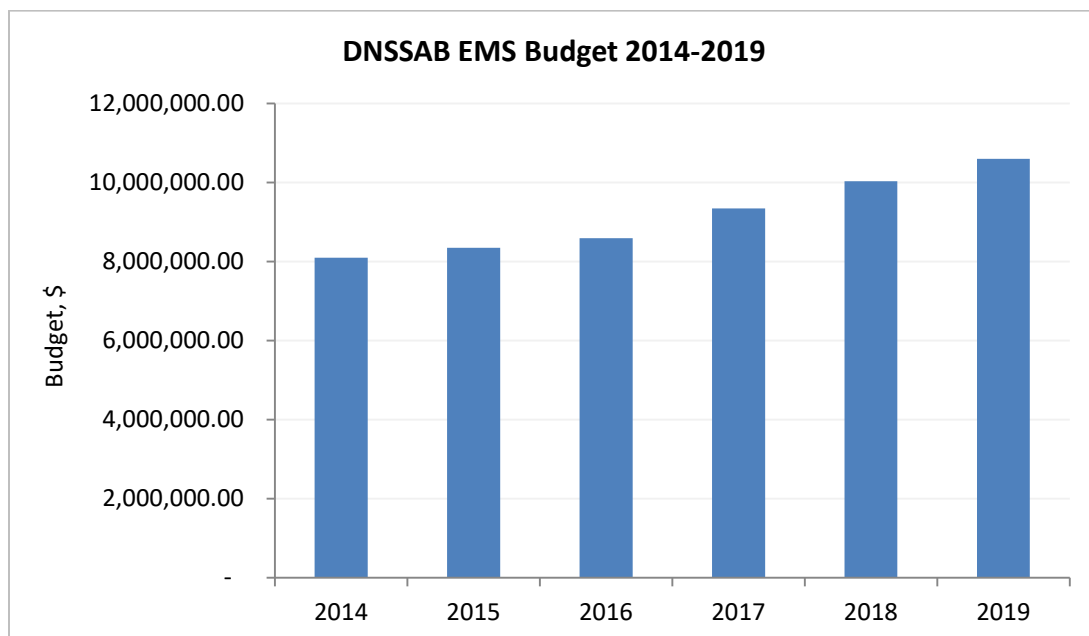
Appendix

A. EMS Annual Budget Deficits, 2014-2018



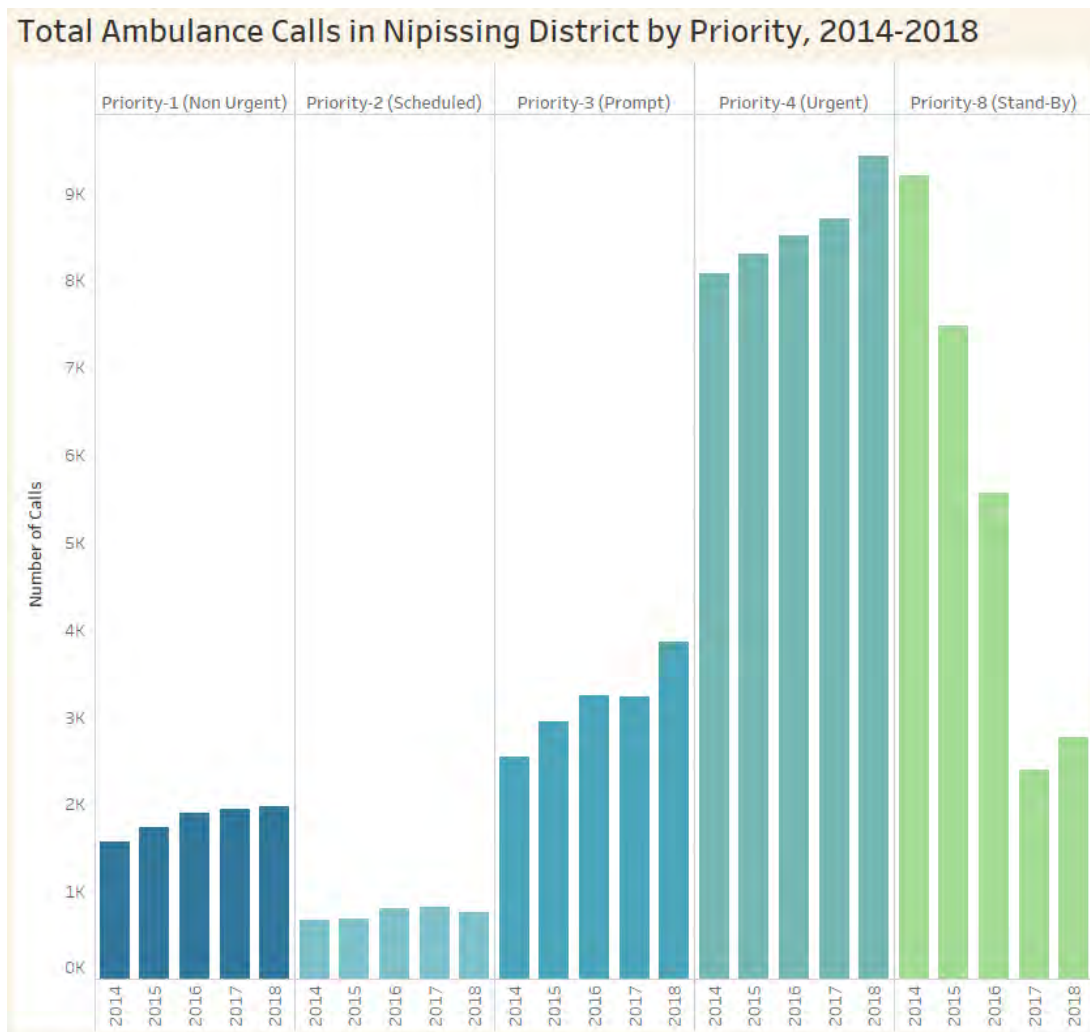
Data source: DNSSAB finance.

B. EMS Annual Budget Increases, 2014-2019



Data source: DNSSAB Board-approved budgets.

C. EMS Call Volume by Call Priority, Nipissing District 2014-2018



Data source: Ambulance Dispatch Reporting System: Summary of all Pickups report (August 2019).



Resolution No. 2019-133

Carried: ☐

Defeated: ☐

Date: September 25, 2019

MOVED BY:

SECONDED BY:

Resolved THAT the Board approve the Canada-Ontario Community Housing Initiative (COCHI) & Ontario Priorities Housing Initiative (OPHI) – Initial Investment Plan, attached as Appendix A, for the District of Nipissing as set out in report HS16-19.

CARRIED _____

MAC BAIN
VICE CHAIRPERSON

CARRIED _____

MELANIE SHAYE
ACTING SECRETARY



BRIEFING NOTE

HS16-19

☐ For Information or ☐ For Decision or ☒ For Approval

Date: September 10, 2019

Purpose: Canada-Ontario Community Housing Initiative (COCHI) & Ontario Priorities Housing Initiative (OPHI) – Initial Investment Plan

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

Reviewed by: Melanie Shaye, Acting Chief Administrative Officer

Recommendation:

That the District of Nipissing Social Services Administration Board (DNSSAB) approve the Canada-Ontario Community Housing Initiative (COCHI) & Ontario Priorities Housing Initiative (OPHI) – Initial Investment Plan, attached as Appendix A, for the District of Nipissing as set out in report HS16-19.

Background:

Announced in April 2019, the Canada-Ontario Community Housing Initiative (COCHI) & Ontario Priorities Housing Initiative (OPHI) are joint initiatives between the federal and provincial government for the delivery of affordable and social housing.

COCHI funding represents a re-investment of federal funding that has been declining under the Canada-Ontario Social Housing Agreement. As such, Service Managers are encouraged to use COCHI funds for:

- Protecting rent-geared-to-income tenants in non-profit and co-operative housing projects with expiring operating agreements/mortgages;
- Preserving social housing supply through repairs and renovations; and/or
- Supporting social housing providers that can demonstrate their potential for long-term financial sustainability through transitional operating funding.

Additionally under COCHI, for Service Managers with Urban Native housing units, there is a requirement that this stock is prioritized for funding. Funds must be used to ensure that there is no net loss of Urban Native housing units and that retained units will be improved through repair, capital replacement and adequate affordability support.

OPHI, in turn, is closely modelled after the recent Investment in Affordable Housing Program, 2014 Extension (IAH-E). Comparable to IAH-E, OPHI is designed to address local housing priorities that include affordability, repair and new construction. The major new features of this program are the ability to provide Ontario Renovates funding to social housing providers and the addition of a support services component. The following OPHI program components are available to Service Managers:

- Rental Housing component
- Homeownership component
- Ontario Renovates component
- Rental Assistance component
- Housing Support Services component

In a letter dated April 17, 2019 the Ministry of Municipal Affairs and Housing advised the DNSSAB of their specific funding allocations for the three fiscal years of the COCHI and OPHI programs (see Table 1).

Table 1- COCHI and OPHI funding allocations.

Program	Fiscal Year		
	2019-20	2020-21	2021-22
COCHI	\$14,345	\$76,686	\$845,663
OPHI	\$782,900	\$405,600	\$631,400

In terms of administration costs, Service Managers may allocate up to 5% of their COCHI and OPHI fiscal year allocations to the administration of the program components.

In order to participate in the programs, DNSSAB must sign a Transfer Payment Agreement, as well as provide the Ministry with an Investment Plan outlining how the COCHI and OPHI funding allocation will be used.

The Ministry requires that Investment Plans reflect the Service Manager's Housing and Homelessness Plan and meets the needs of vulnerable sub-populations identified under the National Housing Strategy.

Report:

COCHI

In the 2019-20 fiscal year, DNSSAB will allocate \$13,628 under the Transitional Operating Funding component in order to fund Building Condition Assessments (BCAs) for the two Urban Native housing providers with projects reaching the end of operating agreement within the three-year period of the COCHI program. This will allow the DNSSAB and the providers to have a better understanding of the current condition of these projects and prioritize any items requiring immediate repair.

In Year 2 (2020-21), DNSSAB intends to apportion \$72,852 to the Transitional Operating Funding component in order to begin the transition of the two Municipal Non-Profit housing projects that are facing the end of operating agreement in the 2021 calendar year. By utilizing this funding, both projects can be transitioned to a more sustainable operational model.

For Year 3 (2021-22), DNSSAB plans to allocate \$51,000 to the Rent Supplement component in order to subsidize all 21 Urban Native housing units that are set to expire. This will ensure that there is no net loss in Urban Native units as required under COCHI. To continue, DNSSAB also intends to use \$244,640 under the Transitional Operating Funding component in order to continue to fund the transition of both Municipal Non-Profit housing projects to a more sustainable operational model. Finally, DNSSAB plans to use \$507,740 paired with \$212,260 in OPHI under the Rental Assistance component to support a new rental development in the district. These commitments to social housing conform to the 10-Year Housing and Homelessness Plan as the fourth strategic objective is sustaining and expanding the housing portfolio (see page 37 of our 10-Year Housing and Homelessness Plan).

OPHI

With regard to capital components, the DNSSAB plans to deliver Homeownership and Ontario Renovates across all three fiscal years. The Homeownership Program delivered by the DNSSAB continues to grow in demand and has seen a lot of success over the past couple years. The allocations for the Homeownership component will be \$54,000 in Year 1 and \$90,000 in Years 2 and 3 respectively. This continued commitment to the Homeownership component conforms to the 10-Year Housing and Homelessness Plan as the plan specifically states the need to increase opportunities for affordable homeownership (see page 33 of our 10-Year Housing and Homelessness Plan).

In terms of Ontario Renovates, this program is currently running a waiting list totaling 88 households. Moreover, with the new eligibility for social housing providers on the program, the DNSSAB plans to heavily allocate funding to the Ontario Renovates component. The allocations will be \$672,255 in Year 1, \$193,257 in Year 2, and \$195,506 in Year 3. It is important to note, that Year 1 funding will be entirely used for social housing repairs to improve the state of repair of units thereby alleviating pressures on social housing capital reserve funds. This commitment conforms to the District's 10-Year Housing and Homelessness Plan by providing additional funding to sustain the social housing portfolio, maintain/retrofit homes, and improve senior citizen's ability to age in place (see pages 27 and 37 of our 10-Year Housing and Homelessness Plan).

The DNSSAB also plans on having allocations under the operating components. Specifically, the following will be delivered: Rent Supplement, Housing Allowance, and Housing Support Services. To begin, Rent Supplements are a vital option for providing affordability relief to low-income households. Like other Rent Supplement programs, those offered under OPHI are eligible to contribute towards the districts service level standards. As such, the DNSSAB intends to leverage funding under this component for the life of the OPHI program, to ensure households are able to secure and maintain safe and affordable housing, while also moving closer to reaching our service level standards.

To continue, the Housing Allowance program continues to be delivered through funds carried over from IAH-E and SIF. This program provides a subsidy to households in the private rental market, while they wait for Rent Geared to Income (RGI) assistance. The additional funding under OPHI would provide assistance a greater number to households, while extending the housing allowance program beyond the current forecasted date of 2023. The allocations for housing allowance will be \$17,500 in Year 1 and \$35,000 in Years 2 and 3 respectively. These commitments align with the District's 10-Year Housing and Homelessness Plan by providing additional funding for rent supplement and housing allowance programs (see page 30 of our 10-Year Housing and Homelessness Plan).

With regard to Housing Support Services, the DNSSAB intends to allocate the maximum of 5% of the three-year program funding to this new component. Housing Support Services funding will be spread equally in Years 2 and 3 (\$45,497 each year) in order to provide needed supports to tenants in social housing projects. These commitments align to the District's 10-Year Housing and Homelessness Plan by providing additional funding for community housing workers that are available to provide advocacy and support services to tenants (see page 23 of our 10-Year Housing and Homelessness Plan).

Finally, the DNSSAB intends to allocate the maximum of 5% annually under both programs for administration fees. This will ensure that the program components are delivered efficiently and effectively while maintaining program deadlines.

Resources Required:

COCHI and OPHI are entirely funded by the federal and provincial governments, therefore do not require any municipal funding. As noted above, the DNSSAB intends to use the maximum allowable for administration fees for ensure the effective delivery of both programs.

Risk Identification and Mitigation:

COCHI and OPHI funding allocations are provided on a 'use it or lose it' basis, therefore, funds that are not committed by the required timelines may be reallocated to other Service Manager areas. The DNSSAB does have the flexibility to move funds to certain other program components to ensure that funds are fully committed.

Conclusion:

In summary, the COCHI and OPHI programs represent a significant opportunity for the DNSSAB and will be instrumental in assisting non-profit housing providers with the preservation of their units, as well as ensuring a sustainable operating model following the end of their operating agreements. Additionally, this investment plan will serve multiple demands including the need for housing repair and renovations, new affordable housing construction, down-payment assistance, rental assistance and housing support services. The proposed investment plan will ensure that these programs result in significant positive impacts on the citizens of Nipissing.

Proposed Plan for COCHI and OPHI Investments

This section is for you to describe how you intend to use your COCHI and OPHI funding allocation to address the housing needs of your community. The proposed program delivery plan should align with your Housing and Homelessness Plan and the Province's Community Housing Renewal Strategy. Please respond to the following questions in the space provided below.

1. What are the current and projected housing needs in your community? Please make direct reference (including page references) to your Housing and Homelessness Plan.

The DNSSAB has recently conducted an extensive study of housing need in the District of Nipissing as part of the 5-Year Review of the 10-Year Housing and Homelessness Plan. Through consultations, surveys and literature review, the following housing needs emerged:

- 1. More Affordable Housing Along the Continuum:** housing for homeless and at-risk populations, transitional housing and housing with supports, accessible housing, housing for singles, seniors housing, and housing affordability.
- 2. Coordination of Access to Services and Supports:** addiction services, discharge planning, coordinated access of services, education on housing resources, and supports for landlords.
- 3. Addressing Housing Condition:** barrier free rental units, housing that is a health hazard, damaged rental units, and units not meeting building code,.
- 4. Increased Funding Geared to Housing Need:** funding for shelters, affordable housing and for services to support those in crisis.
- 5. Addressing Stigma, Awareness and Accountability:** stigma around low-income and homelessness populations, greater awareness of housing programs and supports in the community, clear definitions and more education around housing.
- 6. Addressing Legislative and Economic Barriers:** need for land for new housing, need incentives for high cost of construction and utilities in Northern Ontario, high cost of homeownership is causing more people to rent, municipal restrictions (zoning, development costs, tax rate).

It is important to note, these housing needs will be reflected in the 5-Year Review that will be submitted at the end of the calendar year. Additionally, the majority of the housing needs listed above aligned with the housing needs in our original 10-Year Housing and Homelessness Plan.

3. Leveraging the COCHI and OPHI initiatives is a key means to achieving the goals and outcomes outlined in the Province's Community Housing Renewal Strategy. Please indicate how your planned spending under COCHI and OPHI will lead to:

- a) Increased supply and appropriate mix of affordable and adequate housing;
- b) People having improved access to affordable housing and supports that meet their needs to achieve housing stability;
- c) Improved efficiency of the community housing system to ensure value for money and long-term sustainability.

A) The planned COCHI and OPHI spending in the District of Nipissing will lead to an increased supply and appropriate mix of affordable and adequate housing by first preserving and maintaining the District's social housing stock. This will be achieved by providing rent supplements for all expired Urban Native housing units and by maintaining the Municipal Non-Profit program expired projects with transitional operating funding to achieve a more sustainable operational model. Secondly, rental assistance in the form of rent supplements and housing allowances will increase the supply of affordable housing and will target singles due to the long wait times for 1-bedroom RGI units in the District. Third, the DNSSAB is also making accessing homeownership easier for renters by providing down-payment assistance. Finally, with regard to adequate housing, the DNSSAB is investing heavily in Ontario Renovates to repair, renovate and improve accessibility in social housing units and homes.

B) People will have improved access to affordable housing by maintaining the District's social housing stock that is set to expire within the next three-years and by providing additional rent supplements and housing allowances targeted to the largest population group in need (singles). Additionally, DNSSAB's planned spending will include the maximum of 5% for Housing Support Services in order to fund additional supports for people to achieve housing stability.

C) Value for money and long-term sustainability are always the top priority for the DNSSAB in planning program spending. To begin, COCHI funding will be provided to Municipal Non-Profit social housing providers in order to assist with the transitioned to a more sustainable operational model. COCHI funding will also be used to subsidize all 21 Urban Native housing units that are set to expire through the Rent Supplement Component. This will ensure that there is no net loss in Urban Native units as required under COCHI. Under OPHI, the DNSSAB will deliver OPHI- Ontario Renovates to social housing providers in Year 1. This funding will be used for social housing repairs to improve the state of repair of units thereby alleviating pressures on social housing capital reserve funds. These commitments to social housing conform to the 10-Year Housing and Homelessness Plan as the fourth strategic objective is sustaining and expanding the housing portfolio (see page 37 of our 10-Year Housing and Homelessness Plan).

4. To be answered by Service Managers with Urban Native Social Housing units only. The Ontario-CMHC Bilateral Agreement requires the preservation of Urban Native Social Housing units to ensure that there is no net loss of the 1,452 units and that retained units will be improved through repair, capital replacement, as well as through adequate rent affordability support. Please indicate how the COCHI funding you receive will help the Province meet this commitment?

Currently, there are 100 Urban Native Social Housing units in the District of Nipissing. These units are in North Bay, West Nipissing and Mattawa and are offered through three Urban Native Housing Providers: Native People of Nipissing Non-Profit Residential Development Corporation, Whispering Pines Native Non-Profit Homes and Waakohnsuk. During the 3-year duration of COCHI there are two projects that expire totaling 21 units:

- Native People of Nipissing - Phase 1 (15 units)
- Whispering Pines - Phase 1 (6 units)

With COCHI funding, the DNSSAB plans to allocate funding to Native People of Nipissing and Whispering Pines in Year 1 to complete much needed Building Condition Assessments (BCAs). This will assist in determining the state of repair of the projects set to expire. Ontario Renovates funding through OPHI may then be accessed to fund priority repairs for those projects. To continue, as both projects are set to expire in the 3rd and 4th quarters of Year 3, the DNSSAB intends to supply rent supplements to all 21 units. By providing rent supplements, the providers will be allowed to determine a market rent that will balance the project's revenues and expenses. DNSSAB has used a rent supplement assistance amount of \$500 per month per unit based on averages from our currently delivered rent supplement programs.

Enter the amount to be used as administration fees for each year. Administration fees cannot exceed 5% of your annual funding allocation.

COCHI		COCHI Planned Financial Commitment - \$s			TOTAL
		YEAR 1	YEAR 2	YEAR 3	
		2019-20	2020-21	2021-22	
SM allocation for each fiscal year		\$ 14,345.00	\$ 76,686.00	\$ 845,663.00	\$ 936,694.00
Capital Components					
New Build		\$ -	\$ -	\$ 507,740	\$ 507,740.00
Repair		\$ -	\$ -	\$ -	\$ -
Operating Components					
Rent Supplement		\$ -	\$ -	\$ 51,000	\$ 51,000.00
Transitional Operating Funding		\$ 13,628	\$ 72,852	\$ 244,640	\$ 331,119.85
SM Administration Fees	% of Allocation				
SM Administration Fees	5%	\$ 717	\$ 3,834	\$ 42,283	\$ 46,834.70
Total COCHI		\$ 14,345	\$ 76,686	\$ 845,663	\$ 936,695
OPHI					
SM allocation for each fiscal year		\$ 782,900	\$ 405,600	\$ 631,400	\$ 1,819,900
Capital Components					
Rental Housing		\$ -	\$ -	\$ 212,260	\$ 212,260
Homeownership		\$ 54,000	\$ 90,000	\$ 90,000	\$ 234,000
Ontario Renovates		\$ 672,255	\$ 198,257	\$ 200,506	\$ 1,071,018
Operating Components					
Rental Assistance					
Rent Supplement		\$ -	\$ 21,566	\$ 21,566	\$ 43,132
Housing Allowance - Direct Delivery		\$ 17,500	\$ 30,000	\$ 30,000	\$ 77,500
Housing Allowance - Shared Delivery		\$ -	\$ -	\$ -	\$ -
Housing Support Services		\$ -	\$ 45,497	\$ 45,498	\$ 90,995
SM Administration Fees	% of Allocation				
SM Administration Fees	5%	\$ 39,145	\$ 20,280	\$ 31,570	\$ 90,995
Total OPHI		\$ 782,900	\$ 405,600	\$ 631,400	\$ 1,819,900
TOTAL PROGRAM ALLOCATION		\$ 797,245	\$ 482,286	\$ 1,477,063	\$ 2,756,595

	0	0	0	
Other Proposed HSS	18,199	36,398	36,398	90,995

Projected Take-Up

COCHI Projected Take-Up (Units/households)

Program Component	Projected Units Funded / Households Assisted			
	2019-20	2020-21	2021-22	TOTAL
New Build	0	0	8	8
Repair	0	0	0	0
Rent Supplement	0	0	21	21
Transitional Operating	0	142	40	182
TOTAL	0	142	69	29

Complete the following tables by entering the number of households for each target group to be served in your area through the three-year COCHI investment.

Projected Target Group	New Build	Repair	Rent Supplement	Transitional Operating	Total
Seniors	0	0	0	142	142
Persons with Disabilities	0	0	0	0	0
Survivors of Domestic Violence	0	0	0	0	0
Homeless	0	0	0	0	0
Indigenous Peoples	0	0	21	0	21
Mental Health/Addiction Issues	0	0	0	0	0
Veterans	0	0	0	0	0
Young Adults	0	0	0	0	0
Racialized Groups	0	0	0	0	0
Recent Immigrants	0	0	0	0	0
Unspecified	8	0	0	40	48
Total	8	0	21	182	211

OPHI Projected Take-Up (Units/households)

Program Component	Projected Units Funded / Households Assisted			
	2019-20	2020-21	2021-22	TOTAL
Rental Housing	0	0	8	8
Homeownership	3	5	5	13
Ontario Renovates	27	8	8	43
Rent Supplement	0	4	4	8
Housing Allowance - Direct Delivery Stream	12	12	12	36
Housing Allowance - Shared Delivery Stream	0	0	0	0
TOTAL	42	29	37	108

Complete the following tables by entering the number of households for each target group to be served in your area through the three-year OPHI

Projected Target Client Group	Rental Housing	Homeownership	Ontario Renovates	Rental Assistance	Housing Support Services	Total
Seniors	0	0	0	0	0	0
Persons with Disabilities	0	0	0	0	0	0
Survivors of Domestic Violence	0	0	0	0	0	0
Homeless	0	0	0	0	0	0
Indigenous Peoples	0	0	0	0	0	0
Mental Health/Addiction Issues	0	0	0	0	0	0
Veterans	0	0	0	0	0	0
Young Adults	0	13	0	0	0	13
Racialized Groups	0	0	0	0	0	0
Recent Immigrants	0	0	0	0	0	0
Unspecified	8	0	43	44	100	195
Total	8	13	43	44	100	208

2019-20 Planned Quarterly Financial Commitment

COCHI 2019-20 PLANNED QUARTERLY FINANCIAL COMMITMENT AND TAKE-UP

For the capital components, enter the estimated amount of COCHI funding to be taken-up by component in each quarter of the current program year. Documentation required for a commitment is outlined in the Program Guidelines

For the operating components, enter the projected disbursements in each quarter of the current program year.

COCHI Program Component	COCHI Planned Financial Commitment	Planned Financial Take-Up				Total
	2019-20	Quarter 1 Apr - Jun	Quarter 2 Jul - Sep	Quarter 3 Oct - Dec	Quarter 4 Jan - Mar	
<u>Capital Components</u>						
New Build	0	0	0	0	0	0
Repair	0	0	0	0	0	0
<u>Operating Components</u>						
Rent Supplement	0	0	0	0	0	0
Transitional Operating	13,628	0	0	13,628	0	13,628
<u>SM Administration Fees</u>	717	179	179	179	179	717
TOTAL	14,345	179	179	13,807	179	14,345

OPHI PLANNED FINANCIAL COMMITMENT AND TAKE-UP BY QUARTER

For the capital components, enter the estimated amount of OPHI funding to be taken-up by component in each quarter of the current

For the operating components, enter the projected disbursements in each quarter of the current program year.

Program Component	Planned Financial Commitment	Planned Financial Take-Up				Total
	2019-20	Quarter 1 Apr - Jun	Quarter 2 Jul - Sep	Quarter 3 Oct - Dec	Quarter 4 Jan - Mar	
<u>Capital Components</u>						
Rental Housing	0	0	0	0	0	0
Homeownership	54,000	0	0	54,000	0	54,000
Ontario Renovates	672,255	0	0	672,255	0	672,255
<u>Operating Components</u>						
<u>Streams</u>						
Rent Supplement	0	0	0	0	0	0
Housing Allowance - Direct Delivery	17,500	0	0	8,750	8,750	17,500
Housing Allowance - Shared Delivery	0	0	0	0	0	0
Housing Support Services	0	0	0	0	0	0
<u>SM Administration Fees</u>	39,145	9,786	9,786	9,786	9,786	39,145
TOTAL	782,900	9,786	9,786	744,791	18,536	782,900



Resolution No. 2019-135

Carried: ☐

Defeated: ☐

Date: September 25, 2019

MOVED BY:

SECONDED BY:

Resolved THAT the Board receives Report HS18-19 regarding the status of mortgages and debentures for the Nipissing District Housing Corporation properties for information purposes.

CARRIED _____
MAC BAIN
VICE CHAIRPERSON

CARRIED _____
MELANIE SHAYE
ACTING SECRETARY

BRIEFING NOTE

☒ For Information ☐ For Decision ☐ For Approval

HS18-19

Date: **September 10, 2019**

Purpose: **Mortgages and Debentures
Nipissing District Housing Corporation Portfolio**

Prepared by: **Pierre Guenette, Housing Operations Manager**

Reviewed by: **Melanie Shaye, Acting Chief Administrative Officer**

Recommendation

That the District of Nipissing Social Services Administration Board receives Report HS18-19 regarding the status of mortgages and debentures for the Nipissing District Housing Corporation properties for information purposes.

Background

In the 1960s, the Ontario Government started developing housing under the Public Housing program. In the 1970s and early 1980s, additional housing stock, was developed under various other programs including the Federal Section 95 Housing program, the Municipal Non-Profit Housing program and the Provincial Reform Housing program.

The Nipissing District Housing Corporation (NDHC) portfolio consists of units developed under all of the above named housing programs, each with different program and funding requirements.

In downloading Social Housing, the Province transferred its funding and administration responsibilities to the 47 Service Managers. Many social housing programs were cost shared with the Federal government.

The level of federal cost sharing was formula driven. It varied depending

on the programs being funded. Federal funds are flowed to the Province who, in turn, transfers the funds to the Service Managers.

The level of funding provided to Service Managers reduces proportionately with the decline in Federal funding the Province receives from the Federal government. The rate of decline is pre-determined as it mirrors the expiry of non-profit program provider mortgages and the retirement of debentures held against the former Ontario Housing Corporation portfolio (NDHC – Phase 3).

For NDHC, the vast majority of our non-profit mortgages and Ontario Housing Corporation debentures will expire by 2022. Please see Appendix A.

This information paper speaks to the debentures and mortgages associated with the NDHC housing portfolio only and does not include mortgage expiry for other non-profit housing providers in the Nipissing District.

Report

The Public Housing program provided for the development of housing units through debenture financing. Although the Service Manager is responsible for the debenture payments, the Ministry of Municipal Affairs and Housing (MMAH) makes the debenture payments on behalf of the Service Managers and adjusted our transfer payments accordingly.

With respect to the mortgage arrangement for the remaining housing programs, the MMAH assumed responsibility of facilitating and coordinating the renewal of non-profit project mortgages.

The centralization and unified mortgage renewal process provided for effective negotiations which resulted in the achievement of favourable interest rates and provided housing providers with a single point of contact during the mortgage renewal process.

Conclusion

As demonstrated in Appendix A, the majority of public housing debentures will expire by 2022. The last NDHC mortgage is set to expire on October 1, 2027. The next few years will prove to be challenging as Federal funding continues to decline and we adjust to operating without mortgages and payment transfers.

The shift to a system with limited resources and increased demands will require that we seek new innovative approaches, maximize every funding

opportunity, ensure we maintain and enhance the services we provide and the way they are delivered.

NDHC PROJECTS BY MORTGAGE/DEBENTURE EXPIRY DATE (as of August 2019)											
PROJECT	ADDRESS	MUNICIPALITY	TYPE	CURRENT START DATE	CURRENT RATE	RENEWAL DATE	EXPIRY DATE	PROG	UNITS	OUTSTANDING	EXPIRED
EXPIRED MORTGAGES											
HILLCREST - NORTH BAY - Phase 3	885,952 BURNS ST./ 861,867,940 PHILIP ST./ 976 REYNOLDS	North Bay	Debenture	N/A	N/A	N/A	January 1, 2009	OHC	6	828	6
PARK STREET - MATTAWA - Phase 3	264-272(EVEN)278-286(EVEN) PARK ST.	Mattawa	Debenture	N/A	N/A	N/A	January 1, 2014	OHC	20	808	26
ROY ST./ MAGEAU AVE. - Phase 3	429 ROY ST./432,436,438,440 MAGEAU AVE.	Sturgeon Falls	Debenture	N/A	N/A	N/A	December 1, 2015	OHC	5	803	31
CLARK / RUSSELL / CHATEAU - Phase 3	147-153 (ODD) CLARK ST./ 1,3,7,9,13,15 CHATEAU TER/ 199-205 (ODD) RUSSELL RD.	Sturgeon Falls	Debenture	N/A	N/A	N/A	January 1, 2016	OHC	20	735	51
ST LAURENT /DIEFENBAKER/JANE - Phase 3	1746,1751,1752,1763 ST LAURENT CRT./ DIFENBAKER CRT/ JANE ST./	North Bay	Debenture	N/A	N/A	N/A	January 1, 2016	OHC	36	735	87
GRAND ALLEE - FIELD - Phase 3	24 GRANDE ALLEE.	Field	Debenture	N/A	N/A	N/A	January 1, 2016	OHC	12	735	99
SHIBELITH (FAMILY HOMES) INC - Phase 4	SCATTERED UNITS	North Bay	Mortgage	N/A	N/A	N/A	December 1, 2016	FED	5	730	104
SHIBELITH (FAMILY HOMES) INC - Phase 4	GORMANVILLE /LAKESHORE /WYLD	North Bay	Mortgage	N/A	N/A	N/A	February 1, 2017	FED	10	720	114
SHIBELITH (FAMILY HOMES) INC - Phase 4	866 LAKESHORE DRIVE	North Bay	Mortgage	N/A	N/A	N/A	March 1, 2017	FED	40	680	154
SHIBELITH (FAMILY HOMES) INC - Phase 4	47 GLADSTONE AVE	North Bay	Mortgage	September 1, 2007	N/A	N/A	September 1, 2017	FED	1	679	155
MORRISON CRT & JANEN ST. - Phase 3	JANEN STREET/ MORRISON COURT	Sturgeon Falls	Debenture	N/A	N/A	N/A	September 1, 2018	OHC	14	665	169
MATTAWAN ST. - MATTAWA - Phase 3	671-689 (ODD) MATTAWAN STREET	Mattawa	Debenture	N/A	N/A	N/A	January 1, 2019	OHC	10	655	179
EXPIRATION - 2020											
MULLIGAN / MANITOU STREETS Phase 3	1-123 (ODD) MANITOU ST/ 360-374 (EVEN) MULLIGAN ST.	North Bay	Debenture	N/A	N/A	N/A	January 1, 2020	OHC	54	571	233
WILLIAM ST.-STURGEON FALLS - Phase 3	19 WILLIAM STREET	Sturgeon Falls	Debenture	N/A	N/A	N/A	January 1, 2020	OHC	20	571	253
POPLAR STREET - Phase 3	465 POPLAR STREET	Mattawa	Debenture	N/A	N/A	N/A	January 1, 2020	OHC	10	571	263
EXPIRATION - 2021											
LAKESHORE DR. - NORTH BAY - Phase 3	365 LAKESHORE DR.	North Bay	Debenture	N/A	N/A	N/A	January 1, 2021	OHC	134	437	397
NORTH BAY MNPHC - MAPLECREST - Phase 1	555 MCNAMARA STREET (MAPLECREST)	North Bay	Mortgage	September 1, 2016	0.96%	N/A	September 1, 2021	FED	50	387	447
EXPIRATION - 2022											
WORTHINGTON STREET WEST- Phase 3	135 WORTHINGTON STREET WEST	North Bay	Debenture	N/A	N/A	N/A	January 1, 2022	OHC	106	281	553
EXPIRATION - 2023											
HOLDITCH STREET - Phase 3	145 HOLDITCH STREET	Sturgeon Falls	Debenture	N/A	N/A	N/A	January 1, 2023	OHC	58	206	611
ROY ST./ MAGEAU AVE. - Phase 3	403,427,435 ROY ST./ 414,422,434 MAGEAU AVE.	Sturgeon Falls	Debenture	N/A	N/A	N/A	January 1, 2023	OHC	2	206	613
RUE PRINCIPLE STREET E. - Phase 3	70 PRINCIPALE ST. EAST	Vernor	Debenture	N/A	N/A	N/A	January 1, 2023	OHC	15	206	628
NORTH BAY MNPHC - CEDARCREST - Phase 2	111 CARRUTHERS ST	North Bay	Mortgage	December 1, 2013	2.61%	N/A	December 1, 2023	PROV	60	146	688
EXPIRATION - 2024											
HURON / TWEEDSMUIR - Phase 3	10,20,39,40 HURON ST./56,96,136,145,162 TWEEDSMUIR ST.	North Bay	Debenture	N/A	N/A	N/A	January 1, 2024	OHC	9	121	697
POPLAR STREET - Phase 3	445 POPLAR STREET	Mattawa	Debenture	N/A	N/A	N/A	January 1, 2024	OHC	16	121	713
EXPIRATION - 2026											
ROY ST./ MAGEAU AVE. - Phase 3	403,427,435 ROY ST./ 414,422,434 MAGEAU AVE.	Sturgeon Falls	Debenture	N/A	N/A	N/A	January 1, 2026	OHC	2	117	715
ROY ST./ MAGEAU AVE. - Phase 3	403,427,435 ROY ST./ 414,422,434 MAGEAU AVE.	Sturgeon Falls	Debenture	N/A	N/A	N/A	January 1, 2026	OHC	2	117	717
EXPIRATION - 2027											
RYAN AVENUE / KARLA AVENUE - Phase 3	27,29,39,41 KARLA AVE./30,32 RYAN AVE.	North Bay	Debenture	N/A	N/A	N/A	January 1, 2027	OHC	6	49	723
NORTH BAY MNPHC - BIRCHCREST - Phase 2	TELMA AVENUE	North Bay	Mortgage	January 1, 2010	4.126%	January 1, 2020	January 1, 2027	PROV	62	49	785
NORTH BAY MNPHC - MAPLECREST - Phase 2	545 MCNAMARA ST.	North Bay	Mortgage	September 1, 2007	4.998%	September 1, 2017	October 1, 2027	PROV	49	0	834
								Total:	834		
								Active:	655		



Resolution No. 2019-136

Carried: ☐

Defeated: ☐

Date: September 25, 2019

MOVED BY:

SECONDED BY:

Resolved THAT the Board move in-camera at _____ to discuss a matter about an identifiable person.

CARRIED _____
MAC BAIN
VICE CHAIRPERSON

CARRIED _____
MELANIE SHAYE
ACTING SECRETARY



Resolution No. 2019-136-A In Camera Resolution

Carried: ☐

Defeated: ☐

Date: September 25, 2019

MOVED BY:

SECONDED BY:

Resolved THAT the Board

CARRIED _____
MAC BAIN
VICE CHAIRPERSON

CARRIED _____
MELANIE SHAYE
ACTING SECRETARY



Resolution No. 2019-137

Carried: ☐

Defeated: ☐

Date: September 25, 2019

MOVED BY:

SECONDED BY:

Resolved THAT the Board adjourns in-camera at _____.

CARRIED _____
MAC BAIN
VICE CHAIRPERSON

CARRIED _____
MELANIE SHAYE
ACTING SECRETARY



Resolution No. 2019-138

Carried: ☐

Defeated: ☐

Date: September 25, 2019

MOVED BY:

SECONDED BY:

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

CARRIED _____
MAC BAIN
VICE CHAIRPERSON

CARRIED _____
MELANIE SHAYE
ACTING SECRETARY



Resolution No. 2019-139

Carried: ☐

Defeated: ☐

Date: September 25, 2019

MOVED BY:

SECONDED BY:

Resolved THAT the DNSSAB Board meeting be adjourned at _____ p.m.

CARRIED _____
MAC BAIN
VICE CHAIRPERSON

CARRIED _____
MELANIE SHAYE
ACTING SECRETARY