



REGULAR BOARD MEETING AGENDA

Healthy Communities without Poverty

- Date:** Wednesday, April 28, 2021
- Time:** Regular DNSSAB Board Meeting at 12:30 PM (or immediately following the adjournment of the Community Services Committee)
- Location:** By video conference while pandemic protocols are in place

<https://zoom.us/j/92921548599?pwd=b2FiZlI0T2owcjhFdVcydjFObVINZz09>

Meeting ID: 929 2154 8599

Passcode: 868737

One tap mobile

+16132093054,,92921548599#,,,,*868737# Canada

+16473744685,,92921548599#,,,,*868737# Canada

Dial by your location

+1 613 209 3054 Canada

+1 647 374 4685 Canada

+1 647 558 0588 Canada

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

Item	Topic
1.0	<p>1.1 Call to Order</p> <p>MOTION: #2021-36</p> <p><i>Resolved</i> THAT the Board of Directors accepts the Roll Call as read by the Recording Secretary for the Regular Board meeting of April 28, 2021 at ____ PM.</p>

Item	Topic
	<p>1.2 Declaration of Conflict of Interest</p>
<p>2.0</p>	<p>Opening remarks by the Chair</p>
<p>3.0</p>	<p>Approval of Agenda for April 28, 2021 MOTION: #2021-37 <i>Resolved</i> THAT Board members accept the Agenda as presented.</p>
<p>4.0</p>	<p>Approval of Minutes</p> <p>4.1 MOTION: #2021-38-A <i>Resolved</i> THAT the Board adopt the minutes of the proceedings of the Regular Board meeting of March 24, 2021.</p> <p>4.2 MOTION: #2021-38-B <i>Resolved</i> THAT the Board adopt the minutes of the proceedings of the Community Services Committee meeting of March 24, 2021.</p>
<p>5.0</p>	<p>Delegations – none at this time</p>
<p>6.0</p>	<p>CAO VERBAL UPDATE:</p> <p>6.1 MOTION: #2021-39 THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives the CAO Verbal Report for April 28, 2021.</p>
<p>7.0</p>	<p>CONSENT AGENDA – All items in the consent agenda are voted on collectively. The Chair will call out each item for consideration of discussion. Any item can be singled out for separate vote; then, only the remaining items will be voted on collectively.</p> <p>MOTION: #2021-40</p> <p>THAT the Committee receives for information purposes Consent Agenda items 5.1 to 5.4.</p> <p>5.1 Resolution from CAB – CAB Advocacy for Ending Homelessness - This report provides details regarding the Nipissing District Housing and Homelessness Partnership’s (NDHHP) endorsement of the Recovery for All Campaign designed by the Canadian Alliance to End Homelessness (CAEH), and is for information purposes.</p> <p>5.2 HS21-21 SSRF Phase 3 Funding to Communities That the District of Nipissing Social Services Administration Board</p>

Item	Topic
	<p>(DNSSAB) receives for approval report HS21-21, which provides an update on the planned allocation of the Social Service Relief Fund Phase 3 funding.</p> <p>5.3 HS22-01 Nurse Practitioner Pilot - This report outlines the Mobile Nurse Practitioner Pilot Project funded under the SSRF-Mental Health and Addictions funding and is for information purposes.</p> <p>5.4 HS20-21 Transfer of 2469 Trout Lake Road (AHP) That the District of Nipissing Social Services Administration Board receive, for approval, report HS20-21 regarding the sale of the Canada-Ontario Affordable Housing Program (AHP) (2003) project located at 2469 Trout Lake Road, North Bay.</p>
8.0	MANAGERS REPORTS
	<p>8.1 B09-21 DNSSAB By-Law Amendments</p> <p>MOTION: #2021-41 THAT the District of Nipissing Social Services Administration Board (DNSSAB) accepts the amendments to the General Business By-law (By-law #1) and Procedure By-law (By-law #2), as described in briefing note B09-21.</p>
	<p>8.2 In Camera</p> <p>MOTION: #2021-42 THAT the District of Nipissing Social Services Administration Board (DNSSAB) move in-camera at _____ PM to discuss a labour relations matter.</p>
	<p>8.3 Adjourn In Camera</p> <p>MOTION: #2021-43 THAT the District of Nipissing Social Services Administration Board (DNSSAB) adjourns in-camera at _____ PM.</p>
	<p>8.5 Approve In Camera</p> <p>MOTION: #2021-44 THAT the District of Nipissing Social Services Administration Board (DNSSAB) approves the direction/action agreed to in the in-camera session.</p>
9.0	OTHER BUSINESS/CORRESPONDENCE
10.0	<p>NEXT MEETING DATE Wednesday, May 26, 2021</p>

Item	Topic
11.0	ADJOURNMENT MOTION: #2021-45 <i>Resolved</i> THAT the Board meeting be adjourned at _____.



MINUTES OF PROCEEDINGS

REGULAR BOARD MEETING – MARCH 24, 2021
Directly following the Community Services Committee

MEMBERS PRESENT:

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

REGRETS:

Councillor Mac Bain – (North Bay)

STAFF ATTENDANCE:

Catherine Matheson, CAO
Marianne Zadra, Executive Coordinator and Communications
Melanie Shaye, Director of Corporate Services
David Plumstead – Manager Planning, Outcomes & Analytics
Justin Avery, Manager of Finance
Stacey Cyopect, Director, Housing Programs
Pierre Guenette, Director, Housing Operations
Lynn Demore-Pitre, Director, Children's Services
Michelle Glabb, Director, Social Services and Employment

Dawn Carlyle, Project Manager

1.1 CALL TO ORDER

Resolution No. 2021-24

Moved by: Jane Dumas

Seconded by: Dan Roveda

Resolved THAT the Board of Directors accept the Roll Call as read by the Recording Secretary for the Regular Board meeting of March 24, 2021 at 2:03 PM.

The regular Board Meeting was called to order at 2:03 PM by Chair Mark King.

Carried.

1.2 DECLARATION OF CONFLICTS OF INTEREST

Councillor Dave Mendicino declared a conflict with items 8.4 and 8.5 due to a personal relationship with an employee of NMHHSS and Amanda Smith noted a conflict with items 8.2 and 8.3 as her employer is listed in both reports.

2.0 CHAIR'S REMARKS

The Chair welcomed everyone. He noted the funding received through SSRF Phase 2 and 3. He thanked Minister Clark for the generosity in funding. The Chair congratulated EMS on the successful bid for a three-year pilot project involving community paramedics and people awaiting or needing long- term care. He acknowledged local paramedics for responding to an unusually high number of emergency response calls over the weekend in North Bay.

3.0 ADOPTION OF THE AGENDA

Resolution No. 2021-25

Moved by: Amanda Smith

Seconded by: Dan O'Mara

Resolved THAT the Board accepts the agenda as presented.

Carried.

4.0 APPROVAL OF MINUTES

4.1 Resolution No. 2021-26-A

Moved by: Terry Kelly

Seconded by: Dave Mendicino

Resolved THAT the Board adopts the minutes of the proceedings of the Regular Board meeting of February 24, 2021.

Carried.

4.2 Resolution No. 2021-26-B

Moved by: Scott Robertson

Seconded by: Chris Mayne

Resolved THAT the Board adopt the minutes of the proceedings of the Community Services Committee meeting of February 24, 2020.

Carried.

5.0 DELEGATIONS

There were no delegations.

6.0 CAO VERBAL UPDATE

Resolution No. 2021-27

Moved by: Jane Dumas

Seconded by: Dan Roveda

Resolved THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives the CAO Report for March 24, 2021.

CAO Catherine Matheson provided an update on information items including a final draft of the Community Safety and Well-Being Plan for the City of North Bay to be delivered in June. As well, Mental Health and Addiction Funding through SSRF approved by the Board is being used for research on a harm reduction strategy through Public Health and a task force will support the development of this strategy. She informed the Board the 16 bed transitional housing project will open in the next few months. A policy on how the beds will be accessed will be brought forward. She also informed the Board that while the Rapid Housing Initiative applications were not successful in the first round, they will stand in the event there's more funding for another round of applications.

Carried.

7.0 CONSENT AGENDA – there were no consent agenda items.

8.0 MANAGER’S REPORTS

8.1 B06-21 One-year Review of DNSSAB By Laws

RESOLUTION: #2021-28

Moved by: Dan Roveda

Seconded by: Dave Mendicino

THAT the District of Nipissing Social Services Administration Board (DNSSAB) accepts the recommended General Business By-law (By-law #1) and Procedure By-law (By-law #2), including the amendment to section 14 Delegation, to replace the existing Procedural By-law 2020-01 as described in briefing note B06-21.

Corporate Services Director Melanie Shaye reviewed the proposed changes to the By-Law which sees one large By-Law broken down into two sections. She highlighted the changes to the Conflict of Interest Section in By-Law #1. Members agreed to change part of Section 14 - Delegations, changing the time-period for second delegations from the same party to one year rather than one term of the Board. The resolution was amended to include this change.

Carried.

8.2 HS15-21 SSRF Phase 3 *(Conflict for Dave Mendicino as previously noted for this item.)*

RESOLUTION: #2021-29

Moved by: Amanda Smith

Seconded by: Scott Robertson

Resolved THAT the District of Nipissing Social Services Administration Board (DNSSAB) approves the 2021 Investment Plan for the allocation of the Social Services Relief Fund Phase 3 as set out in the report HS15-21, and;

THAT the DNSSAB authorizes staff to reallocate funds throughout the 2021/22 fiscal year to programs/initiatives which will support the homelessness programs and reduce the risk of COVID amongst the homeless population and within congregate settings.

Housing Services Manager Stacey Cyopec reviewed how this funding will be used to support the low barrier shelter. Once costs for the shelter are finalized, other needs in the community will be identified through a process involving community groups and advisory boards. A full

reconciliation will be brought to the Board with a recommendation on how best to use the remainder of the funds.

Carried

[Scott Robertson excused himself from the meeting at 2:44 PM.]

8.3 HS16-21 SSRF Phase 2 - Additional Funding Allocation (*Conflict for Dave Mendicino as previously noted for this item.*)

RESOLUTION: #2021-30

Moved by: Terry Kelly

Seconded by: Dan O'Mara

Resolved THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives for approval report HS16-21 regarding the recommendations for the allocation of the Social Services Relief Fund Phase 2 - additional funding allocation.

Carried

8.4 HS13-21 2021-22 CHPI Investment Plan (*Conflict for Amanda Smith as previously noted for this item.*)

RESOLUTION: #2021-31

Moved by: Jane Dumas

Seconded by: Dan Roveda

Stacey noted that contracts expiring March 31st have been extended to September 30th.

Resolved THAT the District of Nipissing Social Services Administration Board (DNSSAB) approves the 2021/22 Investment Plan for the allocation of the Community Homelessness Prevention Initiative as set out in the report HS13-21, and attached as Appendix A; and;

THAT the DNSSAB authorizes staff to reallocate funds throughout the 2021/22 fiscal year to programs/initiatives which will support the homelessness programs

Carried

8.5 B07-21 HCF Next Steps (*Conflict for Amanda Smith as previously noted for this item.*)

RESOLUTION: #2021-32

Moved by: Dan O'Mara

Seconded by: Terry Kelly

Resolved THAT the District of Nipissing Social Services Administration Board (DNSSAB) reviews the options for distributing this year's Healthy Communities Fund (HCF) and approves option # 1 recommended by staff, to retain the \$170,000 funding and invest it where it is needed most in the community (similar to 2020/2021).

Carried.

8.6 EMS02-21 Community Paramedicine – LTC Funding

RESOLUTION: #2021-33

Moved by: Jane Dumas

Seconded by: Dave Mendicino

Resolved THAT the District of Nipissing Social Services Administration Board (DNSSAB) approves participation in a pilot project for the provision of Community Paramedicine for Long Term Care (CPLTC) for citizens across Nipissing District for the period ending 2024.

EMS Chief Rob Smith reviewed the \$3.2Million, three-year pilot project that will use four Community Paramedics and the work that will be done with people in their homes who need long-term care or are waiting for placement in long-term care. One member asked that at least one Community Paramedic of the team be bilingual.

Carried.

8.7 FA03-21 Board Honoraria

RESOLUTION: #2021-34

Moved by: Chris Mayne

Seconded by: Dan O'Mara

Resolved THAT the draft revisions to the Board Service Reimbursement policy, previously approved under resolution 2020-39, be approved by the District of Nipissing Social Services Administration Board (DNSSAB) as presented in report FA03-21.

Carried.

9. NEW BUSINESS

There was no new business.

10. NEXT MEETING DATE

Wednesday, April 28, 2021

11. ADJOURNMENT

Resolution No. 2021-35

Moved by: Terry Kelly

Seconded by: Jane Dumas

Resolved THAT the Board meeting be adjourned at 3:10 PM.

Carried.

MARK KING
CHAIR OF THE BOARD

CATHERINE MATHESON
SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Marianne Zadra, Executive Coordinator



MINUTES OF PROCEEDINGS

**COMMUNITY SERVICES COMMITTEE MEETING
WEDNESDAY, MARCH 24, 2021
12:00 PM VIA ZOOM**

MEMBERS PRESENT:

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

REGRETS:

Councillor Mac Bain – (North Bay)

STAFF ATTENDANCE:

Catherine Matheson, CAO
Marianne Zadra, Executive Coordinator and Communications
Melanie Shaye, Director of Corporate Services
Michelle Glabb, Director of Social Services and Employment
Lynn Demore-Pitre, Director Children's Services
Stacey Cyopeck, Director, Housing Programs
Pierre Guenette, Director, Housing Operations
Robert Smith, EMS Chief
Justin Avery, Manager of Finance
Dawn Carlyle, Project Manager

David Plumstead – Manager Planning, Outcomes & Analytics

1.1 CALL TO ORDER

The Community Services Committee was called to order at 12:02 PM by Chair Dan Roveda.

1.2 DECLARATION OF CONFLICTS OF INTEREST

Dave Mendicino declared a conflict for Consent Agenda items 5.4. and 5.5.

2.0 CHAIR'S REMARKS

The Chair welcomed everyone.

3.0 ADOPTION OF THE AGENDA

RESOLUTION: #CS04-2021

MOVED BY: Mark King

SECONDED BY: Jane Dumas

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

Carried.

4.0 DELEGATIONS

4.1 Near North Landlords Association and LIPI - Low income People Involvement of Nipissing's Housing & Homelessness Covid Recovery Response Plan - Lana Mitchell and Tricia Marshall

The Chair reminded the presenters about the 10-minute time allotment.

Tricia Marshal and Lana Mitchell presented the results of surveys they conducted regarding the number of tenants who may be at risk of losing their housing, particularly as a result of impacts from the pandemic. On behalf of LIPI, Lana Mitchell proposed a Covid Recovery Response pilot to mitigate the effects of rent arrears.

The Chair thanked the presenters, and indicated staff will analyze the evidence offered in the delegation, consult with community partners and then come back with a report to the committee.

5.0 CONSENT AGENDA

Items 5.1, 5.3, 5.4 and 5.6 were pulled from the agenda for further discussion. Dave

Mendicino noted conflicts for items 5.4 and 5.5.

RESOLUTION #CSC05-2021

MOVED BY: Dan O'Mara
SECONDED BY: Bill Vrebosch

That the Committee receives for Consent Agenda items 5.2 and 5.5.

5.2 SSE02-21 Canadore PSW Program Update - an update on the Personal Support Worker collaboration with Canadore College.

5.5 HS14-21 Housing and Homelessness Service Eligibility - information on service eligibility for district Housing and Homelessness programs, and methods to be used to manage shelter capacity and resources. (Conflict for Dave Mendicino noted.)

Carried.

5.1 SSE03-21 Reloadable Payment Card
RESOLUTION #CSC05-2021-A

That the Committee receives for information purposes item 5.1 SSE03-21 Reloadable Payment Card.

MOVED BY: Scott Robertson
SECONDED BY: Mark King

Ontario Works and Employment Director Michelle Glabb indicated that the Reloadable Payment Card (RPC) is part of a provincial strategy for harder to serve clients who don't have bank accounts. RPC works like a debit card. Direct Bank Deposit (DBD) is also being widely used. Staff will continue to promote both RPC and DBD as both methods of receiving benefits are less risky for recipients than paper cheques.

Carried.

5.3 HS11-21 Coordinated Access and PiT
RESOLUTION #CSC05-2021-B

That the Committee receives for information purposes item 5.3 HS11-21 Coordinated Access and PiT.

MOVED BY: Bill Vrebosch
SECONDED BY: Jane Dumas

Housing Programs Director Stacey Cyopeck explained the implementation of HIFIS 4.0, which includes a by-name list, will be fully implemented by April 2022. She added that

the provincial Point in Time count of homeless individuals was put on hold until a by-name list could be established for the 2021 enumeration. Matters of confidentiality are being worked out through the data providers and a data sharing agreement. Coordinated access ensures a person gets the services they need.

Carried.

**5.4 HS10-21 Shelter Update – Dave Mendicino’s conflict is noted.
RESOLUTION #CSC05-2021-C**

That the Committee receives for information purposes item 5.4 HS10-21 Shelter Update

MOVED BY: Jane Dumas
SECONDED BY: Dan O’Mara

Stacey presented the charts contained in the report that show the relationship between temperatures and the lockdown to attendance, overflow, and capacity at various shelter sites since the pandemic started.

Carried.

**5.6 EMS03-21 EMS Response Times
RESOLUTION #CSC05-2021-D**

That the Committee receives for information purposes item 5.6 EMS03-21 EMS Response Times

MOVED BY: Amanda Smith
SECONDED BY: Dave Mendicino

EMS Chief Robert Smith explained Response Time Standard Reporting that is required by the province every year by March 31. He also reviewed the Canadian Triage Acuity Scale and the numbers representative of the Nipissing District. In response to a question about non-emergent transfers, Rob indicated that DNSSAB is trying to access ministry funding to operate similar systems to what’s more common in Southern Ontario, which often don’t require a paramedic in the vehicle. He also indicated he will be reviewing when the best time is for on-call and on-site staffing.

Carried.

6.0 MANAGERS’ REPORTS

6.1 IN CAMERA

RESOLUTION: #CSC06-21

That the committee move in-camera at 1:14 PM to discuss a matter involving labour relations and negotiations. Moved by Jane and mark. Bill noted a conflict with the Labour Relations item.

MOVED BY: Jane Dumas
SECONDED BY: Mark King

Carried.

[In camera minutes are filed separately.]

6.2 ADJOURN IN CAMERA

RESOLUTION: #CSC07-21

That the committee adjourn in-camera at 1:42 PM

MOVED BY: Scott Robertson
SECONDED BY: Mark King

7.0 OTHER BUSINESS

There was no other business.

8.0 NEXT MEETING DATE

Wednesday, March 24, 2021

9.0 ADJOURNMENT

RESOLUTION #CS03-2021

Moved by: Scott Robertson
Seconded by: Terry Kelly

***Resolved* That the Community Services Committee meeting be adjourned at 1:43 PM.**

The Chair indicated the next meeting, DNSSAB Board, would begin after a 10-minute break.

Carried.

DAN ROVEDA
CHAIR OF THE COMMITTEE

CATHERINE MATHESON
SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Marianne Zadra, Executive Coordinator

BRIEFING NOTE HS19-21

For information or For Approval

Date: April 28, 2021

Purpose: Nipissing District Housing and Homelessness Partnership Advocacy for the Recovery for All Campaign

Prepared by: Stacey Cyopect, Director, Housing Programs

Reviewed by: Catherine Matheson, CAO

This report provides details regarding the Nipissing District Housing and Homelessness Partnership's (NDHHP) endorsement of the Recovery for All Campaign designed by the Canadian Alliance to End Homelessness (CAEH), and is for information purposes.

Background:

At a meeting on November 18, 2020, a member of the NDHHP group provided information on the Recovery for All Campaign designed by the CAEH. It was suggested that a member of the CAEH be invited to a future meeting to discuss the campaign. On December 9, 2020, Tim Richter from the CAEH attended the NDHHP meeting to present information on the Recovery for All Campaign.

Report:

Recovery for All is a national advocacy campaign designed by the CAEH, asking Canadians to encourage the federal government to make strong investments in housing, homelessness and income support to end homelessness in Canada.

Through a six-point plan, the CAEH Recovery for All Campaign aims to implement a rapid, achievable and cost-effective approach to ending homelessness:

1. A federal commitment (with timelines and targets) to the prevention and elimination of homelessness with expanded federal investment in community-based homelessness responses;
2. A national guaranteed minimum income to ensure those in greatest need have minimum financial resources to help them meet their basic needs and prevent homelessness when times are tough;
3. Construction of over 300,000 new permanently affordable and supportive housing units and enhanced rental support for low-income Canadians to address Canada's housing and homelessness crisis;

4. Meaningful implementation of the right to housing to surface and resolve inequities and systemic/structural breakdowns that contribute to homelessness and housing need;
5. Implementation of measures to curtail the impacts of financialization of rental housing markets by limiting the ability of large capital funds to purchase “distressed” rental housing assets;
6. Implementation of an Urban and Rural Indigenous Housing and Homelessness Strategy that is developed and implemented by urban, rural and Northern Indigenous peoples and housing service providers.

At a subsequent meeting of the NDHHP, a motion was presented (Attached as Appendix A), and passed wherein the NDHHP agreed to endorse the CAEH Recovery for All Campaign.

Conclusion:

The CAEH Recovery for All Campaign’s main objective is to ensure a decent and affordable home regardless of circumstance. To realize this objective, it recommends a substantial increase in federal funding directed to end homelessness, supported by actions from provincial, territorial and municipal governments. The Recovery for All Campaign is committed to working with government and communities to end homelessness in Canada by 2030.

**Nipissing District Homelessness and Housing Partnership
Motion to Endorse Canadian Alliance to End Homelessness Recovery for All Campaign**

Whereas, Nipissing District Homelessness and Housing Partnership (NDHHP) aims to develop and advocate for comprehensive, sustainable, and evidence-based solutions to: address, prevent, and eliminate homelessness in the District of Nipissing;

Whereas, Canadian Alliance to End Homelessness and the Recovery for All campaign seek to build a national movement to eliminate homelessness for all Canadians as part of Canada's pandemic recovery and proposes strategies, such as enhancing Reaching Home funding, that are relevant to needs in Nipissing District;

Whereas, housing is a human right as declared by Canada under the United Nations Declaration on the Rights of Indigenous Peoples and the International Covenant on Economic, Social and Cultural Rights, and movement toward its realization is in alignment with Truth and Reconciliation Commission of Canada Call to Action #43*^{1,2,3};

Whereas, homelessness is associated with poor health outcomes such as mental health issues, including substance use disorders, injuries, and chronic diseases, e.g., hypertension, diabetes⁴; housing is an absolute necessity for living a healthy life, and living in unsafe, unaffordable or insecure housing increases the risk of many health problems and furthers health inequities⁵;

Whereas, in January 2021, there were 1,441 applicants on the Centralized Waiting list for affordable housing in Nipissing District⁶; and most recent data (2016) shows that 15.5% of households in Nipissing District and up to 33.7% of households in Mattawa were in core housing need, that is living in dwellings that were unsuitable, inadequate, or unaffordable^{7,8}; Nipissing District is in need of more and varied affordable housing options, including transitional and supportive housing, to meet the unique needs of urban and rural populations;

Whereas, as a result of colonization, Indigenous populations in Nipissing District are grossly over-represented among those experiencing homelessness^{9,10}; during a 24 hour Point in Time Count in March 2020, 42% of respondents experiencing homelessness identified as Indigenous or of Indigenous ancestry and discrimination and stigma were listed as a top barrier to finding housing¹¹; NDHHP supports a distinct Indigenous housing strategy to expand the supply of non-market housing owned and managed by Indigenous Peoples for urban Indigenous Peoples living off reserve in small northern cities like North Bay;

Whereas; nearly 3 in 5 respondents in the 2020 Point in Time Count reported first experiencing homelessness before the age of 25, over 1 in 4 identified having been in foster care or group home, and 35% in North Bay reported first experiencing homelessness before the age of 18¹²; NDHHP supports developing a new funding stream to prevent homelessness among women, children and youth;

Whereas, poverty is a driver of homelessness and inadequate income has been identified by Nipissing District residents experiencing homelessness as the top barrier for finding housing^{13,14}; Poverty can mean a person is one illness, one accident, or one paycheque away from homelessness¹⁵; NDHHP supports the concept of a minimum income that allows everyone to live in housing that is safe, adequate, and affordable;

Therefore, be it resolved that Nipissing District Homelessness and Housing Partnership endorses, in principle, the Canadian Alliance to End Homelessness Recovery for All Campaign and their national movement to end homelessness in Canada.

Moved by: Tawnia Healy

Seconded by: Kathleen Jodouin

Approved by all

Date: February 10, 2021

*Truth and Reconciliation Commission of Canada Call to Action # 43 calls upon federal, provincial, territorial, and municipal governments to fully adopt and implement the United Nations Declaration on the Rights of Indigenous Peoples.

-
- ¹ Canadian Observatory on Homelessness. (2021). *Human Rights Approach*. Retrieved from: <https://www.homelesshub.ca/solutions/prevention/human-rights-approach>
- ² Ontario Human Rights Commission. (2007). *Human Rights and Rental Housing in Ontario: Background Paper*. Retrieved from: <http://www.ohrc.on.ca/en/human-rights-and-rental-housing-ontario-background-paper>
- ³ Truth and Reconciliation Commission of Canada. (2015). *Truth and Reconciliation Commission of Canada: Calls to Action*. Retrieved from: http://nctr.ca/assets/reports/Calls_to_Action_English2.pdf
- ⁴ Ontario Agency for Health Protection and Promotion (Public Health Ontario). (2019). *Evidence Brief: Homelessness and Health Outcomes: What are the Associations?* Toronto, ON: Queen's Printer for Ontario; 2019.
- ⁵ Mikkonen, J., & Raphael, D. (2010). *Social Determinants of Health: The Canadian Facts*. Toronto: York University School of Health Policy and Management.
- ⁶ District of Nipissing Social Services Administration Board. (2019). *A Place to Call Home: 2014-2024. 5-year Review of Nipissing District's 10-year Housing and Homelessness Plan*. Retrieved from: <https://dnssab.ca/housing-services/5-year-review-of-housing-and-homelessness-plan/>
- ⁷ North Bay Parry Sound District Health Unit. (2019). Instant Atlas Report. Retrieved from: <http://npsatlas.healthunit.ca/Sociodemographics/Atlas.html>
- ⁸ District of Nipissing Social Services Administration Board. (2019). *A Place to Call Home: 2014-2024. 5-year Review of Nipissing District's 10-year Housing and Homelessness Plan*. Retrieved from: <https://dnssab.ca/housing-services/5-year-review-of-housing-and-homelessness-plan/>
- ⁹ Canadian Observatory on Homelessness. (2021). *Indigenous Homelessness*. Retrieved from: <https://www.homelesshub.ca/about-homelessness/population-specific/indigenous-peoples>
- ¹⁰ District of Nipissing Social Services Administration Board. (2020). *Everyone Counts Nipissing District*. Retrieved from: <https://dnssab.ca/housing-services/everyone-counts-pit-count-2020/>
- ¹¹ District of Nipissing Social Services Administration Board. (2020). *Everyone Counts Nipissing District*. Retrieved from: <https://dnssab.ca/housing-services/everyone-counts-pit-count-2020/>
- ¹² District of Nipissing Social Services Administration Board. (2020). *Everyone Counts Nipissing District*. Retrieved from: <https://dnssab.ca/housing-services/everyone-counts-pit-count-2020/>
- ¹³ Canadian Observatory on Homelessness. (2021). *Poverty*. Retrieved from: <https://homelesshub.ca/about-homelessness/education-training-employment/poverty>
- ¹⁴ District of Nipissing Social Services Administration Board. (2020). *Everyone Counts Nipissing District*. Retrieved from: <https://dnssab.ca/housing-services/everyone-counts-pit-count-2020/>
- ¹⁵ Canadian Observatory on Homelessness. (2021). *Causes of Homelessness*. Retrieved from: <https://www.homelesshub.ca/about-homelessness/homelessness-101/causes-homelessness>

BRIEFING NOTE HS21-21

For information or For Approval

Date: April 28, 2021

Purpose: Social Services Relief Fund Phase 3 Investment Plan

Prepared by: Stacey Cyopeck, Manager, Housing Programs

Reviewed by: Catherine Matheson, CAO

Recommendation:

That the District of Nipissing Social Services Administration Board (DNSSAB) receives for approval report HS21-21, which provides an update on the planned allocation of the Social Service Relief Fund Phase 3 funding.

Background:

On March 10, 2021 the DNSSAB received notification from the Ministry of Municipal Affairs and Housing that the province had allocated an additional \$2,611,180 in Social Service Relief Fund Phase 3 funding for use from March 1, 2021 to December 31, 2021. This funding is intended to mitigate the continued impact of the pandemic on the homelessness sector, and supports operating expenses only.

The initial SSRF focus was to support a range of vulnerable populations, including people living in community housing, supportive housing, people with low incomes, social assistance recipients, and others who require social services support as well as those experiencing homelessness.

SSRF Phase 2 built on this support and expanded the eligible uses of funding, with a focus on resiliency to future waves of COVID-19. It had the following objectives:

1. Mitigate ongoing risk for vulnerable people, especially in congregate care settings;
2. Encourage longer-term housing-based solutions to homelessness post-COVID-19;
and
3. Enhance rent assistance provided to households in rent arrears due to COVID-19.

The intention of SSRF Phase 3 is to continue to help a diverse range of vulnerable people to meet their short-term critical needs, including people living in community housing, supportive housing, people with low incomes, social assistance recipients, or others who require social services support as well as those that are experiencing homelessness.

Report:

The SSRF Phase 3 funding has the same four eligible service categories found under CHPI: Emergency Shelter Solutions, Housing and Related Supports, Other Services and Supports and Homelessness Prevention. In recognition of the number of households that have been financially impacted by the pandemic, a specific sub-category: Homelessness Prevention - Rent Relief; has also been added.

On March 22, 2021, the following Investment Plan was submitted to the MMAH and was officially approved by the District of Nipissing Social Services Administration Board through report HS15-21. Final Approval from the MMAH was received on March 29, 2021.

SSRF Phase 3 Funding Allocation Plan

	March 1-31, 2021	Q1	Q2	Q3	Total
Emergency Shelter Solutions	\$0.00	\$609,769.20	\$766,265.15	\$807,587.83	\$2,183,622.18
Homelessness Prevention	\$0.00	\$63,434.07	\$40,000.00	\$40,000.00	\$143,434.07
Homelessness Prevention - Rent Relief	\$0.00	\$68,596.00	\$68,596.00	\$68,596.35	\$205,788.35
Housing With Related Supports	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Services and Supports	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Operations	\$0.00	\$741,799.27	\$874,861.15	\$916,184.18	\$2,532,844.60
Admin (3%)	\$0.00	\$26,111.00	\$26,111.00	\$26,113.40	\$78,335.40
Total Per Quarter		\$767,910.27	\$900,972.15	\$942,297.58	\$2,611,180.00
				Budget	\$2,611,180.00

Flexibility has been built into this funding, and will allow funds to be moved, as needed, if priorities change during the funding period.

In Early April 2021, using the Social Service Relief Fund community survey results from the beginning of the pandemic in 2020 and the 10 Year Housing and Homelessness Plan, a list of priorities for the allocation of the remainder of the SSRF Phase 3 funding was sent to the membership of the Nipissing District Housing and Homelessness Community Advisory Board for input. The results were as follows:

April 2021 Survey Results

Priority	Rank
Homelessness Interventions and Navigation (i.e. Street and Encampment Outreach)	1
Homelessness Prevention Supports – (i.e. Rent Arrears, Utility Arrears)	2
Food/Meal Distribution	3
Transportation	4
OTHER: Stabilizing Core Housing/Homelessness Services	4
OTHER: PPE and Cleaning	4

After allocating the funds approved for the Low Barrier Shelter and Overflow, the remainder of the SSRF Phase 3 funds will be allocated in accordance with the survey results, using the following formula:

- Up to 40% to Homelessness Interventions and Navigation (i.e. Street and Encampment Outreach)
- Up to 30% to Homelessness Prevention Supports – (i.e. Rent Arrears, Utility Arrears)
- Up to 30% to other priorities as needed

Risk Identified and Mitigation:

The pandemic continues to impact services and service recipients. The flexibility of the SSRF Phase 3 funding will allow the DNSSAB to be responsive to challenges as they arise. By allocating dollars strategically, SSRF Phase 3 will provide responsive funding until December 2021.

Conclusion:

The SSRF P3 Funding will provide flexible and responsive funding for homelessness services that have been impacted by the pandemic to the end of 2021. The DNSSAB and its community partners will continue to advocate to find sustainable, long-term funding for the programs and services that have been integral to maintaining and enhancing the housing and homelessness system in Nipissing.



BRIEFING NOTE H22-21

For Information or For Approval

Date: April 28, 2021

Purpose: Mobile Nurse Practitioner Pilot

Prepared by: Stacey Cyopeck, Manager, Housing Programs

Reviewed by: Catherine Matheson, CAO

This report outlines the Mobile Nurse Practitioner Pilot Project funded under the SSRF-Mental Health and Addictions funding and is for information purposes.

Background:

The pandemic has brought to light the challenges that people experiencing housing insecurity, poverty and homelessness experience in accessing minimum protections to stay safe during the pandemic. Individuals who are homeless or precariously housed find it challenging to navigate the health care system, contributing to susceptibility to relapse and lack of trust in care providers. Current research shows that best practices should include programs that extend beyond the hospital setting to the community setting where these individuals can access continuity of care while transitioning to a more stable living situation with services in place. Care models should offer an integrative care process that includes a range of services that can be incorporated as part of the patient's plan with an emphasis on timely and safe transitions from one setting to another¹.

Report:

Health systems with greater availability of primary care are associated with increased access to care, reduced health inequities, better outcomes and lower costs.² In addition, a mobile program can focus on bridging the gap of services between hospitals and health care centers within the community.³ The importance of these partnerships is emphasized as part of a community effort where mobilized programs fill the gaps in services while exploring long-term solutions for continuity of care for vulnerable citizens and focusing energy to the community settings where integrated primary and behavioral care can be provided to individuals⁴. Home health models focus on bringing services to individuals in their community settings.

¹ (Noseworthy, Seigny, Laizner, Houle, & La Riccia, 2014)

² "Shifts in office and virtual primary care during the early COVID-19 pandemic in Ontario, Canada" *CMAJ*

³ O'Connell et al., 2010.

⁴ Buck et al., 2012

In addition, in Strategic Objective 2 in the District of Nipissing's 10 Year Housing And Homelessness Plan, the need for linkages between the community and primary care is noted in two different strategies:

Strategic Objective 2: Improving Housing Stability

Strategy 3: Consistent and coordinated discharge planning from hospital, detox, addiction, mental health, and youth and adult correctional facilities.

- 2.3.1. Work with community partners to create discharge plans that include services and programs available in the District.
- 2.3.2. Ensure that individuals discharged from institutions receive housing supports and services once they are housed in the District.

Strategy 5: Improve senior citizen's ability to Age in Place.

- 2.5.5. Advocate for ongoing management and support to maintain the housing of older adults living with mental illness in the District.
- 2.5.6. Advocate and expand funding for health support services to support seniors in their home setting.
- 2.5.7. Investigate the use of para-medicine as an aid for referrals.

Using funds from the SSRF Phase 2 Mental Health and Addictions funding, the DNSSAB has entered into a service agreement partnership with the North Bay Nurse Practitioner Led Clinic for a one year Mobile Nurse Practitioner pilot. This pilot will look at the impact of accessible, mobile Primary Care for vulnerable populations who are homeless or precariously housed within the District of Nipissing, as well as supporting NDHC tenants.

The project will be divided into to three phases:

Phase 1: Design and Development

Timeframe of April 1 – 30, 2021.

Phase 1 shall focus on the development of the overall framework for the Pilot Project.

Phase 2: Implementation and Operationalization

Timeframe May 1, 2021 – March 31, 2022.

Phase 2 shall encompass the services to be provided and the metrics to be monitored throughout the Pilot Project.

Phase 3: Evaluation and Reporting

Timeline February 1, 2022 – March 31, 2022. Phase 3 shall encompass the collaborative finalization of the Pilot Project Report.

To support this initiative, a vehicle has been purchased by NDHC, using SSRF Phase 2 funds, for use during the pilot project and will allow the Mobile Nurse Practitioner to provide services throughout the District. Regular, accessible clinic locations will be set up throughout the District, including NDHC housing locations as part of the pilot. In-home visits for individuals who are house-bound or have mobility challenges will also be provided.

A first planning meeting with initial community partners was held on Thursday, April 15, 2021 to begin development of the ongoing processes and working relationships required for the implementation of the Pilot on May 1, 2021.

Community involvement with the Pilot will include:

➤ **Planning /Steering and Oversight Committee** - Membership will include (but is not limited to)

- The North Bay Nurse Practitioner Led Clinic
- DNSSAB
- NDHC

And representation from:

- Paramedicine
- Street Outreach Services
- Shelter Services
- Housing Services
- Emergency Services
- Indigenous Services

➤ **Mobile Nurse Practitioner Pilot Support Team** – front-line staff from various partner agencies who will work directly with the Mobile Nurse Practitioner, providing referral management, collaborative case conferencing and direct services and supports as needed.

➤ **Pilot Project evaluation task group** – Data compilation and analysis

It will be imperative that the Pilot represents a joint effort involving community partners working together to improve the outcomes of vulnerable patients. Providers, health care organizations, and patients alike have attested to the benefits that early intervention programs, such as mobile health units, can provide.

Conclusion:

Mobile health programs that incorporate Nurse Practitioners as part of their team provide cutting edge approaches to health care delivery. A Mobile Nurse Practitioner in the community setting is a cost-effective measure that cannot be overlooked. Serving the needs of vulnerable individuals who have limited or no access to individualized primary health care, (by) strategically placing a Mobile Nurse Practitioner in the community setting offers cost reduction measures and reduction of burdens to the health care system.⁵

Over the next year, the Nipissing District Mobile Nurse Practitioner Pilot will offer an opportunity to evaluate the impact having access to primary care in the District of Nipissing may have for vulnerable populations and emergency services. At the end of the pilot period, the data and lessons learned from the pilot will be compiled and analyzed and recommendations brought forward that could then be used for future planning and projects.

⁵ Doran et al., 2013

BRIEFING NOTE HS20-21

For Information or For Approval

Date: April 28, 2021

Purpose: Transfer of 2469 Trout Lake Road

Prepared by: Stacey Cyopeck, Director, Housing Programs

Reviewed by: Catherine Matheson, Chief Administrative Officer

RECOMMENDATION:

That the District of Nipissing Social Services Administration Board receive, for approval, report HS20-21 regarding the sale of the Canada-Ontario Affordable Housing Program (AHP) (2003) project located at 2469 Trout Lake Road, North Bay.

BACKGROUND:

- On March 1, 2009, the DNSSAB and 1732859 Ontario Inc. (Ron Girard) entered into a Contribution Agreement for an affordable housing project located at 2469 Trout Lake Road, North Bay, ON and that was further amended on October 15, 2009.
- The parties also entered into an Operating Agreement in relation to this project.
- This project offers twelve (12) affordable two-bedroom apartment units.
- On February 2, 2021, Mr. Girard informed the DNSSAB that he had entered into a conditional sale agreement with Mr. Benjamin Sabourin.
- Mr. Sabourin set up a numbered company (2812602 Ontario Ltd.) to acquire the property.

CURRENT STATUS/STEPS TAKEN TO DATE:

- Since February 2, 2021, the DNSSAB has endeavored to facilitate the transfer of this affordable housing project, and has asked both parties to provide the necessary documentation to expedite the transfer.

- As of March 3rd, the seller and purchaser have submitted all required documentation to the DNSSAB, excluding the Municipal Housing Facilities Agreement, as the transfer has yet to be approved by City Council. (Appendix A).
- Following Housing Program's review of the submitted documents, the following items were noted about the purchaser:
 - Experienced landlord in the City of North Bay and a respected small-business owner.
 - Finances meet the equity requirements.
 - Proper insurance coverage and financing documentation.

RESOURCES REQUIRED:

This sale could have minor effects on the program's budget. While the capital funds associated with this project have already been fully disbursed, the project receives a small monthly Affordability Payment (currently \$1,119.29) based on the principle and interest on the project's mortgage. Should the purchaser's mortgage rate increase, there would be a small increase to the monthly Affordability Payment.

RISK IDENTIFICATION AND MITIGATION:

The most noteworthy risk facing the DNSSAB will be that the Ministry chooses to deny the transfer of the project. At that point, the Ministry may decide to withdraw the AHP funding provided by calling in the mortgage on title for the remainder of the AHP funding. This would be highly unlikely given that Mr. Sabourin is a well-regarded landlord in the community, and the DNSSAB has exercised due diligence in completing a thorough review and submitting all the required documentation to the Ministry.

CONCLUSION:

After full review of the information provided by the purchaser, Housing Programs staff are confident that Mr. Sabourin will continue to provide high quality, affordable housing to the citizens of North Bay at the property located at 2469 Trout Lake Road, North Bay. As such, we are seeking the Board's endorsement of Mr. Sabourin as an AHP proponent. This endorsement will be provided to the Ministry of Municipal Affairs and Housing who will also be required to approve the sale of the property.

BRIEFING

District of Nipissing
Social Services
Administration Board



Conseil d'administration
des services sociaux
du district de Nipissing

NOTE B09-21

For information For Approval

DATE: April 28, 2021
PURPOSE: **By-Law Amendments**
PREPARED BY: Melanie Shaye, Director of Corporate Services
REVIEWED BY: Catherine Matheson, CAO

RECOMMENDATION

THAT the District of Nipissing Social Services Administration Board (DNSSAB) accepts the amendments to the General Business By-law (By-law #1) and Procedure By-law (By-law #2), as described in briefing note B09-21.

BACKGROUND

In March 2021 through briefing note B06-2021 the DNSSAB Board of Directors adopted changes to the Procedural By-law, most significantly, creating a General Business By-law and Procedure By-law in place of one Procedural By-law. The Board further directed staff to make changes to Part 7 of By-law #1 and Part 14 of By-law #2. Further, based on best practice, changes to Part 34 of By-law #2 are recommended.

RECOMMENDED CHANGES

General Business By-law (By-law #1)

Section B. Roles and Duties, Part 7: Roles of Members

The Board of Directors shall authorize the Chair and/or the Chief Administrative Officer or their delegate to act as spokesperson or spokespeople to speak publicly, when required, regarding the actions and plans of the Corporation.

Procedure By-law (By-law #2)

Section B. Roles and Duties, Part 14: Delegations

Once a delegation has been heard by the Board or a Committee, subsequent presentations by the same delegation on the same or substantially the same matter shall not be heard within one (1) year from the previous delegation.

Section E. Minutes and Agendas, Part 34: Agendas for Meetings of the Board of Directors

Notice of Motion

Prior to a Meeting: a motion that is not listed on the agenda may be considered at the meeting of the Board of Directors, by providing the Secretary a copy at least two (2) weeks in advance of the meeting they wish the motion to be heard.

During a Meeting without Notice: a motion may be submitted during a meeting without notice, and be recorded in the minutes and placed on the agenda for the next regular meeting.

Motion without Notice: In circumstances of an urgent nature, a member may request that a member's motion, for which notice has not been provided, be considered immediately if a vote dispensing with notice is supported by a two-thirds majority of members present.

CONCLUSION

In accordance with the General Business By-law, 30 days' notice will be given to municipalities when changing by-laws. Changes to the by-law will be accepted with a two-thirds majority vote of the Board. Upon approval of the DNSSAB Board, the Clerks/CAO's of member municipalities will be issued copies of the draft By-law revisions and the updated By-laws will become effective May 29, 2021.

BY-LAW NUMBER 1 **GENERAL BUSINESS BY LAW**

SECTION A – INTRODUCTION

1 DEFINITIONS

- 1.1 “Act” means the *District Social Services Administration Act*, R.S.O. 1990 c. D. 15.
- 1.2 “By-laws” means By-law Number 1, being the General Business By-law and By-law Number 2, being the Procedure By-law, of the District of Nipissing Social Services Administration Board.
- 1.3 “Chair” is as defined in section 11.4.1 of this By-law Number 1.
- 1.4 “Chief Administrative Officer” is as defined in section 11.4.3 of this By-law Number 1.
- 1.5 “Confidential Information” includes any information, either oral, written or recorded in any manner, that one party (disclosing party) furnishes to another party (receiving party) or to which the receiving party has access which is marked as confidential, simply treated as such by the disclosing party or should otherwise be known by the receiving party to be confidential, including but not limited to Intellectual Property Rights, know-how, trade secrets, processes, plans and financial information, data concerning business relationships, strategic objectives and planning, business activities, but excludes information which becomes public knowledge or is in the public domain by reason of becoming public property other than by fault on the part of the receiving party.
- 1.6 “Conflict of Interest” means a situation where:
- 1.6.1 the personal or business interests of a Member, Officer or agent of the Corporation are in conflict with the interests of the Corporation; or
 - 1.6.2 a personal gain, benefit, advantage or privilege is directly or indirectly given to or received by a Member, Officer or agent or a person related to any one of them as a result of a decision by the Corporation;
- and includes:
- a. the Corporation giving a direct or indirect gain, benefit, advantage or privilege to a Member, Officer or agent or a person related to any one of them;
 - b. a Member, Officer or agent or a person related to any one of them receiving a direct gain, benefit, advantage or privilege from the Corporation as a result of the person’s position within the Corporation;

- c. the Corporation, in offering housing accommodation or in setting rents or other occupancy charges, giving any advantage or privilege to Members who are tenants that is not available to tenants who are not Members.
- 1.7 “Corporation” means the District of Nipissing Social Services Administration Board.
- 1.8 “District” means the District of Nipissing.
- 1.9 “Head Office” means the registered head office of the Corporation as from time to time designated by the Members.
- 1.10 “Intellectual Property Rights” means all right, title and interest in and to all intellectual property rights of any kind, whether registered or not, including domestic and foreign trade-marks, business names, trade names, domain names, trading styles, patents, trade secrets, software, documentation and copyrights, whether registered or unregistered, and all applications for registration thereof, and all goodwill associated with any of the foregoing;
- 1.11 “Law” means means any domestic or foreign law including any statute, subordinate legislation, and any guideline, directive, rule, standard, requirement, policy, order, judgment, injunction, award or decree of a government authority having the force of law.
- 1.12 “Member” means a person appointed to the Corporation and representing one or more areas of jurisdiction serviced by the Corporation.
- 1.13 “Nomination Day” means the first day during the election for a new municipal council on which it can be determined that one of the following applies to the new Members that will take office for the next term:
 - A) If the Corporation will have the same number of Members as previously appointed, the newly appointed Members will include less than three-quarters of the Members of the previously appointed Board of Directors.
 - B) If the Corporation will have more Members than the previously appointed Board of Directors, the newly-appointed Members will include less than three-quarters of the previously appointed Members or, if the newly appointed Members will include at least three-quarters of the previously appointed Members, three-quarters of the previously appointed Members will not constitute, at a minimum, a majority of the newly-appointed Members.
 - C) If the Corporation will have fewer Members than the previously appointed Board of Directors, less than three-quarters of the newly appointed Members will have been previously appointed Members or, if at least three-quarters of the newly appointed Members will have been previously appointed Members, three-quarters of the newly appointed Members will not constitute, at a minimum, a majority of the previously appointed Members.
- 1.14 “Officer” is as defined in section 11.1 of this By-law number 1.

- 1.15 “Person related to any one of them” means a parent, spouse, same-sex partner, child, household member, sibling, uncle, aunt, nephew, niece, mother-in-law, father-in-law, sister-in-law, brother-in-law or grandparent of a Member, Officer or agent or a person with whom a Member, Officer or agent has a direct or indirect pecuniary interest.
- 1.16 For the purposes of this By-law, the Members may be collectively referred to as the “Board of Directors”, and a resolution of the Board of Directors shall be deemed to be a resolution of the Members. A resolution of the Board of Directors may also be referred to herein as a resolution of the Members.
- 1.17 Unless a contrary intention clearly appears in this By-law, words importing the singular include the plural and vice versa.

2 PURPOSE – GENERAL BUSINESS BY-LAW

- 2.1 The Corporation is governed by the *District Social Services Administration Act*, R.S.O. 1990 c. D. 15, Ontario Regulation 278/98 and any other regulation under the Act.
- 2.2 The General Business By-law establishes consistent procedures for the Corporation’s Members to guide decision-making, and to define the Members’ authority and role in the operations of the Corporation.

3 AMENDMENTS TO BY-LAWS – GENERAL

- 3.1 Seven (7) days’ written notice shall be delivered to Members of any recommendation to amend the By-laws of the Corporation. Thirty (30) days’ written notice shall be delivered to those municipalities serviced by the Corporation when amendments to the By-laws are being recommended. Amendments to the By-laws shall be approved by a resolution of the Board of Directors receiving the vote of two thirds of all Members, at a duly called meeting of the Board of Directors.

4 CORPORATE STATUS/CORPORATE SEAL

- 4.1 The Corporation shall be a corporation as established by the *District Social Services Administration Board Act*. The number of Members, the areas that each represents and the manner and term of their appointment shall be set out in the Act and the regulations.
- 4.2 The seal of the Corporation shall be kept by the Secretary at the Head Office.

5 FRENCH LANGUAGE SERVICES

- 5.1 It is the commitment of the Corporation to make French language services available in the conduct of business of the Corporation, and to ensure that all persons including program recipients are able to communicate in French with, and to receive available services in French from, the Head Office or any satellite office of the Corporation. The Corporation recognizes and agrees to comply with the commitments upon which the

Corporation is prescribed by law, including but not limited to the *French Language Services Act*, R.S.O. 1990, c. F.32, as amended.

6 OFFICES

6.1 The Head Office of the Corporation shall be in the District of Nipissing.

SECTION B – ROLES AND DUTIES

7 ROLE OF THE MEMBERS

7.1 The role of the Members is to provide overall governance responsibility for the Corporation and to carry out the following:

7.1.1 To represent the public and to consider the well-being of all the member municipalities and Territories Without Municipal Organization;

7.1.2 To develop and abide by the policies and programs of the Corporation;

7.1.3 To determine which services the Corporation provides and to carry out the duties of the Corporation under the Act, the *Ontario Works Act*, the *Child Care and Early Years Act*, the *Housing Services Act*, the *Emergency Management and Civil Protection Act*, the *Ministry of Health and Long-Term Care Act*, and the related regulations;

7.1.4 To ensure that administrative practices and procedures are in place to implement the decisions of the Corporation;

7.1.5 To maintain the financial integrity of the Corporation;

7.1.6 To ensure open communication channels with provincial government ministries, specifically the Ministry of Education, the Ministry of Community, Family and Children's Services, the Ministry of Labour, Training and Skills Development, the Ministry of Health and Long-Term Care, and the Ministry of Municipal Affairs and Housing through fostering positive working relationships.

7.2 The Board of Directors shall authorize the Chair and/or the Chief Administrative Officer or their delegate to act as spokesperson or spokespeople to speak publicly, when required, regarding the actions and plans of the Corporation.

8 TERM AND POWERS OF THE MEMBERS

8.1 Number: The Corporation shall have appointed twelve (12) Members as determined by the Act and/or the regulations thereto.

8.2 The term for each Member shall be a period of four (4) years commencing on January 1st, of the year following a municipal election, and ending on December 31st in the year in which municipal elections take place.

- 8.3 Generally, a meeting of the Board of Directors will not be held in December of a municipal election year.
- 8.4 Powers: The Members shall oversee the business affairs of the Corporation. Any and all inquiries by Members shall be directed through the Chief Administrative Officer.
- 8.5 Transaction of Business: Business may be transacted by resolutions passed at meetings of Board 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. The Members may resolve to maintain their corporate records in electronic format.
- 8.6 Qualifications of Members: Members shall be Canadian citizens, who are at least eighteen (18) years of age with power under law to contract, who have been appointed by the municipal council for their representative area or by a prescribed election as a representative of a Territory Without Municipal Organization. Members shall meet the qualifications outlined in the Act and regulations. Each Member shall act in the best interests of the Corporation and the clients it serves.
- 8.7 Resignation: A Member may resign upon giving a written resignation to the Chair. Such resignation shall be effective when received by the Chair or at the time specified in the resignation, whichever is later.
- 8.8 Removal: The Members may, by resolution passed at a regular or special meeting of the Board of Directors, remove any Member from office before the expiration of their term. Any removal of a Member shall be approved by a resolution of the Board of Directors receiving a vote of two-thirds of the Members in attendance, where a Member is deemed to be in contravention of the Act, the By-laws or the Corporation's policies.
- 8.9 Vacancy of Office: A Member ceases to hold office when such Member dies, resigns or is removed from office by the Members, becomes disqualified to serve as a Member or is absent from the meetings of the Board of Directors for three (3) consecutive regular meetings of the Board of Directors without being so authorized by resolution of the Board of Directors.
- 8.10 Vacancies: A vacancy among the Members may be filled for the remainder of such Member's term by a qualified person. Municipalities represented by the Corporation have the authority to appoint a Member to a position vacated by another Member, but do not have the authority to remove a Member. Each Member shall act in the best interests of the Corporation.
- 8.11 The Members shall exercise all the powers that the Corporation may legally exercise unless restricted by Law. These powers include, but are not limited to, the following:
- 8.11.1 To enter into contracts or agreements;
 - 8.11.2 To make banking and financial arrangements;
 - 8.11.3 To direct the manner in which any other person or persons may enter into contracts of agreements on behalf of the Corporation;

- 8.11.4 To execute documents;
- 8.11.5 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 Members may consider advisable;
- 8.11.6 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
- 8.11.7 To purchase insurance to protect the property, rights and interests of the Corporation and to indemnify the Corporation, its Members, and Officers from any claims, damages, losses or costs arising from or related to the affairs of the Corporation.

8.12 Remuneration and Expenses: Remuneration of Members will be determined by resolution of the Board of Directors. The Members may be entitled to be reimbursed for travelling, training and other expenses properly and reasonably incurred by them in attending meetings of the Members and Committees and for such other out-of-pocket expenses incurred in respect of the performance of their duties as the Members may from time to time determine.

9 DUTIES OF MEMBERS

- 9.1 Members have a fiduciary duty, a duty of care, and a duty of loyalty to the Corporation. The standard of care set forth provides that all Members and Officers of the 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 shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
- 9.2 Every Member and Officer of the Corporation must also comply with the statutes and regulations of the Province of Ontario that govern the Corporation and the By-laws. No provision in a contract or the By-laws relieves a Member or Officer of their duties.
- 9.3 Every Member and Officer of the Corporation must keep Confidential Information confidential. Information obtained for and from in-camera meetings is not for public dissemination. Disclosing information acquired as the result of being a Member has the effect of making non-public information, public. A Member is in breach of such obligation when such disclosure occurs.
- 9.4 Notwithstanding the forgoing, a Member may be required to disclose Confidential Information if required to do so by Law.
- 9.5 Should a Member wish to publicly disclose in-camera discussion or Confidential Information, a resolution of the Board of Directors passed by a two thirds vote of Members at a duly constituted meeting of the Board of Directors is required prior to disclosure.

9.6 Issues discussed in-camera are deemed to be confidential information and cannot be disclosed without the authority of the Members, as prescribed in section 9.5.

10 CONFLICT OF INTEREST

10.1 Each Member individually, and the Corporation's Officers shall closely monitor its relationships, arrangements, contracts and agreements, and not engage in any relationships, arrangements, contracts and agreements that may result in a Conflict of Interest. The Members, individually and collectively, as well as the Officers, shall ensure compliance with this requirement.

10.2 Former Members and Officers of the Corporation may not apply for employment with the Corporation or seek to enter into a contract to supply services to the Corporation directly or indirectly until the expiry of twelve (12) months following the date upon which such person ceases to be a Member or Officer.

10.3 A Member shall not participate in that part of any meeting of the Board of Directors in which the Members deliberate, issue a tender, or vote on a contract or employment position for which a Member has a potential or actual Conflict of Interest.

10.4 A Member, Officer or agent of the Corporation must notify the Chair of the Corporation of every potential or actual Conflict of Interest no later than the first meeting of the Board of Directors after the Member, Officer or agent becomes aware that they are in a situation of a potential or actual Conflict of Interest, or request to have entered in the minutes of meetings of Members the nature and extent of their interest.

10.5 The decision of the Members on the existence of a potential or actual Conflict of Interest shall rest with the Members. In the event that the Members are unable to render a decision as to whether or not a Conflict of Interest exists, the Chair shall render a decision, which shall be binding upon the Corporation, Members, and Officers.

10.6 The Members shall have exclusive authority in the determination of a potential or actual Conflict of Interest.

10.7 In situations of potential or actual Conflict of Interest, a Member may proactively seek legal advice respecting such potential or actual Conflict of Interest, and the Board of Directors, by resolution, shall pay the costs incurred by the Member in seeking legal advice.

11 OFFICERS OF THE CORPORATION

11.1 The Officers of the Corporation shall be the Chair, Vice Chair, Chief Administrative Officer, Secretary, Treasurer and any such Officers as the Members may, by Law, consider necessary.

11.2 **Appointment:** The Members may from time to time designate the Officers of the Corporation, appoint Officers (and assistants to Officers), specify their duties and delegate to such Officers powers to manage the day-to-day business and affairs of the Corporation. A Member may be appointed to any office of the Corporation. Except for

the Chair of the Corporation, an officer may be, but need not be, a Member. Two or more offices may be held by the same person.

11.3 **Term of Office and Removal:** In the absence of a written agreement to the contrary, the Members may remove any Officer of the Corporation, with or without cause, by resolution of the Board of Directors passed by a two-thirds vote of the Members at a duly constituted meeting of the Board of Directors. Unless so removed, an Officer shall hold office until their successor is appointed or until their resignation, whichever shall first occur. The Chair and Vice-Chair shall hold office for one year from the date of appointment. In the event the Chair resigns, dies, or is determined by a qualified medical practitioner to be incompetent before the expiry of their term, the Members shall appoint another Member to act as Chair for the duration of the unexpired portion of the term.

11.4 **Description of Offices:** Unless otherwise specified by the Members (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:

11.4.1 **Chair:** The Chair of the Corporation shall be a Member, and may be reappointed in one or more subsequent years as outlined in the Act. The Chair shall, when present, preside at all meetings of the Board of Directors and shall sign all documents which require the Chair's signature and shall possess and may exercise such powers and shall perform all other duties as may from time to time be assigned to the Chair by the Members.

11.4.2 **Vice Chair:** The Vice Chair of the Corporation, if one is appointed, shall be a Member, and may be reappointed in one or more subsequent years. 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.

11.4.3 **The Chief Administrative Officer:** The Chief Administrative Officer shall be appointed by the Members. The Chief Administrative Officer shall:

- (i) report to the Members;
- (ii) be responsible for all operations of the Corporation;
- (iii) record or delegate accurate minute taking of the Corporation's meetings;
- (iv) ensure that the Corporation's files, records and other relevant written materials are kept, recorded and distributed;
- (v) take a lead role in financial policy development and monitoring of the Corporation's finances; and
- (vi) advise and assist the Members in understanding the Corporation's finances.

Without limiting the generality of the foregoing, the duties and responsibilities of the Chief Administrative Officer shall be as follows:

- 11.4.3.1 To direct and co-ordinate the business of the Corporation in all its branches and departments in accordance with the policy and plans established and approved by the Members;
- 11.4.3.2 To direct and co-ordinate the preparation of plans and programs to be submitted to the Members for approval and to fulfill the mandate of the Corporation;
- 11.4.3.3 To direct and co-ordinate the compilation, consideration and presentation to the Members, recommendations arising from departmental operations, which require the Members' approval and to propose by-laws or resolutions arising from such recommendations;
- 11.4.3.4 To direct the preparation and compilation of and to present to the Members, the annual budget of estimates of revenues and expenditures;
- 11.4.3.5 To exercise general financial control over all departments in terms of the approved appropriation;
- 11.4.3.6 To act as spokesperson and direct collective bargaining with all the Corporation's employees within collective bargaining units, to recommend to the Members agreements concerning wages, salaries and working conditions, and, upon approval by the Members, 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 of Directors 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;
- 11.4.3.7 To have full control and direction of all employees subject to the human resources policies;
- 11.4.3.8 To appoint, employ, suspend or dismiss employees not covered by collective bargaining agreements according to annual budgets, organizational structures and policies and salary scales as approved by the Members from time to time and to appoint and employ all other employees of the Corporation 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;
- 11.4.3.9 To present to the Members reports and information regarding progress and accomplishments in programs and projects, the status of revenues and expenditures, and the

general administration of the Corporation;

- 11.4.3.10 To have cognizance of all communications to the Corporation and to receive all communications to direct the submission of the same to the Members together with their recommendations thereon;
- 11.4.3.11 To attend all meetings of the Board of Directors;
- 11.4.3.12 The CAO is authorized to seek legal advice and representation where necessary to protect, preserve or assert the best legal interests of the DNSSAB, and is authorized to pay any expenses, disbursements or costs reasonably incurred by or awarded against the DNSSAB within the CAO's delegated authority limits. The CAO will notify the Board of Directors of any legal proceedings against the DNSSAB and of legal advice touching the legal affairs of the Corporation over \$150,000 as soon as is reasonably practicable; and
- 11.4.3.12 To perform such other duties and exercise such other powers as the Members may from time to time lawfully assign to them.

The Chief Administrative Officer shall not be dismissed except by a resolution approved by a majority of the Members at a duly called meeting of the Members; provided that no such resolution shall be presented for consideration at any meeting of the Members unless written notice thereof shall have been given to the Members at least ten (10) days prior to such meeting and the Chief Administrative Officer has been given an opportunity to be heard by the Members.

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

11.5.5 Treasurer: The Treasurer shall be appointed by the Members. 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 Members. The Treasurer shall render to the Members an account of their transactions as treasurer and of the financial position of the Corporation. The Treasurer is authorized to transfer approved budgeted resources between departments in order to effect change pursuant to this by-law.

- 11.6 **Standard of Care:** Every Officer of the Corporation in exercising their powers and discharging their 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 circumstances. Every Officer of the Corporation shall comply with the By-laws and all applicable Laws.
- 11.7 **Limitation on Liability:** Provided that the standard of care required of them has been satisfied, no Member or Officer shall be liable for the acts, receipts, neglects or defaults of any other Member 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 their part, or for any other loss, damage or misfortune which shall happen in the execution of their office or in relation thereto, unless the same are occasioned by their own willful neglect or default.
- 11.8 **Indemnification of Members and Officers:** Subject to any applicable laws, the Corporation shall indemnify a Member or Officer of the Corporation, a former Member or Officer of the Corporation or a person who acts or acted at the Corporation's request as a Member or Officer, and their 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 them in respect of civil, criminal or administrative action or proceeding to which they were made a party by reason of being or having been a Member or Officer of the Corporation if:
- 11.8.1 They acted honestly and in good faith with a view to the best interests of the Corporation; and
- 11.8.2 In the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, they had reasonable ground for believing that their conduct was lawful.
- The Corporation shall indemnify such person in all such other matters, actions, proceedings and circumstances as may be permitted by Law.
- 11.9 **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 Members from time to time may determine.

SECTION C – FINANCIAL

12 FINANCIAL YEAR

- 12.1 The fiscal year-end of the Corporation shall be December 31 of each year.

13 BOOKS AND RECORDS

13.1 The Members shall ensure that all necessary books and records of the Corporation required by the By-laws of the Corporation are regularly and properly kept.

14 AUDITORS

14.1 On an annual basis, the Members will appoint an auditor to audit the accounts of the Corporation.

15 FINANCIAL TRANSACTIONS, ETC.

15.1 All financial transactions and contracts of the Corporation shall be signed as provided for in the Corporation's purchasing policy.

16 DISSOLUTION

16.1 It is specifically 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, according to a formula to be approved by the Members.

SECTION D – RESTRICTIONS

17 RESTRICTED ACTS AFTER NOMINATION DAY

17.1 The Members shall not take any action described in subsection 17.3 after Nomination Day.

17.2 Basis for determination

If a determination under section 17.1 is made:

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

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

17.3 Restrictions

The actions referred to in section 17.1 are:

- a) the appointment or removal from office of any Officer of the Corporation;
- b) the hiring or dismissal of any non-union management employee of the Corporation;
- c) the disposition of any real or personal property of the Corporation which had a value exceeding Fifty Thousand Dollars (\$50,000) when it was acquired by the Corporation; and

- d) the making of any expenditures or incurring any other liability which exceeds Fifty Thousand Dollars (\$50,000) which had not previously been budgeted for or approved of.

17.4 Exception

Subsection 17.3(c) does not apply if the disposition or liability was included in the most recent budget adopted by the Members before Nomination Day in an election year.

17.5 Powers unaffected

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

SECTION E – RETENTION PERIOD FOR DOCUMENTS

18 RETENTION PERIODS FOR DOCUMENTS, RECORDS AND OTHER PAPERS OF THE CORPORATION

- 18.1 The Corporation will abide by all standards of the Ministry of Children, Community and Social Services, Ministry of Municipal Affairs and Housing, Ministry of Health and Long Term Care and the Ministry of Labour, Training and Skills Development and all relevant Law with respect to the retention periods during which the receipts, vouchers, instruments, rolls or other documents, records and papers must be kept by the Corporation.

ENACTED AND PASSED THIS XX, Resolution #XX

Dated at North Bay, Ontario this XX and signed by all Members.

_____	_____
_____	_____
_____	_____
_____	_____

BY-LAW NUMBER 2 **PROCEDURE BY-LAW**

SECTION A – INTRODUCTION

1 DEFINITIONS

- 1.1 “Act” means the *District Social Services Administration Act*, R.S.O. 1990 c. D. 15.
- 1.2 “Board” means the Board of Members of the By-law Number 1 of the District of Nipissing Social Services Administration Board.
- 1.3 “By-Laws” By-law Number 1, being the General Business By-law and By-law Number 2, being the Procedure By-law, of the District of Nipissing Social Services Administration Board.
- 1.4 “Chair” is as defined in section 11.4.1 of By-Law Number 1.
- 1.5 “Chief Administrative Officer” is as defined in section 11.4.3 of By-Law Number 1.
- 1.6 “Committee” is as defined in section 2 of By-law Number 2.
- 1.7 “Committee Member” means a member of a Committee.
- 1.8 “Confidential Information” includes any information, either oral, written or recorded in any manner, that one party (disclosing party) furnishes to another party (receiving party) or to which the receiving party has access which is marked as confidential, simply treated as such by the disclosing party or should otherwise be known by the receiving party to be confidential, including but not limited to Intellectual Property Rights, know-how, trade secrets, processes, plans and financial information, data concerning business relationships, strategic objectives and planning, business activities, but excludes information which becomes public knowledge or is in the public domain by reason of becoming public property other than by fault on the part of the receiving party.
- 1.9 “Conflict of Interest” means a situation where:
- 1.9.1 the personal or business interests of a Member, Officer or agent of the Corporation are in conflict with the interests of the Corporation; or
 - 1.9.2 a personal gain, benefit, advantage or privilege is directly or indirectly given to or received by a Member, Officer or agent or a person related to any one of them as a result of a decision by the Corporation;

In addition, includes:

- a. the Corporation giving a direct or indirect gain, benefit, advantage or privilege to a Member, Officer or agent or a person related to any one of them;
- b. a Member, Officer or agent or a person related to any one of them receiving a direct gain, benefit, advantage or privilege from the Corporation as a result of the person's position within the Corporation;
- c. the Corporation, in offering housing accommodation or in setting rents or other occupancy charges, giving any advantage or privilege to Members who are tenants that is not available to tenants who are not Members.

1.10 "Corporation" means the District of Nipissing Social Services Administration Board.

1.11 "District" means the District of Nipissing.

1.12 "Head Office" means the registered head office of the Corporation as from time to time designated by the Members.

1.13 "Intellectual Property Rights" means all right, title and interest in and to all intellectual property rights of any kind, whether registered or not, including domestic and foreign trade-marks, business names, trade names, domain names, trading styles, patents, trade secrets, software, documentation and copyrights, whether registered or unregistered, and all applications for registration thereof, and all goodwill associated with any of the foregoing;

1.14 "Law" means means any domestic or foreign law including any statute, subordinate legislation, and any guideline, directive, rule, standard, requirement, policy, order, judgment, injunction, award or decree of a government authority having the force of law.

1.15 "Member" means a person appointed to the Corporation and representing one or more areas of jurisdiction serviced by the Corporation.

1.16 "Nomination Day" means the first day during the election for a new municipal council on which it can be determined that one of the following applies to the Members that will take office for the next term:

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

Directors will not constitute, at a minimum, a majority of the Members of the outgoing Board of Directors.

- 1.17 “Officer” is as defined in section 11.1 of By-law number 1.
- 1.18 “Person related to any one of them” means a parent, spouse, same-sex partner, child, household member, sibling, uncle, aunt, nephew, niece, mother-in-law, father-in-law, sister-in-law, brother-in-law or grandparent of a Director, Officer or agent or a person with whom a Member, Officer or agent has a direct or indirect pecuniary interest.
- 1.19 For the purposes of this By-law, the Members may be collectively referred to as the “Board of Directors”, and a resolution of the Board of Directors shall be deemed to be a resolution of the Members. A resolution of the Board of Directors may also be referred to herein as a resolution of the Members.
- 1.20 Unless a contrary intention clearly appears in this By-law, words importing the singular include the plural and vice versa.

SECTION B – ROLES AND DUTIES

2 COMMITTEES OF THE CORPORATION

2.1 General

- 2.1.1 All Committee meetings shall be open to the public, except meetings held in camera.
- 2.1.2 No Committee shall have the authority to bind the Corporation or the Members, unless authorized by resolution of the Board of Directors.

2.2 Duties of the Committees

The purpose of Committees is to facilitate the business of the Corporation. Committees shall operate with the terms of reference established by and approved by the Members.

2.3 Committees:

- 2.4.1 The Finance and Administration Committee will be considered a Committee of the whole, and may meet to review the agenda of the Board of Directors and to provide advice to the Chief Administrative Officer concerning the resolution of, or recommendations on financial matters, contract management and strategic priority projects.
- 2.4.2 The Community Services Committee will consider resolutions or recommendations related to program or service delivery such as social services and employment, children’s services, emergency medical services, and housing services. The Community Services Committee will be comprised of a minimum of eight (8) Members with equal representation from the municipalities within the District and the City of North Bay.

- 2.4.3 As required, ad hoc Committees may be established by motion of the Board of Directors to deal with matters before the Board. An ad hoc Committee may have any number of Committee Members who are interested in the issues at hand. Ad hoc Committees will report recommendations to the Board of Directors.
- 2.4.4 Election of the Committee Chair: The Chair of a Committee shall be elected by the Committee Members and recommended to the Board of Directors for approval at its next regular meeting. The Chair of a Committee shall hold office for one year from the date of appointment. In the event the Chair of a Committee resigns, dies, or is determined by a qualified medical practitioner to be incompetent before the expiry of their term, the Members of the Committee shall appoint another Member to act as Chair of a Committee for the duration of the unexpired portion of the term. The Chair of a Committee may be elected for multiple consecutive terms.
- 2.4.5 Committee Membership: Membership upon the Community Services Committee or upon ad hoc Committees will be determined by resolution of the Board of Directors. The Chair of the Board of Directors is an ex-officio Member of all Committees.
- 2.4.6 Committees shall make recommendations to the Board of Directors on any matter considered by it, which requires a decision of the Board of Directors, by way of Committee report(s) or a recommended motion.
- 2.4.7 Meetings of standing Committees or ad hoc Committees may be held at any time and place to be determined by the Committee Members provided that forty-eight (48) hours' written notice of such meeting shall be given to each committee member. 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. Any Committee Member 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

3 MEETINGS

- 3.1 All Board of Directors meetings shall be open to the public, except meetings held in camera.

4 DURATION

- 4.1 The duration of a meeting shall not exceed three (3) hours, unless a majority of Members votes otherwise.

5 MEETING TIME

- 5.1 The Chair of the Board of Directors, or in their absence, the Vice Chair shall call Members to order as soon after the meeting time and a quorum is present.
- 5.2 If the Chair of the Board of Directors and Vice Chair are not present within ten (10) minutes after the scheduled meeting time, the Secretary shall call the Members to order if a quorum of Members is present. A Member shall be chosen from among those present to be the presiding officer during the meeting or until the arrival of the Chair or Vice Chair.
- 5.3 In the election of a presiding officer, the Secretary shall call the meeting to order and preside.
- 5.4 If there is no quorum within fifteen (15) minutes after the meeting time, the Secretary shall call the roll, take down the names of the Members present, and declare the meeting cancelled.
- 5.5 The date and time of regular Board of Directors meetings for the upcoming year shall be established by resolution no later than the last regular meeting in each calendar year.
- 5.6 The Members may change the date and time of any regular meeting by resolution, or by notice of the Chair.

6 INAUGURAL MEETING

- 6.1 The inaugural meeting date shall:
 - 6.1.1 be established by the retiring Members in each election year;
 - 6.1.2 be binding upon the new Members; and
 - 6.1.3 be held not later than the end of February of the year immediately following the election year.

7 PARTICIPATION BY ELECTRONIC METHODS

- 7.1 A Member may participate in a meeting of the Board of Directors or in a meeting of a Committee of Members 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 Member participating in such a meeting by such means is deemed to be present at that meeting.

8 CALLING OF MEETING

- 8.1 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.

9 ATTENDANCE

- 9.1 Members shall notify the Secretary or designate if they are not able to attend the regular meeting of the Board of Directors. Attendance of Members shall be recorded.

10 REGULAR MEETINGS OF THE BOARD OF DIRECTORS

- 10.1 The date and time of regular meetings of the Board of Directors 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 Members for the purposes of ensuring the highest level of Member participation. A copy of any resolution of the Board of Directors fixing the date, place and time of such regular meetings of the Board of Directors shall be sent to each Member forthwith after being passed, but no other notice shall be required for any such regular meetings except where required by legislation.
- 10.2 Any 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 (10) days prior to the meeting.
- 10.3 The meeting package shall be delivered to each Members' designated email address at least five (5) days prior to the upcoming meeting of the Board of Directors, unless special circumstances prevent the package from being distributed within the established timeframe.
- 10.4 The draft agenda of a meeting of the Board of Directors shall be published online in advance of the Board of Directors meeting.
- 10.5 Immediately following the Board of Directors meeting, the meeting package will be published online through the Corporation's website.

11 SPECIAL MEETINGS

- 11.1 Special meetings of the Board of Directors 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 Members. The meeting notice must be sent to all Members. 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.
- 11.2 Notice of special meetings of the Board of Directors shall be given to every Member of the Board of Directors with not less than forty-eight (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 Members are present, and none object to the holding of the meeting, or if those absent have waived notice 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.
- 11.3 The Notice of special meeting 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 Members in the same manner as the agenda. The package shall be delivered to the Members designated email address. Immediately following the special meeting of the Board of Directors, the package will be distributed to appropriate Officers and employees and it will be posted for the public. The agenda of a special meeting of the Board of Directors shall be published online in advance of the meeting of the Board of Directors.

12 EMERGENCY MEETINGS

- 12.1 Emergency meetings may be called when a decision or response from the Board of Directors is required within forty-eight (48) hours. Notices of an emergency meeting will be sent to all Members by electronic communication and/or 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 of Directors. 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.

13 QUORUM

- 13.1 Quorum shall be comprised of the majority, being fifty percent plus one (50%+1), of the Board of Directors, which shall include the Chair.

14 DELEGATIONS

- 14.1 Delegation Wishing to Appear Before the Board and Committees:

14.1.1 Public presentations will be received at both regular and special meetings of the Board of Directors and Committees. Presentations at regular meetings shall be on a subject within the jurisdiction or influence of the Board of Directors. Presentation at the special meeting shall be related to the agenda item.

14.1.2 Persons wishing to make a formal presentation to the Board of Directors or Committees must register with the Secretary two (2) weeks prior to any regular meeting and two days prior to a special meeting, and must provide the Secretary with a copy of the presentation to be included in the Board of Directors or Committee package sent to Members or Committee Members one (1) week in advance of the meeting.

14.1.3 The maximum number of presenters at any presentation (including the spokesperson) shall be two (2).

14.1.4 The Secretary shall inform the presenter of the guidelines affecting the presentation (e.g. 10 minutes maximum time, maximum number of presenters being 2 and adherence to the subject) and to obtain and acknowledgement by the presenter of their understanding of those guidelines.

- 14.1.5 A public presentation, which has been registered with the Secretary, may address a matter of the Corporation's jurisdiction for up to ten (10) minutes.
- 14.1.6 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.
- 14.1.7 No person will be permitted to address the Board of Directors with respect to a labour management dispute or issue, unless provided by legislation.
- 14.1.8 Once a delegation has been heard by the Board or a Committee, subsequent presentations by the same delegation on the same or substantially the same matter shall not be heard within one (1) year from the previous delegation.
- 14.1.9 No presenter shall speak disrespectfully of any person; use offensive words or unparliamentarily language; speak on any subject other than the subject for which they received approval to address; or disobey the rules of order or a decision of the Chair.
- 14.1.10 After the presenter has completed the presentation, Members shall each have the opportunity to ask questions for clarification purposes only, and without debate.
- 14.1.11 The Chair may curtail any presenter, any questions of a presenter, or debate during a presentation, for disorder or for any breach of this Procedure 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 of Directors.
- 14.1.12 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 the Corporation.
- 14.1.13 Presentations by the Corporation's employees are limited as per above.

15 MINUTES AND RECORDING OF MEETINGS

- 15.1 The Minutes of the meetings of the Board of Directors and Committees shall record:
 - 15.1.1 the place, time and date of the meeting;
 - 15.1.2 the names of the presiding Officer and a record of the Members or Committee Members in attendance; and
 - 15.1.3 the disclosures of a Conflict of Interest.

15.2 The minutes of the Board of Directors and its Committees shall be available to the public except where not permitted according to the *Municipal Freedom of Information and Protection of Privacy Act*, and/or other privacy legislation governing the Corporation's programs.

In order to promote positive interpersonal relations amongst Members, employees, and other stakeholders, and to engender trust amongst same, Members and employees 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 Member or employee that this policy may have been breached, should be brought to the attention of the Board of Directors, which shall determine the appropriate action. Nothing in this section prohibits the making of personal notes regarding a proceeding and discussions therein.

16 CHAIR

16.1 The Chair of any meeting of the Board of Directors or Committee shall be the first recognized and will officiate the roll call of the meeting. If no such Officer is present, the Members shall choose one of their number to be Chair of such meeting.

SECTION D - VOTING & DEBATE PROCEDURES

17 VOTES TO GOVERN

17.1 At all meetings of the Board of Directors, 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.

18 VOTING

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

19 TIE VOTES

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

20 NEGATIVE VOTES

20.1 If any Member present refuses to vote for a decision other than a Conflict of Interest, it shall be recorded as a vote in the negative.

21 RECORDED VOTE

- 21.1 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, and each Member present shall announce their vote openly.

22 TO AMEND A MOTION

- 22.1 A motion to amend a main motion must be relevant to that motion and properly moved and seconded. An amendment may propose to omit certain words, to insert or add certain words, or to omit certain words in order to insert or add other words.
- 22.3 A sub-amendment may be proposed to an amendment under the same conditions as an amendment is moved to a main motion.
- 22.4 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.
- 22.5 A motion once defeated cannot be re-introduced as an amendment to some other motion. The mover with the consent of their seconder may incorporate a “friendly” amendment into the main motion if the mover and seconder of the amendment are agreeable.

23 RECONSIDERATION

- 23.1 If a motion has been either carried or defeated during a meeting, and at least one Member voted on the winning side wants to have the vote reconsidered, such a Member may make the motion to reconsider.
- 23.2 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.

24 INQUIRES

- 24.1 Inquiries about a matter may be raised by any Member and put to the Chair or through them to the Chair, who may call upon another officer to reply.
- 24.2 No argument of opinion shall be offered or fact stated except as is necessary to explain the inquiry or the answer.
- 24.3 A Member or employee are not to debate the matter.
- 24.4 Inquiries may be in writing or may be made orally.
- 24.5 An Officer shall reply promptly in writing in response to all requests for reports made by a resolution of the Board of Directors.

25 RESCISSION

25.1 No matter decided within one (1) year shall be considered for rescission without the prior consent by resolution of two-thirds majority of the whole Board of Directors.

26 RULES OF ORDER

26.1 In the event that this By-law does not address an issue, then Robert's Rules of Order shall apply.

26.2 All decisions will be made on the basis of motions.

26.3 To make a motion, a Member must obtain the floor first.

26.4 Every motion must be seconded by another Member.

26.5 A motion will not be debated until it has been moved and seconded and put on the floor by the Chair.

26.6 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.

26.7 After Members debate the motion the Chair shall put the question to a vote and shall announce the results of the vote.

26.8 A motion that has been moved and seconded can be withdrawn or modified, if such modifications would not occasion debate if proposed as amendments, with the agreement of the mover.

27 MEETING OF THE BOARD OF DIRECTORS

27.1 Conduct of the Chair: The Chair will:

27.1.1 call the meeting to order;

27.1.2 determine the presence of a quorum;

27.1.3 announce in proper sequence the business that comes before the Board of Directors;

27.1.4 maintain a list of Members who have signaled the Chair that they wish to speak or ask questions;

27.1.5 recognize Members in order that they have signaled that they wish to speak or ask questions;

27.1.6 state and put to a vote all questions that legitimately come before the Board of Directors as motions, announcing the outcome;

28.1.7 protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them;

- 27.1.8 expedite business;
 - 27.1.9 decide all questions of order;
 - 27.1.10 respond to inquiries of Members relating to parliamentary procedure bearing on the business of the Board; and
 - 27.1.11 declare the meeting adjourned when the Board of Directors so votes.
- 27.2 Members who have already spoken may speak again only after all other Members have been given the opportunity to speak. A Member may not speak more than twice on an issue without a resolution of the Board of Directors. The Chair shall not put any matter to the vote, nor shall any Member move a procedural motion to have the vote taken, until every Member who wishes to speak has spoken at least once.
- 27.3 If the Chair rules that it is beneficial and in the best interests of the Corporation to deal with a question immediately, then this is the action the Board of Directors must take. The Chair's ruling on order or procedure are not debatable, but may be appealed by any Member by motion, duly seconded. If the motion is carried, the Chair's decision is overturned.
- 27.4 If the Chair rules that a motion is contrary to the rules of the Board of Directors, the Chair will tell the Members immediately before putting the question, and will cite the rule or authority applicable to the case without argument or comment.
- 27.5 The Chair may place time limits on speeches and such limits must be the same for all Members.

28 CONDUCT OF MEMBERS AND COMMITTEE MEMBERS

- 28.1 A Member and Committee Member will be courteous and will not engage in any action, which disturbs the meeting.
- 28.2 A Member and Committee Member will not:
- 28.2.1 Use unparliamentary or offensive language, including any expressions or statements in debate or in questions that attribute false or undeclared motives to another Member or employee, charge another 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*;
 - 28.2.2 Make any noise or disturbance that prevents a Member from being able to participate in a meeting;
 - 28.2.3 Interrupt a Member who is speaking, except to raise a point of privilege or a point of order;

- 28.2.4 Disobey the rules of the Board of Directors, or disobey a decision of the Chair on question of order or practice or on the interpretation of the rules of the Board of Directors.
 - 28.2.5 Speak on any subject other than the subject of debate;
 - 28.2.6 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 an employee, and then only for the purpose of obtaining information, after which the Member shall speak;
 - 28.2.7 Speak for more than ten (10) minutes or more than once on the same question without the leave of the Board of Directors, 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; and
 - 28.2.8 Disobey the rules of the Corporation or a decision of the presiding Officer on questions of order or practice or on the interpretation of the rules.
- 28.3 A Member and Committee Member who wishes to speak shall signal the Chair by a raised hand, and wait for recognition by the Chair.
 - 28.4 All remarks and questions, including questions intended for another Member or Officer will be addressed by the Chair.
 - 28.5 The Chair may deny a Member and Committee Member the right to speak on a particular topic if the Member and Committee Member is disruptive or persistently interrupts others.
 - 28.6 The Chair may exclude a Member and Committee Member from the meeting who has been given a warning but continues to disregard the rulings from the Chair.

29 CONDUCT OF THE PUBLIC

- 29.1 Members of the public will be courteous and will not engage in any action which disturbs the meeting.
- 29.2 Members of the public will not:
 - 29.2.1 Make any noise or disturbance that prevents Members from being able to participate in the meeting;
 - 29.2.2 Address the Board of Directors without a prior appointment, or without the permission of the Board of Directors at the meeting; or
 - 29.2.2 Use unparliamentary or offensive language.

- 29.3 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

30 DISTRIBUTION

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

31 REGULAR MINUTES OF THE MEETINGS OF THE BOARD OF DIRECTORS

- 31.1 Minutes are recorded by the appointed recording Secretary for later transcription in draft form, and forwarded to Members before the next meeting. Additions and corrections are brought to the following full meeting of the Board of Directors for adoption in the minutes.

32 COMMITTEE MINUTES

- 32.1 Minutes of Committee meetings are recorded by the appointed recording Secretary or designate of the Chief Administrative Officer. Additions and corrections are brought forward to the following full meeting of the Board of Directors for adoption in the minutes.

33 NEW BUSINESS

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

34 AGENDA FOR MEETINGS OF THE BOARD OF DIRECTORS

- 34.1 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) Approval of Agenda
 - 5) Approval of Minutes
 - 6) Public Presentations/Delegations
 - 7) Report from the Chief Administration Officer, Staff Director and Managers
 - 8) Consent Agenda: All matters deemed by the Secretary, Chair or Chief Administrative Officer as routine, administrative, or considered matters not thought to require debate 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.

Items removed from the Consent Agenda would require a separate resolution if approval is required.

- 9) Managers Reports
- 10) In-Camera
- 11) Other Business
- 12) Adjournment

34.2 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.

34.3 Notice of Motion

34.3.1. **Prior to a Meeting:** a motion that is not listed on the agenda may be considered at the meeting of the Board of Directors, by providing the Secretary a copy at least two (2) weeks in advance of the meeting they wish the motion to be heard.

34.3.2 **During a Meeting without Notice:** a motion may be submitted during a meeting without notice, and be recorded in the minutes and placed on the agenda for the next regular meeting.

34.3.3 **Motion without Notice:** In circumstances of an urgent nature, a member may request that a member's motion, for which notice has not been provided, be considered immediately if a vote dispensing with notice is supported by a two-thirds majority of members present.

35 MOTIONS

35.1 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.

35.2 Immediately preceding the taking of the vote, the presiding Officer or their 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.

35.3 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.

35.4 When a question is under debate, the only motions in order shall be:

35.4.1 To extend the time of the meeting;

35.4.2 To refer to a Committee;

35.4.3 To amend;

35.4.4 To table;

35.4.5 To postpone to a certain time and day; and

35.4.6 To move the previous question.

36 PUBLIC OR CONFIDENTIAL MEETING

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

36.2 A meeting of the Board of Directors will move 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.

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

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, or separately in a confidential electronic document when meetings are held virtually, shall be at the next in-camera meeting of the Board of Directors or the appropriate Committee meeting and shall be voted on in closed session. The minutes shall be collected prior to returning to open session, or in the case where the meeting is held virtually, the Member shall delete the electronic copy. All in-camera minutes and background reports shall be held by the Secretary in a secure location.

36.4 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 Board of Directors;
2. personal matters about an identifiable individual, including employees of the Corporation;
3. a proposed or pending acquisition or disposition of land by the Corporation;
4. labour relations or employee negotiations;
5. litigation or potential litigation, including matters before administrative tribunals, affecting the Corporation;
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 federal or provincial statute;
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 Corporation 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 Board of Directors.

36.5 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*.

36.6 Educational or training sessions:

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

- 36.6.1. The meeting is held for the purpose of educating or training the Members.
- 36.6.2. At the meeting, no Member or Committee Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Board of Directors.

36.7 Open meeting

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

36.8 Record of meeting

The Board of Directors or a Committee thereof 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.

36.9 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 By-laws.

36.10 In order for to proceed in-camera a motion must be made. This motion can be discussed and voted on. Once the Board of Directors or a Committee thereof has voted in favour of going in-camera, the information discussed should not be disclosed except as outlined in this By-law. Before holding a closed meeting or going in camera, the Board of Directors shall state by resolution the fact of the holding of the closed meeting or going in camera and the general nature of the matter to be considered during the closed meeting or in camera portion of the meeting. As per section 7.1, Members may participate in-

camera meetings via electronic methods provided the Member ensures total privacy and confidentiality within their surroundings.

ENACTED AND PASSED THIS XX, Resolution #XX

Dated at North Bay, Ontario this XX and signed by all Members.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____