



REGULAR BOARD MEETING AGENDA

Healthy, Sustainable Communities

Date: Wednesday, June 22, 2022
Time: Regular DNSSAB Board Meeting at 1:00 PM (or directly following the Community Services Committee)
Location: By video conference or at the DNSSAB Boardroom

Join Zoom Meeting

<https://us06web.zoom.us/j/86054480502?pwd=WE90VWJaZ2FTeWNlOVREeThGbVpaUT09>

Meeting ID: 860 5448 0502

Passcode: 04641514

One tap mobile

+16132093054,,86054480502#,,,,*04641514# Canada

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Dial by your location

+1 613 209 3054 Canada

+1 647 374 4685 Canada

855 703 8985 Canada Toll-free

Meeting ID: 860 5448 0502

Passcode: 04641514

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

Item	Topic
1.0	1.1 Call to Order MOTION: #2022-51 <i>Resolved THAT the Board of Directors accepts the Roll Call as read by the Recording Secretary for the Regular Board meeting of June 22, 2022 at 1:06 PM.</i>

Item	Topic
	1.2 Declaration of Conflict of Interest
2.0	Opening remarks by the Chair
3.0	Approval of Agenda for June 22, 2022 MOTION: #2022-52 THAT Board members accept the Agenda as presented.
4.0	Approval of Minutes (May 25, 2022) 4.1 MOTION: #2022-53-A THAT the Board adopt the minutes of the proceedings of the Regular Board meeting of May 25, 2022. 4.2 MOTION: #2022-53-B THAT the Board adopt the minutes of the proceedings of the Finance and Administration Committee meeting of May 25, 2022.
5.0	Delegations- David Plumstead on Census 2021 Age and Sex
6.0	6.1 CAO VERBAL UPDATE: MOTION: #2022-54 THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives the CAO Verbal Report for June 22, 2022.
7.0	CONSENT AGENDA - <i>All items in the consent agenda are voted on collectively. The Chair will call out each item for consideration of discussion. Any item can be singled out for separate vote; then, only the remaining items will be voted on collectively.</i> MOTION: #2022-55 THAT the Committee receives for approval, Consent Agenda item 7.1 and 7.2. 7.1 B12-22 Lame Duck Restrictions WHEREAS Section D 17 of the District of Nipissing Social Services Administration Board (DNSSAB) Procedural By-law restricts the actions of the Board if the Board meets the “lame duck” threshold; and WHEREAS the By-Law states that nothing is preventing any person or body from exercising authority delegated by the Board; THAT the restricted acts listed in the By-law be delegated to the Chief Administrative Officer (CAO), as described in this report; and THAT the delegation of authority would be effective the date the Board is

Item	Topic
	<p>confirmed to be in lame duck and would continue to the day after election day or end of the Board's term, depending on the outcome of the election.</p> <p>7.2 B16-22 Revisions to the Travel, Meal, and Hospitality Policy THAT the District of Nipissing Social Services Administration Board approve the changes to the Travel, Meal, and Hospitality Policy as presented.</p>
8.0	MANAGERS REPORTS
	<p>8.1 HS30-22 Reaching Home Allocation RFP</p> <p>MOTION: #2022-56 THAT the District of Nipissing Social Services Administration Board (DNSSAB) receive and approve Report HS3022, regarding the outcome of Request for Proposals RFP 2022-18: Reaching Home – Homelessness Services and authorizing the CAO to consider such recommendations from the Community Advisory Board (CAB), and enter into negotiations and subsequent contracts with the successful proponents.</p> <p><i>Furthermore, that the District of Nipissing Social Services Administration Board authorizes staff to reallocate funds throughout the 2022/23 fiscal year to qualifying initiatives, up to the CAO delegated authority based on emerging priorities in the district.</i></p>
	<p>8.2 HS31-22 Overflow Policy</p> <p>MOTION: #2022-57 THAT the District of Nipissing Social Services Administration Board receive, for approval, the Emergency Shelter Overflow Policy attached as Appendix A, and set out in report HS31-22.</p>
	<p>8.3 HS27-22 Social Housing Regulation Changes</p> <p>MOTION: #2022-58 THAT the District of Nipissing Social Services Administration Board (DNSSAB) receive for approval report HS27-22 regarding the <i>Housing Services Act</i> Regulatory Changes and the recommended updates to Local Housing Income Policy 2020-02 and Local Housing Asset Policy 2020-07.</p>
	<p>8.4 CS07-22 Children's Services Policies</p> <p>MOTION: #2022-59 THAT the District of Nipissing Social Services Administrative Board (DNSSAB) accepts and endorses the following policies as described in briefing note CS07-22:</p> <ol style="list-style-type: none"> 1) Policy 5CS-ADM-13 Canada-Wide Early Learning and Child Care System (Appendix A) 2) Policy 5CS-ADM-14 Child Care Maximum Profits, Surpluses and

Item	Topic
	Reserves (Appendix B)
	<p>8.5 SSE07-22 Funeral Policy Review</p> <p>MOTION: #2022-60 THAT the District of Nipissing Social Services Administration Board (DNSSAB) receive report SSE07-22 on the Ontario Works local funeral policy review, recommending Option 3, for approval.</p>
	<p>8.6 Move in Camera</p> <p>MOTION: #2022-61 THAT the Board move in-camera at 2:20 PM to discuss a matter of negotiation.</p>
	<p>8.7 Adjourn in Camera</p> <p>MOTION: #2022-62 THAT the Board adjourn in-camera at 2:39 PM.</p>
	<p>8.8 Approve in Camera</p> <p>MOTION: 2022-63 THAT the Board approves the direction/action agreed to in the in-camera session.</p>
9.0	OTHER/NEW BUSINESS
10.0	<p>NEXT MEETING DATE Wednesday, September 28, 2022</p>
11.0	<p>ADJOURNMENT</p> <p>MOTION: #2022-64 THAT the Board meeting be adjourned at 2:41 PM</p>



MINUTES OF PROCEEDINGS

REGULAR BOARD MEETING – MAY 25, 2022

2:00 PM

(or directly following the Finance and Administration Committee)
Virtually via Zoom and in person in DNSSAB Boardroom

MEMBERS PRESENT:

Councillor Terry Kelly (East Ferris)

Councillor Mark King - Chair (North Bay)

Councillor Dave Mendicino (North Bay)

Councillor Dan Roveda Vice Chair (West Nipissing)

Mayor Dean Backer (East Nipissing)

Representative Amanda Smith (Unincorporated)

Councillor Chris Mayne (North Bay)

Mayor Jane Dumas (South Algonquin)

Councillor Scott Robertson (North Bay)

Mayor Dan O'Mara (Temagami)

REGRETS

Councillor Bill Vrebosch (North Bay)

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 Cyopeck, Director, Housing Programs

Tracy Bethune, Manager, Housing Operations

Lynn Demore-Pitre, Director, Children’s Services
Michelle Glabb, Director, Social Services and Employment
Tyler Venable, Manager of Housing Programs
Dawn Carlyle, Project Manager
Donna Mayer, Manager of Project Development
Matthew Campbell, Contract and Purchasing Specialist
Stephen Kirk, Paramedic Chief and Manager EMS

1.1 CALL TO ORDER

Resolution No. 2022-42

Moved by: Amanda Smith

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 May 25, 2022 at 2:41 PM.

The regular Board Meeting was called to order at 2:41 PM by Chair Mark King.

Carried.

1.2 DECLARATION OF CONFLICTS OF INTEREST

There were no conflicts declared at this point.

2.0 CHAIR’S REMARKS

The Chair welcomed everyone to the first hybrid meeting since the pandemic began.

He noted to members that a flag was raised at North Bay City Hall the day before in recognition of Paramedic Services Week and those who provide this very necessary service throughout the District. He thanked paramedics for their excellent service.

He thanked the services and agencies who work together in a coordinated effort with municipal and conservation authorities to respond to encampments on public lands and indicated he looks forward to the update on the encampment policy.

The Chair welcomed the delegation to be presented today by Sue Rinneard, Executive Director of Crisis Centre North Bay who also operates Northern Pines.

3.0 ADOPTION OF THE AGENDA

Resolution No. 2022-43

Moved by: Terry Kelly

Seconded by: Dan Roveda

Resolved THAT the Board accepts the agenda as presented.

Carried.

4.0 APPROVAL OF MINUTES

4.1 Resolution No. 2022-44-A

Moved by: Scott Robertson

Seconded by: Terry Kelly

Resolved THAT the Board adopts the minutes of the proceedings of the Regular Board meeting of April 27, 2022.

Carried.

4.2 Resolution No. 2022-44-B

Moved by: Jane Dumas

Seconded by: Dan O'Mara

Resolved THAT the Board adopt the minutes of the proceedings of the Community Services Committee meeting of April 27, 2022.

Carried.

5.0 DELEGATIONS – Crisis Centre North Bay (CCNB) – Executive Director Sue Rinneard

Crisis Centre ED Sue Rinneard introduced Scott Huycke and Trever Leblond who work with her at CCNB. She reviewed her organization's structure, philosophy and programs and provided insight into the clients they serve and the challenges they face.

There was discussion about outreach District-wide, transients moving into the area, challenges with filling staffing Northern Pines, and reducing overflow. The Chair requested regular reports on overflow. CCNB is working on a plan to staff and open all available beds in the program areas. Sue indicated there have been some successes with clients ready to move from supported transitional housing to the more independent phase once construction is completed.

Sue also offered a tour of any of their facilities and thanked DNSSAB for its support. The Chair thanked Sue, Scott and Trevor.

6.0 CAO VERBAL UPDATE

Resolution No. 2022-45**Moved by:** Chris Mayne**Seconded by:** Dan Roveda**Resolved THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives the CAO Report for May 25, 2022.**

CAO Catherine Matheson noted a report in the package that provided a synopsis of the Board's decisions that will have a long-standing impact on the future health and wellbeing of vulnerable individuals across the district. Some highlights within the report are:

- Decision to bring Paramedic Services to direct delivery
- Investment in 60 transitional housing units including a low barrier shelter – at Northern Pines
- Reduced corporate footprint enabling equity for further housing investments by NDHC
- EOI and RFPs issued for affordable housing development
- Supported municipalities in the development of their CSWB plans
- \$14 million invested in community through SSRF COVID 19 funding
- 117 new child care spaces
- Expanded Community Paramedicine
- Nurse Practitioner pilot in shelter and community housing programs
- Streamlined the governance board and committee structure
- Electronic document management and reloadable client payment card for OW clients

Carried.**7.0 CONSENT AGENDA****Resolution No. 2022-46****Moved by:** Jane Dumas**Seconded by:** Terry Kelly**Resolved THAT the Board receives for information Consent Agenda items 7.1 to 7.2.**

7.1 B13-21 Board Accomplishments during the 2019-2022 Term - Report B13-22 is a summary report reflecting back on the Board's accomplishments over the past three and a half years and is for information purposes.

7.2 HS23-22 Encampment Response Status Update - Report HS23-22 provides an update on the Encampment Response Protocol for the District of Nipissing (DNSSAB) and is for information purposes.

Upon request, item 7.2 was pulled for further discussion. Housing Services Director Stacey

Cyopeck reviewed the updated protocol regarding camping on unauthorized lands. A group made up of agencies, conservation and land authorities and police have been meeting in advance of the warmer weather when encampments are more prevalent. The group has identified issues and worked on solutions including connecting individuals to services. The group will continue to meet to find solutions.

There was discussion about harm reduction at these sites for the campers and nearby residents. Stacey clarified that DNSSAB does not fund these partner agencies, but supports them wherever possible. She indicated the Community Advisory Board (CAB) and Coordinated Access Nipissing (CAN) are where policies are discussed. There was also discussion about the pros and cons of alternatives to encampments, such as legal campgrounds or encampment villages.

Carried.

[Mayor Dean Backer left the meeting around 4:00 PM]

8.0 MANAGER'S REPORTS

8.1 Approve Audited Financial Statements.

RESOLUTION: #2022-47

Moved by: Chris Mayne

Seconded by: Amanda Smith

Resolved THAT the District of Nipissing Social Services Administration Board (DNSSAB) approves the audited financial statements as presented and approved at the Finance and Administration Committee Resolution #FA03-2022.

Carried.

8.2 B14-22 Appointment of Auditors for 2022

RESOLUTION: #2022-48

Moved by: Dan Roveda

Seconded by: Dave Mendicino

Resolved That the District of Nipissing Social Services Administration Board (DNSSAB) reappoint the firm BDO Canada LLP as its auditor for the year ending December 31, 2022.

Carried.

8.3 HS24-22 Canada-Ontario Community Housing Initiative (COCHI) & Ontario Priorities Housing Initiative (OPHI) – 2022-2023 Investment Plan

RESOLUTION: #2022-49

Moved by: Dan Roveda

Seconded by: Chris Mayne

Resolved THAT the District of Nipissing Social Services Administration Board (DNSSAB) approve the Canada-Ontario Community Housing Initiative (COCHI) & Ontario Priorities Housing Initiative (OPHI) – 2022-2023 Investment Plan, for the District of Nipissing and as set out in report HS24-22; and

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

Carried

9. NEW BUSINESS

Councillor Dan Roveda requested a report on the policy about day care services for children aged 12 and over who are mentally challenged, and if necessary, advocate to the province for changes.

Councillor Robertson brought forward a notice of motion to be brought forward at the June Board meeting regarding the 10-Year Housing and Homelessness Plan and first right of refusal on surplus provincial properties.

10. NEXT MEETING DATE

Wednesday, June 22, 2022.

11. ADJOURNMENT

Resolution No. 2022-50

Moved by: Dan Roveda

Seconded by: Dan O'Mara

Resolved THAT the Board meeting be adjourned at 4:06 PM.

Carried.

MARK KING
CHAIR OF THE BOARD

CATHERINE MATHESON
SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Marianne Zadra, Executive Coordinator



MINUTES OF PROCEEDINGS

FINANCE AND ADMINISTRATION COMMITTEE MEETING

WEDNESDAY, MAY 25, 2022

1:00 PM – VIRTUALLY VIA ZOOM AND IN DNSSAB BOARDROOM

MEMBERS PRESENT:

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

REGRETS

Councillor Bill Vrebosch (North Bay)
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
Tracy Bethune, Manager, Housing Operations
Stephen Kirk, EMS Manager, Paramedic Chief
Justin Avery, Manager of Finance
Dawn Carlyle, Project Manager

David Plumstead, Manager Planning, Outcomes & Analytics
Donna Mayer, Manager of Project Development
Matthew Campbell, Contract and Purchasing Specialist
Alexandra Murphy Melnichuk, Business Operations Analyst

1.1 CALL TO ORDER

1.2 The Community Services Committee was called to order at 1:20 PM by Chair Mark King.

1.3 DECLARATION OF CONFLICTS OF INTEREST

None were declared.

2.0 CHAIR'S REMARKS

Chair Mark King welcomed members and guests

3.0 ADOPTION OF THE AGENDA

RESOLUTION: #FA02-2022

[This resolution number was accidentally duplicated – also number for adjournment of previous F&A Committee meeting.]

MOVED BY: Dean Backer

SECONDED BY: Chris Mayne

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

Carried.

4.0 DELEGATIONS – BDO Auditor Dean Decaire presented on the Audit Findings

The meeting moved out of order in the agenda to item 5.0 until the auditor was able to join the meeting.

RESOLUTION: #FA03-2022

MOVED BY: Dave Mendicino

SECONDED BY: Chris Mayne

THAT the Audited Financial Statements for the year ending December 31, 2021,

be approved as presented.

The Auditor reviewed the DNSSAB non-consolidated financial statement. The consolidated statements included NDHC. He offered kudos to the Manager of Finance for putting the statements together and offered that he is ready to sign a clean audit statement. He noted the importance of Child Care with investments into child care spaces, and encouraged that all program areas with deferred revenue that should be used. He likened DNSSAB to a \$75M regional government, and indicated that it is well positioned going into 2022. He suggested investments include short term deposits so that funding is readily available for projects and also suggested that DNSSAB spend more to reduce deferred revenues.

The Chair thanked the Auditor for his presentation.

[The meeting now moved back to the Consent Agenda.]

Carried.

5.0 CONSENT AGENDA RESOLUTION: #FA04-2022

MOVED BY: Dan Roveda
SECONDED BY: Terry Kelly

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

Item 5.3 was pulled for further discussion.

5.1 FA03-22 - an update on the YTD financial performance of the organization relative to the budget set for the same period and the forecast to year-end.

5.2 FA04-22 2022 Ontario Budget Highlights - highlights of proposed funding announced in the 2022 Ontario budget that may affect the DNSSAB.

5.3 FA05-22 2022 Federal Budget Highlights - highlights of funding announced in the 2022 federal budget that may affect the DNSSAB.

Finance Manager Justin Avery reviewed highlights of the federal budget that impact the work of DNSSAB.

[At this point the Auditor arrived and the agenda moved back to item 4.1.]

5.4 HS25-22 Northern Pines – Financial Update - Report HS25-22 provides an update on the financial situation of the Northern Pines Campus including capital and operating expenditures.

Housing Programs Director Stacey Cyopeck provided highlights of this information report, reviewing the different phases, capital costs and operating costs, and occupancy of Northern Pines. There was discussion around continued advocacy for funding.

Carried.

6.0 MANAGERS' REPORTS

6.1 B11 - Revised Board Whistleblower Policy

RESOLUTION: #FA05-2022

MOVED BY: Amanda Smith
SECONDED BY: Jane Dumas

That the Whistleblower Policy be approved as presented.

Corporate Services Director Melanie Shaye provided background and reviewed the changes which focus on process and timeliness. DNSSAB and NDHC as well as all staff.

Carried.

6.2 FA06-22 Investment Policy Amendments

RESOLUTION: #FA06-22

MOVED BY: Chris Mayne
SECONDED BY: Dave Mendicino

THAT the board receive B06-22 on the performance of the District of Nipissing Social Services Administration Board (DNSSAB) investment portfolio; and

THAT the revised Investment Policy be approved as recommended.

Manager of Finance Justin Avery reviewed the investments and amendment to the investment policy which includes CAO approval in these decisions.

Carried.

7.0 OTHER BUSINESS

There was no other business.

8.0 NEXT MEETING DATE

Wednesday, September 28, 2022

9.0 ADJOURNMENT

RESOLUTION: #FA07-22

MOVED BY: Amanda Smith
SECONDED BY: Dan Roveda

***Resolved* That the Community Services Committee meeting be adjourned at 2:31 PM.**

Carried.

MARK KING
CHAIR OF THE COMMITTEE

CATHERINE MATHESON
SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Marianne Zadra, Executive Coordinator



2021 Census: Second Data Release, April 27, 2022

AGE AND SEX (M/F)

Presentation to the Board, June 22 2022

DATA RELEASE SCHEDULE

2022	Topic
February 9	Population and dwelling counts
April 27	Age and Sex Type of dwelling
July 13	Families, households, marital status, Income
August 17	Language
September 21	Indigenous peoples Housing
October 26	Immigration, Place of birth, Ethnoculture, religion, Mobility, migration
November 30	Education Labour force

→ March 23 presentation

→ Today's presentation



RECAP FROM LAST PRESENTATION

- There are many levels of geography for census data dissemination
- A Census Division (CD) is a group of neighbouring municipalities joined together for the purposes of regional planning and managing common services (e.g. Nipissing District).
- A Census Sub Division (CSD) is the general term for municipalities (as determined by provincial/territorial legislation) or areas treated as municipal equivalents for statistical purposes – we have 15 CSDs in Nipissing District.

A NOTE ON AGE:

There is a lot of statistical work we can do with simple age data! For example, we can look at single year age distribution; age groups; age structure; change/ trends; summary measures (average/ median age); etc.

We can also look at the age data for various levels of geography, and cross reference it with other census data (e.g., family households, housing, income, etc.)

For this short presentation we will start by looking at the age structure for Ontario and Nipissing District and the general age groups for Nipissing municipalities and areas

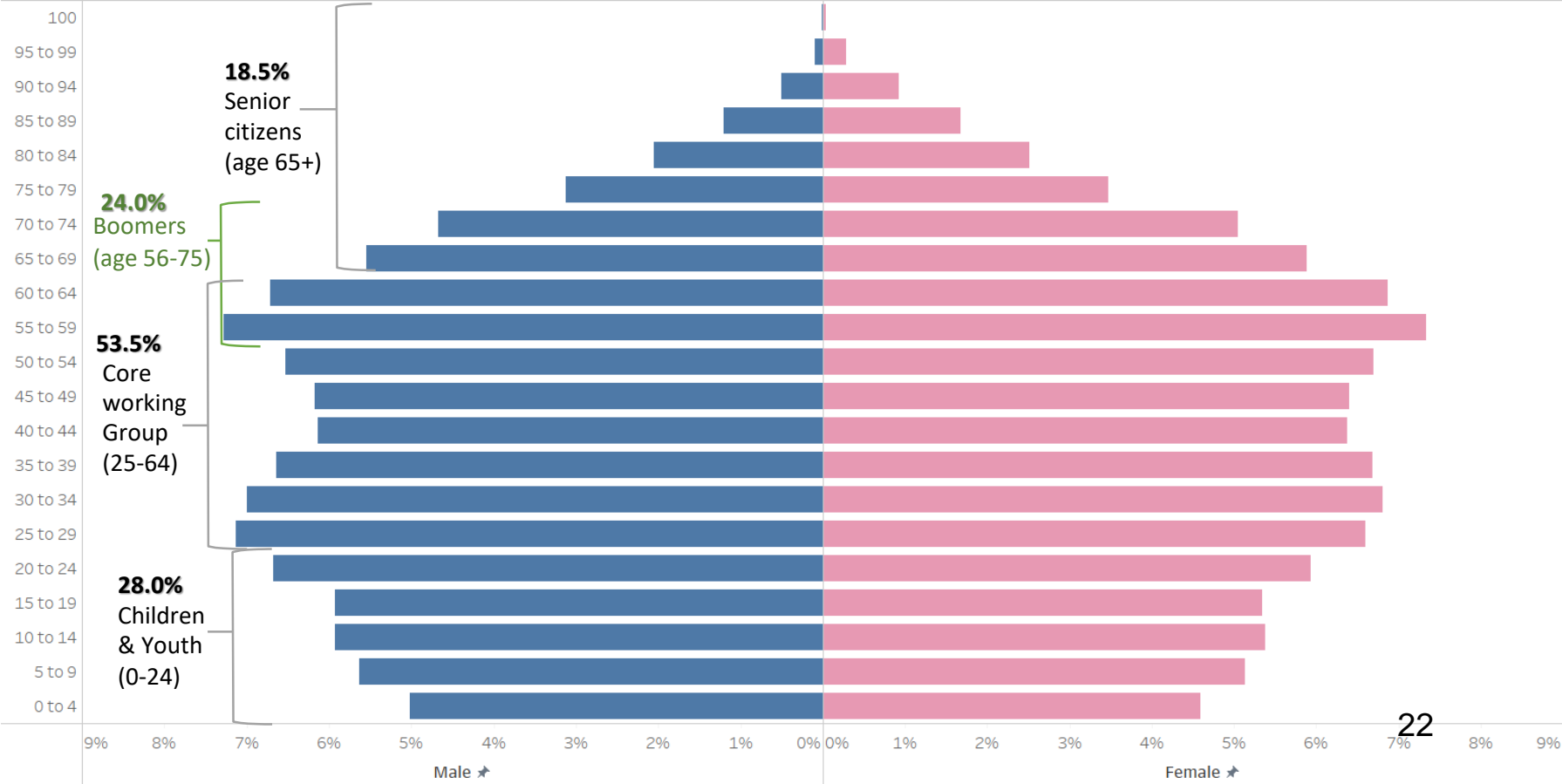
Population Pyramid

-90to94 -

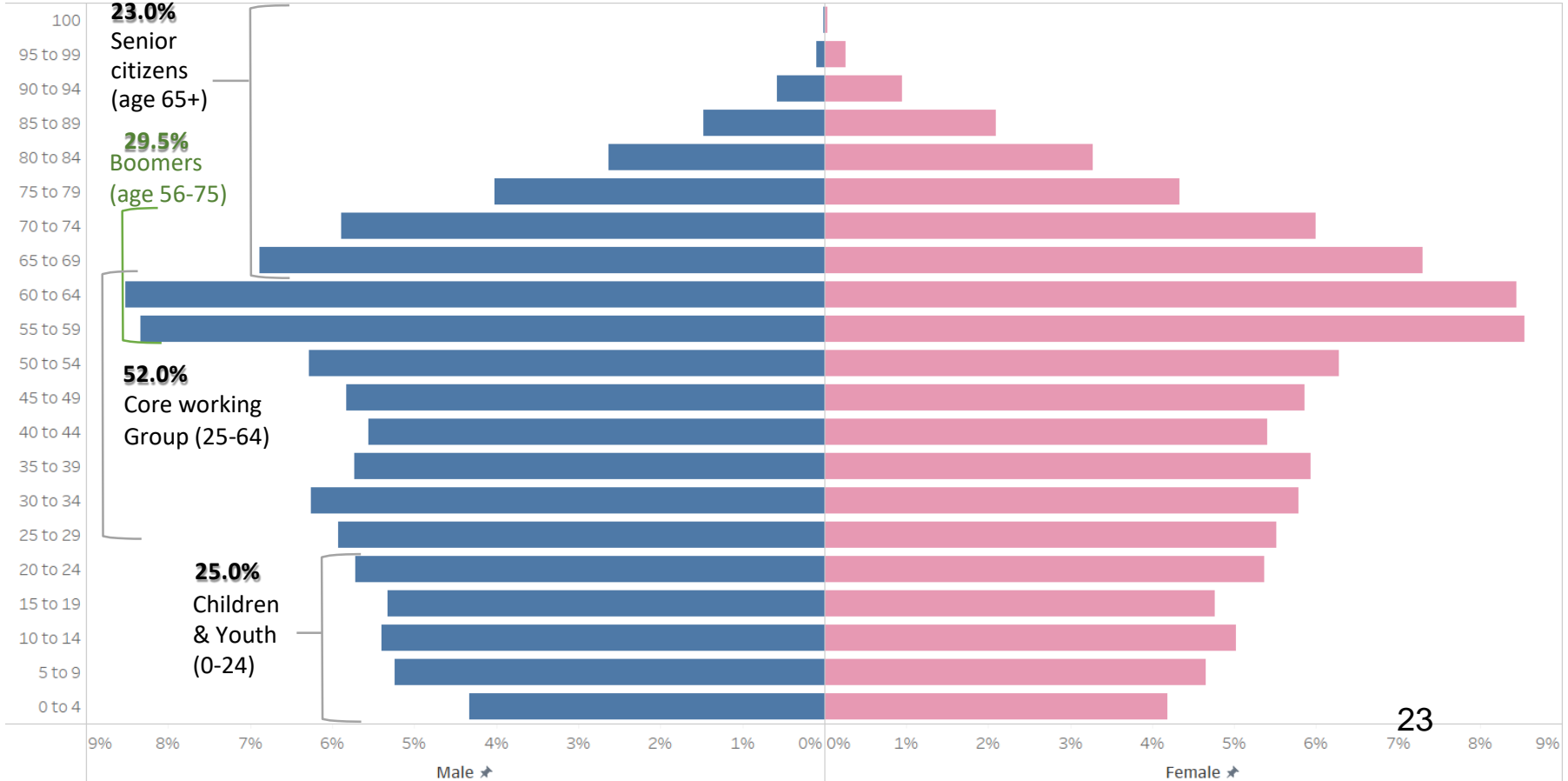
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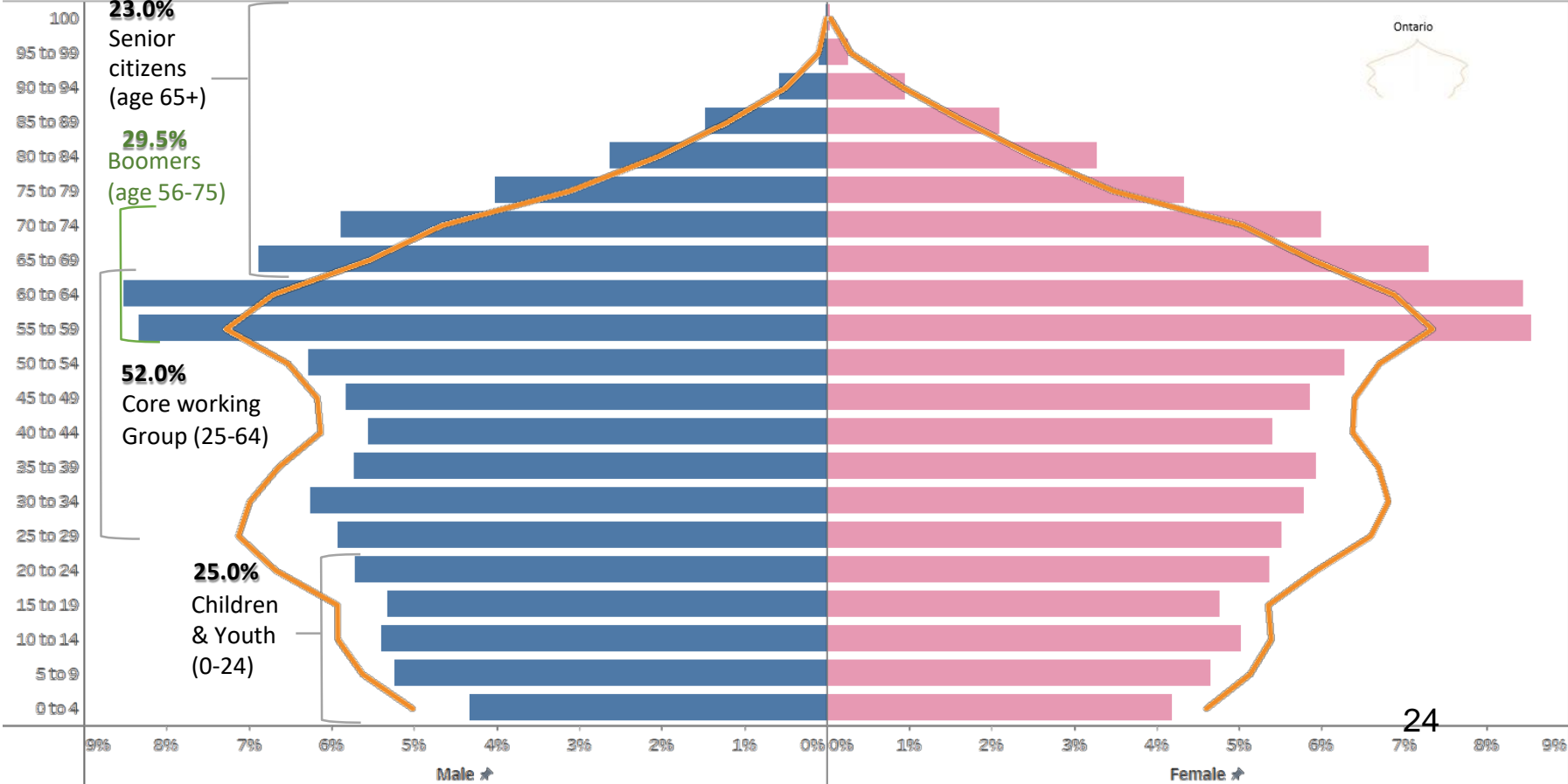
Ontario Age Structure, 2021



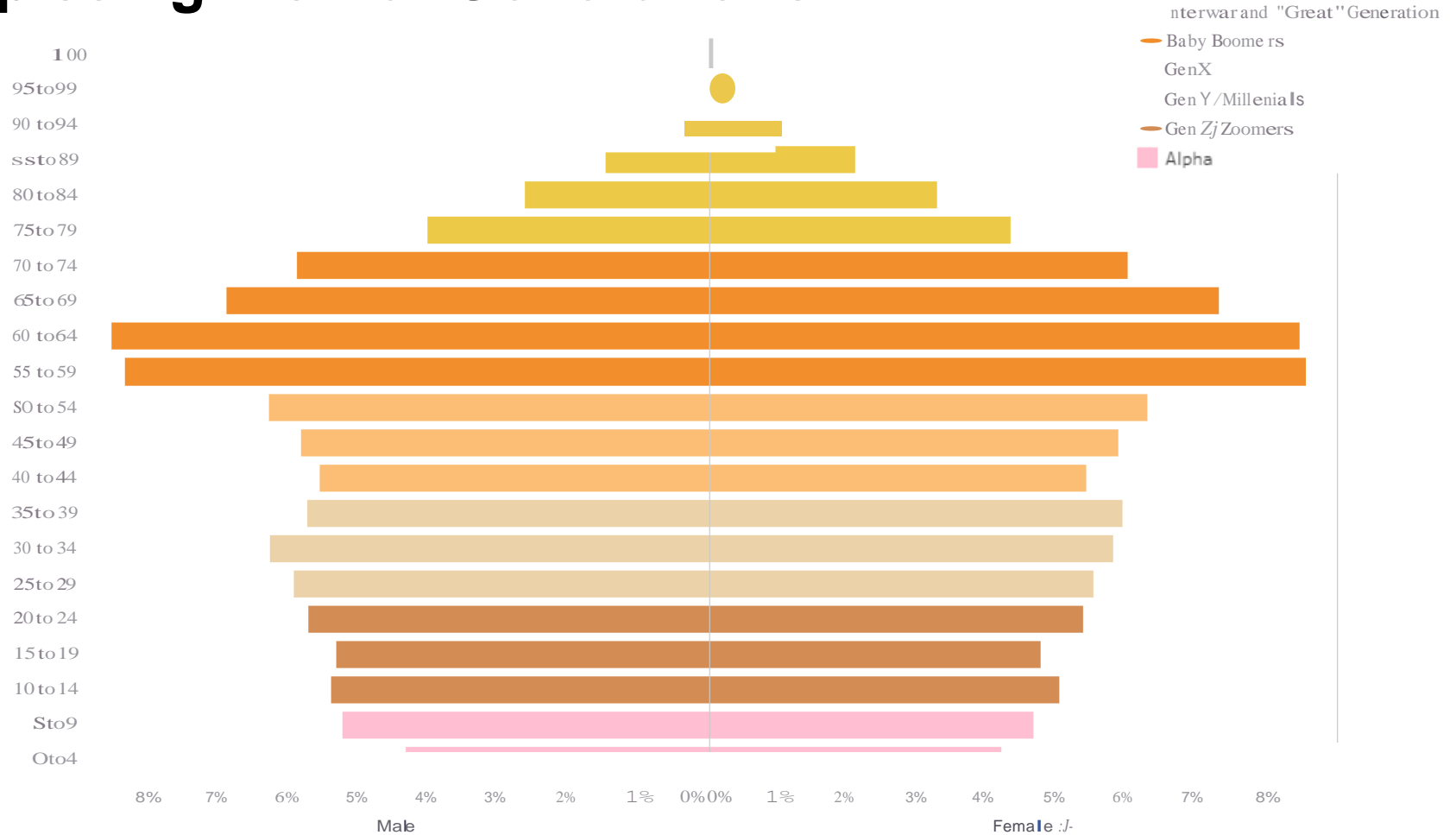
Nipissing District Age Structure, 2021



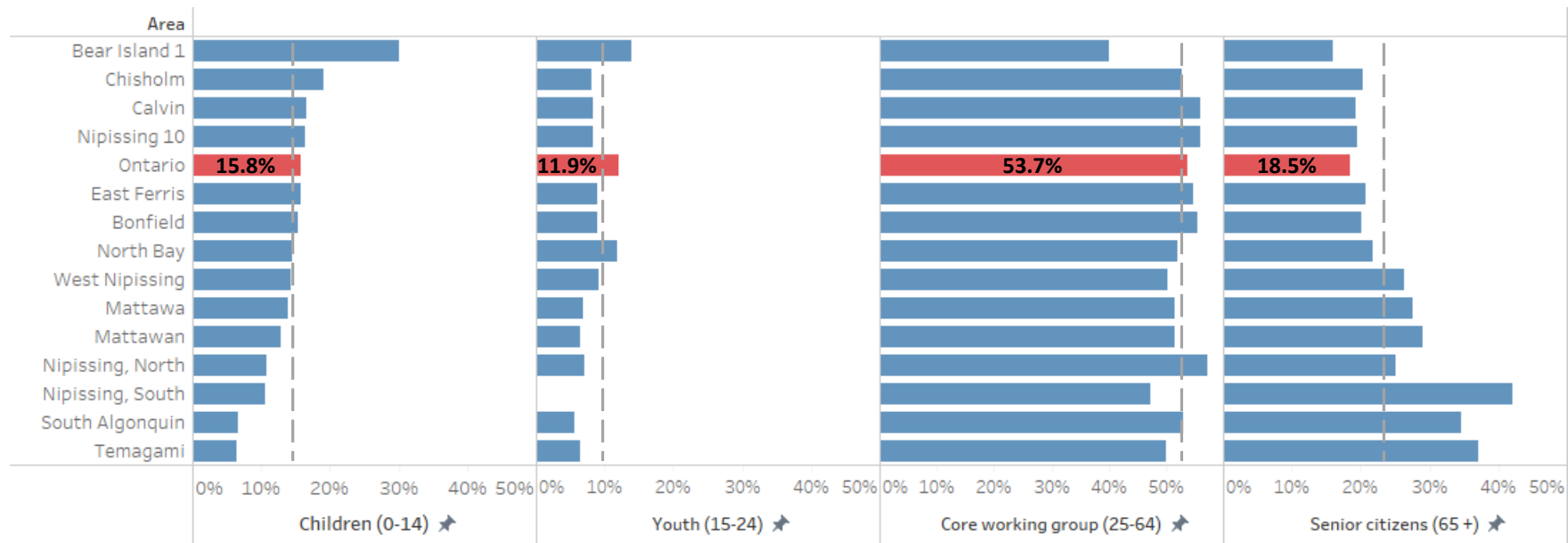
Nipissing District Age Structure, 2021



Nipissing District Generations



General Age Groups: Nipissing Municipalities and Areas



So we also see some significant age variation and older population structures within the district. For example, South Algonquin and Temagami (furthest rural areas) vs. the eastern municipalities

Implications: planning; public service delivery; consumption of goods & services; workforce; etc. 26

BRIEFING NOTE B12-22

For Information or For Approval

Date: June 22, 2022

Purpose: **Restricted Acts after Nomination Day and Delegation of Authority**

Prepared by: Melanie Shaye, Director of Corporate Services

Reviewed by: Justin Avery, Manager of Finance

Approved by: Catherine Matheson, Chief Administrative Officer

Alignment with Strategic Plan: Healthy, Sustainable Communities

Maximize Impact Remove Barriers Seamless Access Learn & Grow

RESOLUTION

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

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

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

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

BACKGROUND

The DNSSAB’s Procedural By-law #1 Section D- Restrictions 17 Restricted Acts after Nomination Day is consistent with the Municipal Act, section 275, Restricted Acts after

Nomination Day. The language is in place to ensure that the Board has sufficient historical knowledge to ensure thoughtful Board decisions are made.

The period of restricted acts, referred to as *lame duck*, can be one or both of the following two time periods:

1. From nomination day to election day
August 19, 2022 at 2pm to October 24, 2022

Lame duck determined if less than 75% of the incumbent Board are running for re-election.

2. Election day to end of the Board term
October 24, 2022 to December 31, 2022

Lame duck determined if less than 75% of current term members are re-elected.

Restricted Acts

If the Board is considered lame duck, the acts they are restricted from include:

- 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.

The restriction does not apply if the disposition or liability was included in the most recent approved budget. There are no other restricted acts other than those listed.

Section 17.5 of the Procedural By-law #1 permits the Board to delegate authority where appropriate.

If the Board is not considered lame duck, then the Board is not restricted from the above listed acts.

CURRENT STATUS

On August 19, 2022, the Board of Directors will be asked to confirm if they are running for re-election. The CAO will determine if this threshold is met.

75% of members of the Board
= 9 members

The Board is in lame duck if less than 9 members are running for election or are re-elected, based on #1 and #2 listed above.

It is important for the Board to delegate certain powers and authority through resolution, to ensure the continuity of business. Normally, this delegation is made to the CAO. The delegation will only become effective if the lame duck threshold is met.

If the lame duck thresholds are met, then the DNSSAB's 2023 budget cannot be approved until the first meeting of the new DNSSAB Board of Directors.

CONCLUSION

With the Board's approval, the CAO will determine if the Board is lame duck based on the schedule listed above. If a determination of lame duck is made, the current Board will immediately be notified and this report's recommendation will be enacted.

BRIEFING NOTE B16-22

For information or For Decision or For Approval

Date: June 22, 2022

Purpose: Revisions to the Travel, Meal, and Hospitality Policy

Prepared by: Melanie Shaye, Director of Corporate Services

Reviewed by: Justin Avery, Manager of Finance

Reviewed by: Catherine Matheson, CAO

RECOMMENDATION

THAT the District of Nipissing Social Services Administration Board approve the changes to the Travel, Meal, and Hospitality Policy as presented.

BACKGROUND

This policy was originally created in February 2010. Since then, a series of amendments have been made to clarify the intent of the policy, and to ensure reimbursements were consistent with the best practices of the Travel, Meal, and Hospitality Expenses Directive of the Management Board of Cabinet from the Treasury Board Secretariat. The last amendment was January 26, 2022.

PROPOSED CHANGES

With the changing landscape of the COVID-19 pandemic, the policy is being adjusted to best reflect the hybrid nature of some meetings and the way compensation for meals is handled.

Additionally, with rising inflation numbers, an increase to the mileage allowance is being proposed.

Specific changes include:

- Increase per kilometer reimbursement rate from \$0.58 to \$0.61.¹
- Increase per kilometer reimbursement rate in excess of 5,000 from \$0.52 to \$0.55.²
- Add that a meal stipend is paid to Board members attending board meetings that are scheduled during the lunch hour. The stipend is provided instead of an in-person lunch in order to support the dietary needs of Board members and to accommodate the hybrid board meeting model.
- The meal stipend amount is equivalent to the within district, lunch meal reimbursement amount. The meal stipend is considered a taxable benefit.

NEXT STEPS

Staff will continue to monitor the best practices and inflationary changes and present recommended changes where appropriate.

ATTACHMENT

Revised Travel, Meal, and Hospitality Policy

¹ Consistent with Canada Revenue Agency automobile allowance rates for 2022: [Automobile allowance rates - Canada.ca](#)

² Consistent with Canada Revenue Agency automobile allowance rates for 2022: [Automobile allowance rates - Canada.ca](#)

DNSSAB/NDHC

Travel, Meal and Hospitality Policy

Policy FIN/ADM 03

Amendment History

Date	Details	Board Resolution
February 2010	Original Policy	2010-037
April 2019	Adjustment to kilometre reimbursement	2019-70
January 2020	Removed alcohol and allowed personal vehicle use	2020-16
October 2020	Limited number Board members attending conferences	2020-108
January 2022	Adjust meal reimbursement	2022-06
June 2022	Adjusted meal language and mileage amount	2022-

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INTENT OF POLICY

The purpose this policy is provide clarity on the manner and extent the District of Nipissing Social Services Administration Board (DNSSAB) and Nipissing District Housing Corporation (NDHC) will reimburse board members, employees, and guests for travel, meal, and hospitality expenses.

Expenses must:

- ✓ Be work related,
- ✓ Be modest and appropriate,
- ✓ Demonstrate accountability and transparency. And
- ✓ Give due regard for the balance between being economical and giving due regard for health and safety.

This policy is guided by the best practices of the Travel, Meal and Hospitality Expenses Directive of the Management Board of Cabinet as modified for distribution to the Ministry of Community and Social Services Transfer Payment Agencies, January 2020 and the applicable DNSSAB Collective Agreement.

SCOPE

This policy applies to all employees and Board members of the DNSSAB and NDHC, except where otherwise specified in the applicable DNSSAB Collective Agreement.

ROLES & RESPONSIBILITIES

Board member and employees must:

- obtain travel and itinerary approval from appropriate authority levels for travel;
- use the corporate charge card for payment of expenses under this policy;
- in the event of changes, hotel and travel bookings should be cancelled within the allowable period; and,
- become familiar with, and adhere to, the provisions of this policy.

Approval authorities must:

- ensure that expenses are consistent with the principles of this Policy and comply with other relevant DNSSAB policies;
- determine and authorize when business travel is necessary;
- ensure that all travel arrangements are consistent with this Policy;
- ensure that appropriate receipts are provided to support expense claims;
- ensure that any unusual items are explained appropriately or proof is given of prior approval.

POLICY

Travelling and overtime

When the employee is travelling outside of regular working hours, overtime shall be incurred as described in the Human Resources Policy- Overtime. Travel that will require overtime must receive prior approval from the applicable supervisor.

Persons Travelling Together

In determining the number of employees traveling together in the same vehicle (plane, train or automobile), consideration should be given to business continuity needs in order to reduce the risk of a major disruption in DNSSAB's ongoing operations.

Approval to Travel

Prior approval by the appropriate authority is required for business travel by travelers according to destination:

	Staff	Director
Within district	Immediate supervisor	None
Outside district (within Ontario)	Supervisor and Manager	CAO
Out of Province	Director and CAO	CAO

INSURANCE

Travel Accident Insurance

Employees have basic insurance for accidental injury or accidental death including reimbursement of emergency medical expenses. Extra insurance may be purchased at the traveler's own expense.

Vehicle Insurance

Employees renting a vehicle for work travel purposes must make the booking under the DNSSAB's account, not the individual employee. This ensures that the appropriate insurance coverage is in place. The rental company insurance can be waived as long as the booking has been made under DNSSAB's account.

Personal vehicles used on DNSSAB business must be insured at the vehicle owner's expense for personal motor vehicle liability. Coverage should be equal to or greater than the minimum liability specified in the Insurance Act. Drivers must satisfy themselves whether their motor vehicle insurance coverage should include business use of their vehicles.

The DNSSAB will not reimburse costs of business use coverage or collision and liability coverage and DNSSAB assumes no financial responsibility for privately owned vehicles other than paying the kilometric rate when used for DNSSAB business. The DNSSAB is not responsible for reimbursing deductible amounts related to insurance coverage. Those driving a personal vehicle on DNSSAB business cannot make claims to the DNSSAB for damages as a result of a collision.

TRANSPORTATION

Road Transportation

When road transportation is the most practical and economical way to travel, the order of preference shall be:

1. Personal vehicle only when it is more economical than use of a rental vehicle, or when travel is inside the District of Nipissing. Travelers are strongly encouraged to rent cars for business travel instead of using their own vehicle when the total distance to be driven per day will exceed 300 kilometers.

Using a personal vehicle must be approved in advance. The DNSSAB assumes no financial responsibility for personal vehicles. Employees who have approval to use their personal vehicle must keep daily logs of the kilometers used.

2. Bridge, ferry and highway tolls and necessary parking fees paid while driving on DNSSAB business will be reimbursed. Receipts must be obtained and submitted.

Accidents must be reported immediately to local law enforcement authorities, the rental car agency (if applicable), the automobile insurance company (if using a personal vehicle), and the person's immediate supervisor (and the corporate charge card company if applicable).

Car Rental

The size of the rental car must be the most economical and practical required for the business task and number of occupants. Exceptions must be documented and approved by the appropriate spending authority. Luxury and sports car rentals are prohibited. The rental car must be refueled in accordance with the rental contract.

Where a traveler accumulates more than 1,600 km/month on a regular basis, the manager should investigate lower cost options. Where a traveler continues to use a personal vehicle, the rationale for this practice should be documented.

Other Road Transportation

Whenever practical, local public transportation/hotel shuttles must be used. Receipts for reimbursement are not required.

Taxi and ride-hailing services expenses are also justified where group travel by taxi is more economical than the total cost of travelling separately, or when there are unusually tight schedules for meetings.

Air and Rail Travel

Travel by air or rail is permitted when this is the most practical and economical way to travel. Travel must be arranged in advance and be booked by fixed dates; open-ended tickets are prohibited. Only economy class seating is permitted.

ACCOMMODATIONS

Reimbursement for overnight accommodation within an employee's home office area will not normally be authorized. Exceptional or emergency situations that require employees to remain close to their home office for periods long in excess of normal working hours.

Reimbursement will be made for single accommodation in a standard room, and no reimbursement will be made for suites, executive floors, or concierge levels.

Private stays with family or friends are encouraged. A maximum of \$30.00 per night for gratuitous lodging expenses is allowed. No receipt is required.

For extended stays at one location, long-term accommodation must be arranged on the approval of an immediate supervisor, to take advantage of lower weekly or monthly rates. This may include the rental of a housekeeping facility.

Reasonable gratuities for taxis will be reimbursed. Receipts are necessary to support reimbursement of these expenses.

MEALS FOR TRAVEL

Reasonable and appropriate actual meal expenses will be reimbursed, subject to approval by the employee's supervisor, and in accordance with Schedule 1, if the expenditure is incurred when the employee is required to work during or through normal meal periods or when, during a normal meal period, the employee is away on DNSSAB business from his or her home office base for a distance exceeding twenty-five (25) kilometers and such travel is infrequent and occasional in nature and does not fall within their regular duties.

Itemized receipts must be provided for reimbursement. Reimbursement must not exceed the amount actually spent (including taxes and gratuities) as validated by a receipt accompanying the claim, and in accordance with the meal reimbursement limits in Schedule 1.

GRATUITIES

Gratuities are restricted to a maximum of 15% for reimbursement. Any gratuities beyond this limit will not be reimbursed.

The limits set out in Schedule 1 are before taxes and gratuities. For example, if an employee/Board member were to purchase a lunch outside of the district and the meal cost \$25 before taxes and gratuities, the total cost for the meal would be \$32.49 (\$25 + 13% HST + 15% gratuity). The full \$32.49 would be reimbursed in accordance with this policy because the pre-tax and gratuity amount was within the stated limits. Any costs above the stated limits must be paid for personally and not with a corporate credit card. Receipts must be submitted through the Portal.

Reimbursement of meal costs must not include the reimbursement for any alcoholic beverages. No reimbursement shall be made for meals consumed at home prior to departure or on return, or for meals included in the cost of transportation, accommodation, seminars and/or conferences.

CONFERENCES

Employee attendance at conferences and seminars that involves overnight travel must be approved in advance by their supervisor.

Board member attendance at conferences and seminars that involves overnight travel is limited to the DNSSAB and NDHC Chairs and Vice-Chairs, and up to three (3) additional Board members from the DNSSAB Board. The exception to this rule is when either a NOSDA or OMSSA conference is occurring in the Nipissing District, in which case all Board members may be invited to attend. If the Chairs and/or Vice Chairs are unable to attend, they are able to delegate an alternate Board member to attend in their place.

HOSPITALITY

The DNSSAB CAO and senior management may provide hospitality to board members, employees, working group members, guests, visitors, volunteers, and other individuals as part of the business meeting.

Meals or light refreshments provided in the course of a business meeting should be part of the business meeting, not a matter of personal convenience, whether the meeting is for internal purposes or includes external organizations. When a meeting takes place over an extended period of time and the agenda includes a working meal, there may be justification that the meal is part of the business function.

Examples of such events:

- A meeting where there is a scheduled luncheon speaker.
- A meeting where participants work through a lunch period.
- Circumstances where it would be too time-consuming or disruptive to event continuity for participants to take a meal break away from the meeting

location.

It is preferred that meetings involving employees are not to be scheduled during lunch break as employees should be given an opportunity to receive a break from work during the day.

Hospitality costs

Functions should minimize costs but be consistent with:

- ✓ The status of the guest(s);
- ✓ The number of persons attending; and,
- ✓ The business purpose to be achieved.

Hospitality internal control

Hosts must ensure that hospitality expenses are recorded, and records contain information for each function:

- ✓ The circumstances, including any requiring special authority;
- ✓ The form of hospitality (meal, reception, etc.);
- ✓ The cost supported by receipts;
- ✓ Names of individuals entertained, their titles and company name; and,
- ✓ Approvals by CAO or delegate.

GIFTS OF APPRECIATION

Token gifts of appreciation, valued at up to \$30, may be extended to persons who are not attached to DNSSAB in exchange for pro bono services, such as the delivery of a presentation.

PROCEDURE/ADMINISTRATION

Non-Reimbursable Expenses

Expenses of a personal nature will not be reimbursed. Such expenses include, but are not limited to;

- ✓ recreational purposes (movie rentals, mini-bar, etc.);
- ✓ personal items;
- ✓ traffic and parking violations;
- ✓ social events that do not constitute hospitality as described above;
- ✓ alcoholic drinks
- ✓ participation of friends or family members in events and meals.

Receipts

Itemized receipts must be submitted with claims. Credit card slips by themselves are insufficient to support claim for reimbursement.

Time Limit for Claims

All claims must be submitted on a timely basis, and no later than 4 weeks after the date which the expense was incurred. Managers may extend this time limit using the principles to guide exceptions set out in this Policy.

Guidance on Exceptions to Rules

Requests for reimbursement should not be rejected solely because they arose from mistakes or misinterpretations of the requirements of this Policy. Decisions whether to approve reimbursement or to require repayment must be reviewed on a case-by-case basis.

Principle to guide exceptions to the rules

When the approval authority exercises discretion in making an exception, and in order to ensure a proper record for audit purposes, the rationale for the exception must be documented and accompany the claim.

DEFINITIONS

District of Nipissing: The District of Nipissing as defined under Ontario Regulations 278/98 Schedule 3

Home Office: An employee's regular place of business, permanent location associated with their position, or other place as designated by the employer.

Itemized Receipt: Document identifying the vendor with the date and amount of each expense item paid by the claimant. Document can be original paper, electronic or scanned copy format.

Spending Authority: Managers with authority and responsibility to approve the expenses subject to this policy. Spending authority must comply with the Purchasing Policy approval authority.

Travel: Business travel authorized by the appropriate spending authority, and does not include commuting between residence and headquarters.

Traveller: Employees and Board members of DNSSAB, guests and consultants.

SCHEDULE 1

Kilometre rates, meal reimbursement rates, and Board stipend

(Updated June 22, 2022)

Kilometre rate: \$0.61 per km
 Kilometre rate in excess of 5,000: \$0.55 per km

The above kilometre rates apply to DNSSAB Board members and non-union employees only.

Meal reimbursement (before taxes and gratuities)

(Within District):	Breakfast	\$15.00
	Lunch	\$25.00
	Dinner	\$30.00

(Outside District):	Breakfast	\$20.00
	Lunch	\$30.00
	Dinner	\$50.00

Board meal stipend

A meal stipend is paid to Board members attending board meetings that are scheduled during the lunch hour. The stipend is provided instead of an in-person lunch, in order to support the dietary needs of Board members, and to accommodate the hybrid board meeting model.

The meal stipend amount is equivalent to the within district, lunch meal reimbursement amount. The meal stipend is considered a taxable benefit.

BRIEFING NOTE HS30-22

For Information or For Approval

Date: June 22, 2022
Purpose: 2022-23 Reaching Home Request for Proposals (RFP) Results and Recommendations
Prepared by: Stacey Cyopeck, Director, Housing Programs
Reviewed by: Justin Avery, Manager of Finance
Approved by: Catherine Matheson, Chief Administrative Officer

Alignment with Strategic Plan: Healthy, Sustainable Communities

Maximize Impact Remove Barriers Seamless Access Learn & Grow

RECOMMENDATION:

THAT the District of Nipissing Social Services Administration Board (DNSSAB) receive and approve Report HS3022, regarding the outcome of Request for Proposals RFP 2022-18: Reaching Home – Homelessness Services and authorizing the CAO to consider such recommendations from the Community Advisory Board (CAB), and enter into negotiations and subsequent contracts with the successful proponents.

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

BACKGROUND:

In the Government of Canada’s Budget 2021, \$567.2 million was designated over two years, beginning in 2022-23, for Reaching Home: Canada’s Homelessness Strategy. This incremental funding is intended to help communities respond to the service pressures to prevent and reduce homelessness. On April 7, 2022, the Government of Canada tabled its new Budget, proposing a further \$562.2 million over an additional two years under Reaching Home, beginning in 2024-25, to maintain the funding level from 2023-2024.

Recognizing that a Coordinated Access system is foundational for these efforts, a portion of the incremental funding is to be directed to Community Capacity and Innovation (CCI) activities, supporting the design, implementation, enhancement and ongoing operation of this system.

Communities are provided the flexibility to use CCI towards Sub-Project costs if the full allocation is not required for Coordinated Access Nipissing (CAN) implementation and monitoring.

The total Reaching Home funding for 2022-23 and 2023-24 is as follows:

2022-2023		2023-2024	
REACHING HOME - Program	\$578,756.00	REACHING HOME - Program	\$572,419.00
CCI Program Allocation	\$96,356.00	CCI Program Allocation	\$96,356.00
Administration (15%)	\$119,137.00	Administration (15%)	\$118,019.00
TOTAL RH Allocation	\$794,249.00	TOTAL RH Allocation	\$786,794.00

CURRENT STATUS/STEPS TAKEN TO DATE:

On February 11, 2022, the CAB approved the recommendation to prioritize two Crisis Centre North Bay projects for the available 2022-23 base Reaching Home funding, totaling \$148,356.00. An additional note was added to the motion that, should additional funding become available, further decisions regarding the continued financial support of the CCNB sub-projects beyond December 31, 2022 would be made at that time. This recommendation was endorsed by the DNSSAB Board at the February 23, 2022 Board Meeting through report HS11-22, Resolution No. 2022-17.

Funded Sub-Projects	Apr 1-Dec 31, 2022 Total
Shelter Supports Rehousing	\$93,069
Supporting Youth in Transitional Housing	\$55,287
	\$148,356

At the April 13, 2022 CAB meeting, as a result of the confirmation of the additional incremental funding, the CAB recommended that the funding for the two Crisis Centre North Bay (CCNB) projects be further extended to March 31, 2023, for a total additional amount of \$49,452:

CCNB Funded Sub-Projects	Jan-Mar 2023 Total
Shelter Supports Rehousing	\$31,023
Supporting Youth in Transitional Housing	\$18,429
	\$49,452

With the additional \$49,452, the annual funding for the two existing CCNB projects totals \$197,808. In addition, since the incremental funding has already been confirmed for 2023-24, the CAB recommends that the two existing CCNB Sub-Projects be extended for the 2023-24 fiscal year, for a total of \$395,616 over the two-year contract.

After the above recommended allocation, \$380,948 remained to be allocated through a Request for Proposal (RFP) process for the 2022-23 Fiscal year.

The RFP 2022-18: Reaching Home – Homelessness Services was issued on May 18, 2022 and closed on June 1, 2022. The formal evaluation of submissions began on June 3, 2022

by an evaluation committee comprised of representation from the CAB and DNSSAB.

Upon approval of the Board, DNSSAB will enter into formal agreements with each successful proponent for a one-year term, April 1, 2022 – March 31, 2023, with the possibility of an additional one-year renewal for 2023-24.

RISK IDENTIFICATION AND MITIGATION:

The incremental funding was not confirmed by the funder until April 2022 and all Reaching Home funding must be expended by March 31 of each year of the funding agreement. The DNSSAB, as the Community Entity, is obligated to report the service statistics and outcomes of the individual sub-projects that are funded within the community on a quarterly basis. All agencies receiving homelessness funding must be signatories on the Coordinated Access Nipissing Data Sharing Agreement and have implemented HIFIS 4.0 and Coordinated Access Nipissing processes as a requirement of their funding. The data compiled will maintain compliance with the funders' reporting requirements and also provide vital information for planning and evaluation of service gaps and outcomes.

CONCLUSION:

The new Reaching Home base funding allocation for 2022-23 and 2023-24 will allow the DNSSAB, as Community Entity, to provide stable funding for priority community homelessness projects for at least two years. It is recommended to proceed with the preferred proponents to ensure seamless access and service delivery continuation.

BRIEFING NOTE HS31-22

For Information or For Approval

Date: June 22, 2022

Purpose: **Emergency Shelter Overflow Policy**

Prepared by: Stacey Cyopeck, Director, Housing Programs

Reviewed by: Justin Avery, Manager of Finance

Approved by: Catherine Matheson, Chief Administrative Officer

Alignment with Strategic Plan: Healthy, Sustainable Communities

Maximize Impact **Removed Barriers** **Seamless Access** **Learn & Grow**

RECOMMENDATION:

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

BACKGROUND:

- Through the Community Homelessness Prevention Initiative (CHPI) and the Social Services Relief Fund (SSRF), DNSSAB has temporarily funded the provision of emergency overflow services. Moving forward, these services may be funded under the new Homelessness Prevention Program (HPP) or the Social Services Relief Fund Phase 5, subject to funding availability.
- Currently, emergency overflow services are defined as “the provision of emergency shelter services in an emergency overflow motel residence.”
- These services are administered and managed by the Crisis Centre North Bay and are intended to be short-term emergency housing accommodations.
- Emergency shelter overflow has increased in use and expenditures since 2017. The current use and monthly expenditures totals resulted in the need for a policy that focuses on proactive and permanent housing solutions rather than reactive responses to homelessness.

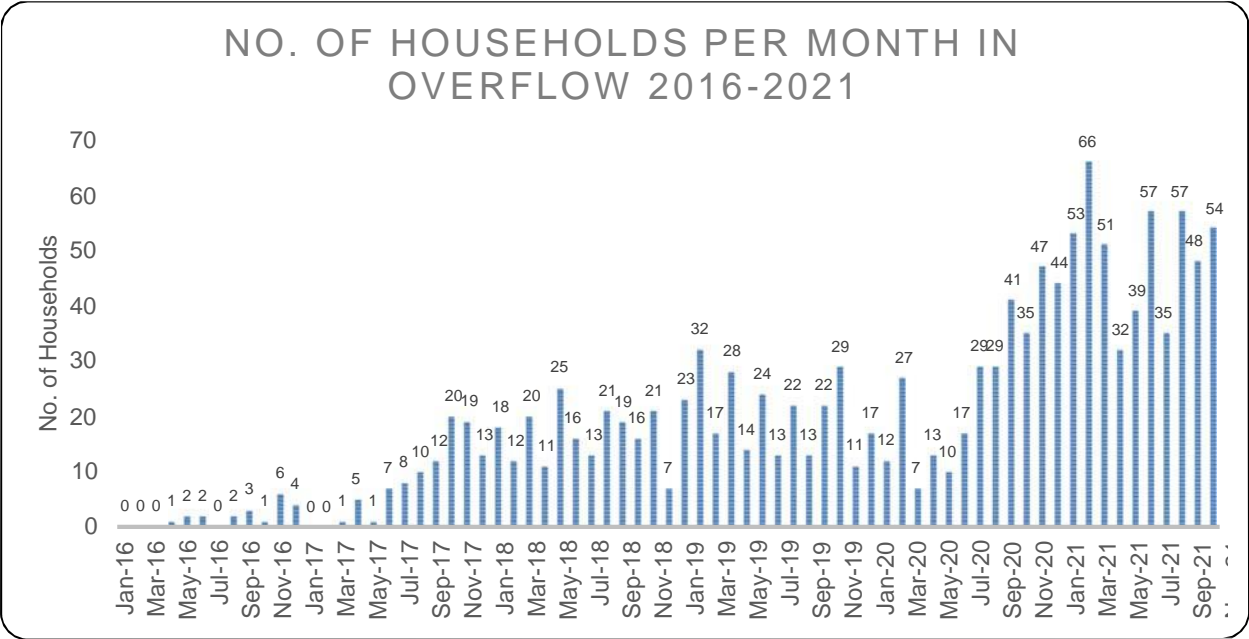


Figure 1 - Emergency Shelter Overflow use 2016-2021.

- As outlined in report HS05-22, the Board endorsed the development of a Shelter Overflow Policy. Report HS20-22 outlined the proposed Shelter Overflow Policy. At the request of the Board, DNSSAB staff have endeavoured to collect feedback from the Nipissing District Housing and Homelessness Partnership prior to the finalization of the Policy.

CURRENT STATUS/STEPS TAKEN TO DATE:

The Emergency Shelter Overflow Policy establishes goals, guiding principles, and a clear vision, which align with DNSSAB’s 10-Year Housing and Homelessness Plan and Homelessness Action Plan. The goals of the policy are as follows:

- To define a policy in regards to accessing Emergency Shelter Overflow;
- To ensure equity, openness, accountability and transparency;
- To adopt a standard approach in managing Emergency Shelter Overflow funds;
- To focus resources on rapid rehousing and housing stability;

The policy also contains clear eligibility criteria along with an admission process that will determine if a household can ultimately access hotel/motel shelter overflow. In terms of eligibility, a household must be currently experiencing homelessness and have no access to alternative and available shelter beds for which the household is eligible. In turn, the admission process differentiates between household compositions. The admission process for singles and couples is as follows:

- Households are triaged, needs are assessed and the household is added/updated in HIFIS.
- Referrals are made to all eligible housing resources and all opportunities are explored to rehouse households.

- c. Referral is made to any available shelter bed or on-site emergency space.
- d. Exceptional circumstances must be met for the household to access hotel or motel shelter overflow.

Exceptional circumstances are deemed as a fire, flooding or natural disaster that has caused the loss of accommodation and/or safety concerns, whereby placing the individual elsewhere would cause the risk of harm to themselves or others.

In turn, the admission process for family households with children includes:

- a. Households are triaged, needs are assessed and the household is added/updated in HIFIS.
- b. Referrals are made to all eligible housing resources and all opportunities are explored to rehouse households.
- c. Referral is made to any available and appropriate shelter bed or on-site emergency space.
- d. Household is placed in a hotel or motel accommodation.

It is important to note, any household that is granted access to shelter overflow will be redirected to shelter beds as they become available. Rehousing efforts will be prioritized for households in shelter overflow.

The policy also establishes standards for length of stay in shelter overflow. Efforts should be made to limit stays to 15 days/nights or less in shelter overflow. If the period of 15 days/nights is exceeded, the household would be brought forward to the Coordinated Access Nipissing team for action-based case conferencing.

Finally, with the opening of several transitional and supportive housing units in North Bay over the course of the next year, a transition plan is included with the policy. The transition plan helps set capacity limits with the expectation that shelter overflow in hotels and motels will no longer be required except under exceptional circumstances, which will be limited in nature.

CAB Feedback:

In May 2022, DNSSAB brought forward the Shelter Overflow Policy to the Nipissing District Housing and Homelessness Partnership (NDHHP/CAB) for feedback from the members. Proposed Policy wording was emailed to the CAB members following the meeting on May 11th. The DNSSAB collected feedback via email and took part in a larger discussion with the CAB members at the June meeting. Overall, the CAB members understood the need for the Policy but expressed concern on the impact on the number of unsheltered homeless in the community as a result of the overflow capacity. The members agreed that the transition plan should extend over a longer term. Furthermore, the CAB recognized the need for rental subsidies as a cost effective way to move households out of overflow into affordable rental accommodation. Finally, the CAB requested that reference be made under the Exceptional Circumstances to the Community Crisis Response Team (through the CAB) being called upon in larger scale housing crisis situations.

RESOURCES REQUIRED:

Funds for emergency shelter overflow are limited. Continuation at the current usage would require further funding. The emergency shelter overflow policy would mitigate the amount of funding required to support the service.

RISK IDENTIFICATION AND MITIGATION:

Staff will closely monitor the implementation of the policy and related impacts in the community. The policy focuses on the use of existing housing resources and permanent housing solutions rather than reactive responses to homelessness. The policy also aligns with the implementation of Coordinated Access Nipissing, the 10-Year Housing and Homelessness Plan, and the Homelessness Action Plan.

CONCLUSION:

In summary, the development of a policy for emergency shelter overflow is a direct result of the rising use and need for alternative service type. The policy provides an opportunity to align the service with Coordinated Access Nipissing and guiding homelessness planning documents while taking further advantage of existing housing resources in the community. Over the course of the next year, through the transition plan, capacity in both the emergency shelter system and transitional housing options are increasing significantly, allowing the hotel and motel shelter overflow to be reduced correspondingly. This will be a major step forward in reducing the reliance on shelter beds as a reactive response to homelessness and shifts to more proactive and permanent housing solutions.

District of Nipissing Social Services Administration Board

Department	Housing Programs	Division	Housing Services
Policy	Emergency Shelter Overflow Policy	Policy Number	OVRFL01
Effective Date	July 2022	Revision Date	June 2022

1. Policy Statement

The District of Nipissing Social Services Administration Board (DNSSAB) funds the provision of emergency overflow services. Currently, emergency overflow services are defined as “the provision of emergency shelter services in an emergency overflow motel residence.” These services are administered and managed by the Crisis Centre North Bay and are intended to be short-term emergency housing accommodations.

The vision for Emergency Shelter Overflow is to have:

A coordinated and holistic service delivery system that is people-centered, evidence informed, outcomes-based, and focuses on rapid sustainable housing through efficient and effective triaging.

This vision reflects a shift towards a system that focuses on proactive and permanent housing solutions rather than reactive responses to homelessness.

Emergency Shelter Overflow Guiding Principles:

- System Coordination
- People-Centred
- Data-Driven
- Inclusive
- Fiscally Responsible
- Outcome-Focused

Goals, Objectives and Purpose:

- To define a policy in regards to accessing Emergency Shelter Overflow;
- To ensure equity, openness, accountability and transparency;
- To adopt a standard approach in managing Emergency Shelter Overflow funds;
- To focus resources on rapid rehousing and housing stability;

2. Policy Review

The Emergency Shelter Overflow Policy will be regularly maintained and updated as necessary. The Policy will be reviewed following full implementation of Coordinated Access Nipissing and HIFIS 4.0.

3. Definitions

The words and phrases listed below when used in this policy shall have the following meaning ascribed to them:

Couples:

A household consisting of two individuals who are in a mutual partnership and do not have children.

Families:

A household consisting of a couple or a lone parent with one or more children.

Household:

A household may consist of a family group, a couple, or a person living alone.

Homelessness:

The situation where a household is without stable, permanent, appropriate housing or the immediate prospect, means and ability of acquiring it.

Singles:

A household consisting of a single person who lives alone.

4. Eligibility

At minimum, to access Emergency Shelter Overflow, a household must:

1. Currently be experiencing homelessness; and
2. Have no access to alternative and available shelter beds for which the household is eligible.

5. Admission Process

The Shelter Operator will abide by the following admission process in the order listed below:

1. Singles and Couples
 - a. Households are triaged, needs are assessed and the household is added/updated in HIFIS.
 - b. Referrals are made to all eligible housing resources and all opportunities are explored to rehouse households.
 - c. Referral is made to any available shelter bed or on-site emergency space.
 - d. Exceptional circumstances must be met for the household to access hotel or motel shelter overflow (See Exceptional Circumstances).
2. Family Households
 - a. Households are triaged, needs are assessed and the household is added/updated in HIFIS.
 - b. Referrals are made to all eligible housing resources and all opportunities are explored to rehouse households.
 - c. Referral is made to any available and appropriate shelter bed or on-site emergency space.
 - d. Household is placed in a hotel or motel accommodation.

Any household that is granted access to shelter overflow will be redirected to shelter beds as they become available. Rehousing efforts will be prioritized for households in shelter overflow.

6. Exceptional Circumstances

Only under exceptional circumstances will singles or couples be permitted to access hotel or motel shelter overflow. Exceptional circumstances are deemed as a fire, flooding or natural disaster that has caused the loss of accommodation¹ and/or safety concerns, whereby placing the individual elsewhere would cause the risk harm to themselves or others.

The DNSSAB is to be notified of shelter overflow access through an exceptional circumstance on the following business day.

7. Length of Stay

It is expected that every effort will be made to ensure the length of stay in hotel and motel shelter overflow does not exceed 15 days/nights. Households that exceed 15 days/nights of stay will be brought forward to the Coordinated Access Nipissing team for action based case conferencing.

8. Capacity

The hotel and motel emergency shelter overflow capacity will be based on the transition plan (attached as Appendix A) and is subject to change as per DNSSAB's discretion. Following the transition plan, it is expected that shelter overflow in hotels and motels will no longer be required except under exceptional circumstances, which will be limited in nature.

¹ In the event of large scale loss of accommodation, the assistance of the Community Crisis Response Team (through the Nipissing District Housing and Homelessness Partnership), may be required.

APPENDIX A

Transition Plan: Transitional Housing and Shelter Use

Project Name	Anticipated Effective Date	Capacity Added (Units/Beds)	Shelter Overflow Capacity (Hotel/Motel Rooms)
Northern Pines – Phase 1 (Second Floor)	June 2022	8	20
Gormanville Road	July 2022	2	18
Northern Pines – Phase 2	August 2022	20	12
Suswin Village	October 2022	30	8
Northern Pines – Phase 3	May 2023	24	4
Northern Pines On-Site Overflow (Portables)	June 2023	21	0
		105	

DRAFT

BRIEFING NOTE HS27-22

For Information or For Approval

Date: June 22, 2022

Purpose: **Housing Services Act Regulatory Changes**

Prepared by: Stacey Cyopeck, Director of Housing Programs

Reviewed by: Justin Avery, Manager of Finance

Approved by: Catherine Matheson, Chief Administrative Officer

Alignment with Strategic Plan: Healthy, Sustainable Communities

Maximize Impact Removed Barriers Seamless Access Learn & Grow

RECOMMENDATION:

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

BACKGROUND:

In April 2019, the province released the Community Housing Renewal Strategy, prompting the development of a new regulatory framework to stabilize and grow the community-housing sector and to create a reference table to begin work on the new regulatory framework.

In March 2020, the Province enacted the *Protecting Tenants and Strengthening Community Housing Act, 2020*, which included changes to the *Housing Services Act*, the *Residential Tenancies Act*, the *Building Code Act*, and the conclusion of the *Ontario Mortgage Housing Act*. From this came the new Rent-Geared-to-Income (RGI) framework and refusal policy.

In January 2021, the province established a Service Manager Advisory Reference Table that included Service Managers/DSSAB, Ontario Social Services Association (OMSSA) and Association of Municipalities of Ontario (AMO) representatives. Members of the

Housing Strategy Steering Committee became the Service Manager Advisory Reference Table through an agreement with the province.

On March 30, 2022, the province released regulatory changes to the *Housing Services Act*.

CURRENT STATUS:

The new regulations will address Income & Assets, Service Level Standards, Access Requirements and Service & Exit Agreements.

Income & Assets:

Regulation Changes effective July 1, 2022:

- ✓ Legislative requirement to use Household Income Limits as income thresholds when determining eligibility for benefits.
- ✓ Maximum asset limit must be set at a minimum of \$50,000 when determining eligibility for benefits.

DNSSAB Next Steps:

- ✓ DNSSAB's Local Housing Income Policy 2020-02 currently speaks to using Household Income Limits as the income threshold.
 - The Local Housing Policy will be updated to state that this is now a regulated requirement.
- ✓ DNSSAB's current Local Housing Asset Policy 2020-07 states there is no asset limit, therefore, will require amending to set a local asset limit. In lieu of having various limits set for different household types, and to ensure that the benefit is available to those who need it, the DNSSAB is recommending a local asset limit of \$100,000.

Service Level Standards:

Regulation Change effective July 1, 2022:

- ✓ Regulations allow additional types of Service Manager-funded housing assistance to count towards existing service levels, in the following circumstances:
 - Households other than Ontario Works (OW)/Ontario Disability Support Program (ODSP) recipients that are paying no more than 30% of Annual Family Net Income on rent, or those that receive a portable housing benefit.
 - Households that continue to have incomes at or below the Housing Income Limits defined by the province.
 - Households that are in receipt of OW/ODSP and housing assistance, as long as they pay no more than their maximum shelter entitlement.

DNSSAB Next Steps:

- ✓ Update the DNSSAB Service Level Standard Action Plan to include newly eligible units.

Service and Exit Agreements:

Regulation Changes effective July 1, 2022:

- ✓ Service Agreements must:
 - have a term of at least 10 years;

- include a minimum five year financial plan developed jointly by the Service Manager and the housing provider;
 - permit DNSSAB to provide additional funding;
 - allow new providers to enter the system;
 - require mandatory participation in regulated Housing Services Corporation (HSC) programs.
- ✓ Exit Agreements must:
 - include a plan for the accommodation of existing households, including continued delivery of RGI assistance or an alternate form of assistance if the household agrees; and
 - include a plan for the continued operation, or redevelopment of the building; or
 - be implemented by the housing provider.

DNSSAB Next Steps:

- ✓ Explore the financial impact of the regulation and develop an End of Operating Agreement protocol to establish a clear procedure for the management of expired housing provider operating agreements.

Access System Requirements:

Regulation Change effective January 1, 2023:

- ✓ Service Managers must have an access system for housing assistance.
 - Access systems must include information on the types of assistance provided through the access system and, for assistance available to the public, how to apply, eligibility and prioritization rules.
- ✓ SM's/DSSAB's must notify applicants of the initial amount of assistance and method to calculate the rent, criteria to assess on-going eligibility and impact the assistance will have on their OW/ODSP benefits.

DNSSAB Next Steps:

- ✓ Review and update its website, application forms and letters to ensure compliance with the new regulatory changes.

RISKS AND MITIGATION:

Risk: Despite the changes to the Access System, the demand for affordable and appropriate housing options exceeds the supply. Consequently, access to services for individuals experiencing homelessness within the district continues to be challenging.

- ✓ The DNSSAB, in collaboration with other Community Partners, will continue to create opportunities for connections and referrals for supports, housing and treatment options.
- ✓ A Coordinated Access system is being implemented using the Homeless Individuals and Families Information System (HIFIS) and a Standardized Prioritized Assessment Tool, the Service Prioritization Decision Assistance Tool (SP-DAT). This will allow for the

creation of a shared By-Name-List of homeless individuals waiting for support and housing and also provide accurate and timely data to use for planning.

- The DNSSAB continues to advocate for and apply for funding in order to increase the local supply.

Risk: Adding a minimum 10-year agreement does not allow flexibility in creating service agreements that meet local needs and circumstances.

- The DNSSAB is committed to supporting and maintaining agreements with its valued partners within the community, and will endeavour to work within the parameters set by the province.
- The DNSSAB will seek Ministry approval to include a caveat in agreements to address certain funding types that are not guaranteed year over year.

Risk: Terminating partnerships through Exit Agreements will have a negative impact on the local affordable and appropriate housing supply as well as Service Level standards.

- All efforts will be made to avoid units exiting the system, however, in the event that a provider wishes to exit, the DNSSAB will look at opportunities to replace the lost units through other means such as rental subsidies.

CONCLUSION:

The *Housing Services Act* regulatory changes will encourage new programs to meet local housing needs. The implementation aims to protect community housing across the province by ensuring the system is sustainable over the long term. It encourages housing providers to remain in the system by signing long-term service agreements which will protect community housing supply, and encourage housing providers to continue to offer affordable rents. These changes will also ensure community housing is there for those who need it most by requiring Service Managers to set local income and asset limits, and continuing to prioritize survivors of domestic violence and human trafficking for rent-gear-to-income assistance.

BRIEFING NOTE CS07-22

For Information or For Approval

Date: June 22, 2022
Purpose: Children's Services Policies
Prepared by: Lynn Démoré-Pitre, Director Children's Services
Reviewed by: Justin Avery, Manager of Finance
Approved by: Catherine Matheson, Chief Administrative Officer

Alignment with Strategic Plan: Healthy, Sustainable Communities

Maximize Impact Remove Barriers Seamless Access Learn & Grow

RECOMMENDATION:

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

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

BACKGROUND:

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

DNSSAB's policies, practices and guidelines are planned and implemented to reflect legislation, regulations, directives and best practices, which include the *Ontario Child Care and EarlyON Child and Family Service Management Funding Guideline for Consolidated Municipal Managers and District Social Service Administration Boards*.

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

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

On April 27, 2022, the DNSSAB's Community Services Committee received Briefing Note CS-0422 related to Canada-Wide Early Learning and Child Care (CWELCC) Plan, which provided an update regarding the reached agreement. Furthermore, the DNSSAB Board directed staff to develop of an expansion plan to address the early years and licensed child care needs in the district to be brought back to in Fall 2022.

The Ministry of Education encourages service system managers to adopt a standard approach to managing the implementation of the CWELCC System across the district.

CURRENT STATUS/STEPS TAKEN TO DATE:

Over the last few months, DNSSAB's Children's Services Team has met on various occasions with the licensed child care service providers in order to provide ongoing updates regarding the implementation of the CWELCC System in the Nipissing District.

Discussions and consultations also took place on more specific topics regarding the implementation of CWELCC policies and processes (i.e. administration costs and threshold, for-profit threshold, audit requirements, etc.).

DNSSAB's Children's Services Team also participated in several conversations with other CMSMs/DSSABs to determine the best approach to moving forward with the creation and implementation of the attached policies and related procedures.

The attached policies have been created to reflect current practices and local priorities as well as further promote transparency and consistency in application and implementation.

More specifically, the Canada-Wide Early Learning Child Care System Policy (please refer to Appendix A) was created as an overarching policy to provide guidance and service standards on the following topics:

- ✓ Participation in the CWELCC System
- ✓ CWELCC Application
- ✓ Declining CWELCC Applications
- ✓ CWELCC Funding Allocations
- ✓ Ineligible Expenses
- ✓ Determining Base Rates
- ✓ Administration Threshold
- ✓ Reporting and Reconciliations
- ✓ Audits and Additional Reporting
- ✓ Inquiries
- ✓ Appeals

The Child Care Maximum Profits, Surpluses and Reserves Policy (please refer to Appendix B) was created to align with Ministry requirements and to ensure that there is a level of consistency, where both not-for-profit and for-profit service providers are treated in a similar fashion.

Upon review of the submitted financial statements covering the last four years, the annual agency profit and surpluses varied significantly. It was discovered that profit/surplus rates ranged from losses of -9.7% up to surpluses of up to 27%, and an overall sector average profit/surplus of 9.7%. Based on this financial information, it is recommended that the maximum annual profit and surplus level be set at 10% in the formula as detailed in the attached policy. The use of the established formula will ensure that all service providers, no matter the auspice, are treated in the same manner.

The policy also sets parameters around reserves and how the maximum allocations can be calculated. In line with ministry recommendations, the policy allows all services providers to accumulate financial reserves, up to three months of operating expenses, to support with any working capital requirements.

Prior to March 31, 2022, Service Providers could maintain reserves and/or accumulated surplus and/or retained earnings year over year with no limitations imposed by policy. As these new thresholds are effective April 1, 2022, Service Providers would be permitted to maintain accumulated reserves and/or accumulated surplus and/or retained earnings accrued prior to the implementation of this policy as per their most recent financial statement prior to April 1, 2022. The previously accrued balances will be excluded from the 3-month reserve calculation.

DNSSAB staff consulted with DNSSAB's auditor regarding this policy to ensure that the policy's reserves and disclosure requirements were acceptable within the established financial standards and guidelines.

The Service Provider will be responsible for monitoring the agency's budget and to maintain profit, surplus and reserve levels within the established expectations. Where the net income/profit and annual surpluses exceed the established amount, the service provider will be required to return the excess funding to DNSSAB, which will be returned to the ministry in accordance to established Guidelines.

As additional information becomes available, these policies may be amended to align with updated legislation, guidelines, and best practices as required.

RESOURCES REQUIRED, RISKS AND MITIGATION:

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

CMSMs/DSSABs will continue their role as designated early years and child care service system managers. To support CMSMs/DSSABs, the Ministry of Education has indicated that the administrative funding will be restored and that previously announced funding cuts will not be implemented. Additional administrative funding was also received in order to support with the implementation of the CWELCC System.

The established policies help to mitigate potential risk by ensuring further alignment with best practices and local priorities. These also set service system standards and expectations. Furthermore, they are intended to support a fair, equitable, accountable and transparent decision making process.

CONCLUSION:

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

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

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

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Policy	Canada-Wide Early Learning and Child Care System		
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1. **Policy Statement**

The Government of Canada has identified child care as a national priority to enhance early learning and childhood development, support workforce participation and contribute to the economic recovery.

In 2022, the Governments of Ontario and Canada signed the Canada-Wide Early Learning and Child Care (CWELCC) Agreement. Funding under the CWELCC will be used to build and leverage the success of Ontario's existing early learning and child care system by increasing quality, access, affordability, flexibility and inclusivity in early learning and child care.

The District of Nipissing Social Services Administration Board (DNSSAB) is committed to ensuring that the CWELCC System is planned and implemented in accordance with the Agreement, Policies and Guidelines through a process that is fair, accountable and transparent.

2. **Goals, Objectives and Purpose**

- ✓ Offer financial relief through lower licensed child care fees to families with children under six years old.
- ✓ Strengthen and stabilize the early learning and child care workforce.
- ✓ Create additional high quality and affordable licensed child care spaces.
- ✓ Address barriers to providing inclusive early learning and child care services.
- ✓ To ensure a fair, equitable, transparent and consistent approach to the implementation of the CWELCC System.

3. **Persons or Groups Affected**

- ✓ All licensed child care centres and home child care agencies, no matter the Auspice, are eligible to apply for CWELCC, regardless of participation in the local quality initiatives, or current purchase of service status with DNSSAB.
- ✓ Families with children 6 years of age and under residing in the district of Nipissing.

4. **Restrictions**

- ✓ In order to receive any of the CWELCC funding, the Service Provider must have a fully executed agreement with DNSSAB.

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- ✓ Service Providers must demonstrate financial viability in order to qualify for funding under the CWELCC System.
- ✓ Service Providers must maintain a clear license to operate and remain in good standing in accordance with the CCEYA.
- ✓ Service Providers must complete the annual Licensed Child Care Operations Survey, as required by a ministry director.
- ✓ Service Providers participating in the CWELCC System must maintain existing licensed spaces for children from infancy up to and including 5 years of age.
- ✓ Funding provided through the CWELCC System is specific to meeting the CWELCC System's objectives.
- ✓ Service Providers entering into a new purchase of service agreement for the CWELCC System are not eligible to access 2022 Child Care, EarlyON and Workforce Allocations (with the exception of the Wage Enhancement Grant) if they are not already in receipt of this funding.

5. **Policy**

Participation in the CWELCC System

- ✓ Participation in the CWELCC System is optional for a Service Provider.
- ✓ The Service Provider will be able to choose to:
 - 1- Opt-In and participate in the CWELCC System, or
 - 2- Opt-Out and not participate; operate outside the CWELCC System and continue to operate within the current system.
- ✓ Service Providers who opt-in will need to complete the CWELCC application process within the required timelines.
- ✓ Service Providers who opt-out will not be eligible for CWELCC funds and will not be able to opt-in to the CWELCC System until the next opportunity arises.

CWELCC Application

- ✓ For 2022, Service Providers that wish to enroll in the CWELCC System must complete the CWELCC Application Form and agree to all terms of application set out in the form by September 1st.
- ✓ The CWELCC System application will be made available to all Service Providers and will also be posted to the DNSSAB Website.

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Processing CWELCC Applications

- DNSSAB will review and process the Service Provider's application within fifteen (15) business days to ensure that the Service Provider is able to make the required parent refunds in a timely fashion.
- CWELCC applications will be received on an annual basis, in accordance with Policies and Guidelines.

Declining CWELCC Applications

- In exceptional cases, DNSSAB may deny a Service Provider's enrollment in the CWELCC System, where the Service Provider is not able to demonstrate financial viability, or if the DNSSAB has strong concerns that the funding will be used for improper purposes.
- When declining a Service Provider's CWELCC Application, DNSSAB will provide circumstances and rationale in writing to the Service Provider and Ministry within five (5) business days.

CWELCC Funding Allocation

- To be eligible for CWELCC funding, Service Providers must apply to the District of Nipissing Social Services Administration Board (DNSSAB) to enroll in the CWELCC System and enter into an Agreement with DNSSAB.
- To ensure consistent financial management practices across all Service Providers and that adequate funding is available as Service Providers enroll in the program throughout the year, DNSSAB will not provide funding to reduce base fees for eligible children in excess of what is required to meet the CWELCC initiatives.
- To support fee reductions in child care for eligible children, CWELCC funding will be provided by DNSSAB to Service Providers to support the Actual Cost associated with a mandated reduction in a Service Provider's Base Fee.
- Non-Base Fees charged by the Service Provider to parents for things that are not included in the Base Fee, as well as their associated costs, will be omitted by DNSSAB when determining the funding amounts to be flowed to enrolled Service Providers (for example: fees for picking up a Child late).
- DNSSAB will ensure that funding provided to Service Providers supports inflationary costs associated with base fees for a Service Provider's child care operations for

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eligible children, including inflationary compensation increases for staff in accordance with Ministry Guidelines.

- ✓ CWELCC funding amounts to Service Providers will be determined in accordance with Policies, Procedures and Guidelines and at the discretion of DNSSAB.

Ineligible Expenses for CWELCC System

- ✓ Expenses that do not directly support the CWELCC System goals and initiatives (i.e., expenses that are not related to the provision of child care for eligible children and mandated compensation increases for eligible staff), are ineligible and include the following:
 - Child care management compensation (outside of regular salaries and benefits received in a calendar year) including but not limited to transportation, meals, management bonuses, retirement packages, deferred compensation;
 - Reimbursement for transportation such as mileage is an eligible expenditure if reasonable, as determined by DNSSAB.
 - Debt costs including principal and interest payments related to capital loans, mortgage financing, and operating loans;
 - Professional organization fees paid on behalf of staff for membership in professional organizations;
 - Bonuses (including retiring bonuses), gifts and honoraria paid to staff are ineligible expenses except in the case that they are provided as a retroactive wage increase that will be maintained in the following year;
 - Donations to charitable institutions or organizations;
 - Fundraising expenses;
 - Property taxes;
 - Personal expenses (i.e., vehicles, assets or services for personal use only);
 - Expenditures arising from transactions not conducted at arms-length, unless conducted at fair market value; and
 - Any expenditure that is not used to support the provision of child care services (at the discretion of DNSSAB).

Determining the Base Rate

- ✓ DNSSAB will work with Service Providers to determine base rates in accordance with Guidelines.

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- Base rates will be determined using a consistent approach for all Service Providers.
- Funding allocations that support with the variances between the calculated base rate and actual parent fee will be paid in accordance with Guidelines and within DNSSAB's CWELCC Funding allocations.
- If DNSSAB's CWELCC Funding allocation is not sufficient to support with 100% of the variance, the funding will be distributed to all eligible service providers by utilizing an equitable percentage (for example, 50% instead of 100%).
- Any funding shortages will be brought forward to the Ministry for review and consideration.

Administration

- Service Providers may spend up to 10% of the CWELCC System funding received on administration (which includes administration staffing costs and costs for audited financial statements).
- DNSSAB will review the administration costs for reasonableness as part of the annual reconciliation process.

Reporting and Reconciliations

- On an annual basis, the Service Providers are required to reconcile all CWELCC funding entitlements with actual expenditures, in the prescribed format provided by DNSSAB.
- DNSSAB will collect appropriate and detailed financial and program information from Service Providers related to the operations of child care for eligible children, fee reduction, as well as staff supported with workforce compensation.
- DNSSAB will review all financial components including cost and expense line items for reasonability and eligibility, while ensuring CWELCC System objectives will be achieved.
- Any adjustments and recoveries of funding will be determined at the discretion of DNSSAB's CWELCC reconciliation process.

Random Audits and Additional Reports

- On an annual basis, DNSSAB will conduct random audit/reviews of CWELCC funding to ensure that Service Providers adhere to established Policies and Guidelines as well as the terms and conditions set out in the Agreement with DNSSAB.

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- The Service Provider, for the provision of CWELCC, shall permit DNSSAB to observe and evaluate the distribution of CWELCC funding provided or audit/review the financial records and books of account.
- Any unused or misused CWELCC Funds shall be recovered by DNSSAB.
- Non-compliant Service Providers may be deemed ineligible to receive future CWELCC funding.

Appeals

- DNSSAB will ensure that a dispute resolution process is in place to allow Service Providers to bring forward issues regarding CWELCC System eligibility and funding decisions.
- Individuals with concerns will be asked to complete the "Service Provider Appeal Form" to ensure adequate and appropriate follow-up.
- The "Service Provider Appeal Form" will be made available on the DNSSAB's website along with the information related to the CWELCC System.
- When received, DNSSAB will review and respond to the Service Provider's appeal within ten (10) business days.

Inquiries

- Individuals inquiring about the CWELCC System must complete the "Canada-Wide Early Learning and Child Care System Inquiry Form" to ensure adequate and appropriate follow-up.
- The "Canada-Wide Early Learning and Child Care System Inquiry Form" will be made available on the DNSSAB's website along with the information related to the CWELCC System.
- When received, DNSSAB will review and respond to inquiries within two (2) business days.

6. Annual Policy Update

This policy will be subject to change based upon Ministry's Ontario Child Care and EarlyON Child and Family Service Management Funding Guideline For Consolidated Municipal Managers and District Social Service Administration Boards and/or municipal/provincial best practices.

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7. **Definitions**

The words and phrases listed below when used in this policy shall have the following meaning ascribed to them:

- "Agreement" means a service agreement between the DNSSAB and Child Care Service Provider.
- "Actual Cost" means funding to support the costs incurred in the portion of the Service Providers' child care business for eligible children, net of fee generated revenues received by the Service Provider from base fees, any provincial and current ELCC funding, municipal funding, and other revenues provided to a Licensee to support the costs associated with base fees for eligible children.
- "Auspice" means not-for-profit or for-profit child care agencies and program;
- "Base Rate" means any fee or part of a fee that is charged in respect of a child for child care, including anything a licensee is required to provide under the CCEYA, or anything a Service Provider requires the parent to purchase from the Service Provider, but does not include a non-base fee.
- "Board" means the Board of Directors of the District of Nipissing Social Services Administration Board.
- "Business Days" means any working day, Monday to Friday inclusive, excluding Statutory or other holidays, namely: New Year's Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day, Boxing Day and any other day which DNSSAB has elected to be closed for business.
- "CCEYA" means the Child Care and Early Years Act, 2014 and its regulations.
- "CWELCC" means the Canada-Wide Early Learning and Child Care System.
- "Policies and Guidelines" means the policies and guidelines of the Ministry and DNSSAB, as amended or replaced from time to time.
- "DNSSAB" means the District of Nipissing Social Services Administration Board.
- "Eligible Child" means any child under six years old; and up until June 30 in a calendar year, any child who (a) turns six years old between January 1 and June 30 in that calendar year, and (b) is enrolled in a licensed infant, toddler, preschool or kindergarten group, a licensed family age group, or home child care, as defined in the CCEYA.
- "Funding or Funds" means the money the DNSSAB provides to the Service Provider related to the provisions under the CWELCC System.

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- “Licensed Child Care” means an agency who provides centre based or home child care for one or more children and has a licence issued by the Ministry of Education under the *Child Care and Early Years Act, 2014*.
- “Minimum Wage” means the lowest hourly rate of pay that a Child Care Service Provider can pay an employee.
- “Ministry” means Ministry of Education for the Province of Ontario or any successor ministry, department or government body.
- “Non-base fee” means any fees charged for optional items or optional services, such as transportation or field trips, or any fees charged pursuant to an agreement between the parent and the licensee in respect of circumstances where the parent fails to meet the terms of the agreement (e.g. fees for picking up a child late, fees to obtain items that the parent agreed to provide for their child but failed to provide), as defined in the CCEYA.
- “Service Provider(s)” means an independent agency providing Licensed Child Care services.
- “WEG” means Wage Enhancement Grant.

8. **References and Related Statements of Policy and Procedures**

- Ontario Child Care and EarlyON Child and Family Service Management Funding Guideline For Consolidated Municipal Managers and District Social Service Administration Boards (Ministry of Education, updated annually).
- Child Care and Early Learning Act 2014.
- Policy No. 5 CS-ADM-14 Child Care Maximum Profit, Surpluses and Reserves.

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1. **Policy Statement**

The Ministry of Education requires DNSSAB to ensure that there is a level of consistency, where both for-profit and not-for-profit service providers are treated in a similar manner and that financial practices are established and implemented consistently across the licensed child care sector.

The District of Nipissing Social Services Administration Board (DNSSAB) is committed to ensuring that policies, procedures and established requirements are fair, accountable and transparent to ensure the delivery of quality early learning and child care programs throughout the District.

2. **Goals, Objectives and Purpose**

- ✓ To ensure equity, openness, accountability and transparency.
- ✓ To define DNSSAB's policy related to maximum profits, surpluses and reserves within licensed child care centres.
- ✓ To adopt a standard, consistent and transparent approach related to maximum profits, surpluses and reserves, no matter the auspice.
- ✓ To ensure consistent treatment of all Licensed Child Care Service Providers in similar circumstances.
- ✓ To ensure that the approach is easy to understand so that Child Care Service Providers are able to determine how their levels of profits, surpluses and reserves can be managed.
- ✓ To ensure that the ability to generate undue profit is limited where provincial and/or CWELCC funding is being provided.

3. **Persons or Groups Affected**

- ✓ Licensed Child Care Service Providers holding a current purchase of service agreement with DNSSAB.

4. **Restrictions**

- ✓ This policy applies to all Service Providers, no matter the auspice (i.e. for-profit, not-for-profit, etc.)

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5. Policy

- DNSSAB will ensure that there is a level of consistency, where both not-for-profit and for-profit service providers enrolled in the CWELCC System are treated in a similar manner.
- The Service Provider will be responsible to monitor the agency's budget and to maintain profit, surplus and reserve levels within the established expectations.

Formula for determining maximum profit and surpluses

- DNSSAB will ensure a transparent and consistent approach when determining the maximum profit/surplus levels for each licensed child care Service Provider, in accordance with the formula below.
- DNSSAB will determine a reasonable profit or surplus level to be achieved from the provision of licensed child care services based on the following formula:

A: Licensed Capacity	total number of licensed child care spaces
B: Operational Capacity	total % operational capacity for the current year
C: Days of Operation	total days of operation for the current year
D: Average Sector Base Rate	average sector base rate ¹
E: Profit/Surplus Margin	10% ²
Maximum Profit/Surplus	$(A \times B) \times C \times E$

¹ The average sector base rate will be determined by calculating the average rate paid for full day child care services for children from infancy up to six years of age in the Nipissing District.

² The 10% profit/surplus margin was determined by reviewing financial statements available to DNSSAB from 2018 to 2021 and calculating the average profit margin of for-profit and not-for-profit Service Providers.

- Where the net income/profit or annual surplus exceeds the established amount, the Service Provider will be required to return the excess funding to DNSSAB, which will be returned to the ministry in accordance with established Guidelines.
- DNSSAB will include the maximum profit or surplus amount into the Purchase of Service Agreement for all Service Providers.

Reserves or Retained Earnings

- DNSSAB will ensure a consistent approach in determining maximum levels related to contingency reserves or retained earnings.

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- Beginning April 1, 2022, all Service Providers, no matter the auspice, will be permitted to accumulate financial reserves or retained earnings up to three months operating expenses to support with working capital requirements.
- The formula for determining the maximum reserve allocation will be based on the agency's average operating costs for the last three years of operation or the current year, whichever is the highest.
- Service Providers will retain accumulated reserves and/or accumulated surplus and/or retained earnings accrued prior to the implementation of this policy as per their most recent audited financial statements prior to April 1, 2022 and will be required to report such balances to DNSSAB within their audited financial statements on an annual basis. The previously accrued balances will be excluded from the 3-month reserves or retained earnings calculation.
- Where the retained earnings or reserves exceed the established amount, the Service Provider will be required to return the excess funding to DNSSAB, which will be returned to the ministry in accordance with established Guidelines.

Disclosure

- All Service Providers shall ensure that the most recent audited financial statements prior April 1, 2022 disclose accumulated reserves and/or accumulated surplus and/or retained earnings, for all licensed child care services operated by the Service Provider within the District of Nipissing.
- Effective April 1, 2022, all Service Providers shall also ensure that the audited financial statements disclose accumulated reserves and/or accumulated surplus and/or retained earnings for all licensed child care services operated by the Service Provider within the District of Nipissing. If funding is also received from outside the District of Nipissing, a reasonable approach to disclosing this information must be used based on the funding received by each district.

Appeals

- DNSSAB will ensure that a dispute resolution process is in place to allow Service Providers to bring forward issues regarding the implementation of this policy.
- Individuals with concerns will be asked to complete the "Service Provider Appeal Form" to ensure adequate and appropriate follow-up.

District of Nipissing Social Services Administration Board			
Department	Children's Services	Policy Number	5CS-ADM-13
Policy	Child Care Maximum Profits, Surpluses and Reserves		
Effective Date	April 2022	Annual Review	
Revision Date		Board Approval	

- The "Service Provider Appeal Form" will be made available on the DNSSAB's website.
- When received, DNSSAB will review and respond to the Service Provider's appeal within ten (10) business days.

6. **Annual Policy Update**

This policy will be subject to change based upon Ministry's Ontario Child Care and EarlyON Child and Family Service Management Funding Guideline For Consolidated Municipal Managers and District Social Service Administration Boards and/or municipal/provincial best practices.

7. **Definitions**

The words and phrases listed below when used in this policy shall have the following meaning ascribed to them:

- "Board" means the Board of Directors of the District of Nipissing Social Services Administration Board;
- "Children's Services Budget" means Board approved department budget including authorized revisions;
- "DNSSAB" means the District of Nipissing Social Services Administration Board;
- "DNSSAB Policies" means the policies of DNSSAB, as amended or replaced from time to time;
- "Funding or Funds" means the money the DNSSAB provides to the Child Care Service Provider;
- "Licensed Child Care" means an agency who provides child care for one or more children and has a licence issued by the Ministry of Education under the *Child Care and Early Years Act, 2014*;
- "Ministry" means Ministry of Education for the Province of Ontario or any successor ministry, department or government body;
- "Purchase of Service Agreement" means a service agreement between the DNSSAB and Child Care Service Provider for the delivery of licensed child care services;
- "Service Provider(s)" means an independent agency providing programs and services on behalf of DNSSAB.

8. **References and Related Statements of Policy and Procedures**

District of Nipissing Social Services Administration Board			
Department	Children's Services	Policy Number	5CS-ADM-13
Policy	Child Care Maximum Profits, Surpluses and Reserves		
Effective Date	April 2022	Annual Review	
Revision Date		Board Approval	

- Ontario Child Care and EarlyON Child and Family Centre Service Management Funding Guideline for Consolidated Municipal Managers and District Social Service Administration Boards (Ministry of Education, updated annually).
- Child Care Early Years Act, 2014.
- Policy No. 5CS-ADM-03 General Operating Grant Funding.
- Policy No. 5CS-ADM-13 Canada-Wide Early Learning and Child Care System.

BRIEFING NOTE SSE07-22

For Information or For Approval

Date: June 22, 2022

Purpose: **Funeral Policy Review**

Prepared by: Michelle Glabb, Director of Employment and Social Services

Reviewed by: Justin Avery, Manager of Finance

Approved by: Catherine Matheson, Chief Administrative Officer

Alignment with Strategic Plan: Healthy, Sustainable Communities

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

RECOMMENDATION:

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

BACKGROUND:

The Ontario Works (OW) program in Nipissing currently processes the following two types of funerals:

1. Type A: Refers to a funeral for a deceased person who resided in the District of Nipissing, who was in receipt of financial assistance under the Ontario Works or Ontario Disability Support Program, inclusive of persons who would have qualified for financial assistance under either Program at the time of their death and for whom the District of Nipissing Social Services Administration Board cannot identify any other person or legal entity responsible for the disposition of said remains.
2. Type B: Refers to a funeral for a deceased person who would not qualify for funeral benefits under a Type A Funeral (inclusive of deceased persons who are unclaimed bodies or indigent persons who die in Nursing Homes where the deceased would normally have resided within their jurisdiction); for whom the District of Nipissing Social Services Administration Board cannot identify any other person or legal entity responsible for the disposition of said remains.

It is important to note that the OW program is not mandated to administer non-social assistance Type B funerals as they are 100% municipally funded. However, due to a long standing agreement with Municipalities in the District of Nipissing, DNSSAB’s OW program has carried this responsibility for decades. The only legal requirement municipalities have is to provide assistance with burial costs for unclaimed deceased persons. With that said, Nipissing and most other municipalities offer assistance with the cost of funerals and burials where the estate of the deceased does not contain adequate resources to cover the cost of the funeral.

FUNERAL RATE INCREASES

Table 1 below illustrates the increases that funeral service providers have received over the past five years. The unapproved rate for 2022 has been included for comparison purposes to illustrate what the rate would be if the current local policy is not amended.

As shown, the funeral base rate has been increased annually by a flat rate of 1% along with a fluctuating Consumer Price Index (CPI) increase ranging from a low of 0.7% in 2021 to what would be a high of 3.5% in 2022, if approved by the Board. As there are several categories under the CPI, the rate for “All Items” has been historically used to calculate the maximum rate year over year.

Table 1

	2017	2018	2019	2020	2021	2022 (unapproved)
Base Rate	\$3,424.00	\$3,520.00	\$3,609.00	\$3,733.00	\$3,842.00	\$ 3,908.00
1% Increase	\$ 34.24	\$ 35.20	\$ 36.09	\$ 37.33	\$ 38.42	\$ 39.08
CPI Rate	1.8%	1.5%	2.4%	1.9%	0.7%	3.5%
CPI Increase	\$ 62.25	\$ 53.33	\$ 87.48	\$ 71.64	\$ 27.16	\$ 138.15
Final Rate	\$3,520.00	\$3,609.00	\$3,733.00	\$3,842.00	\$3,908.00	\$ 4,085.00

FUNERAL BENEFIT RATES ACROSS THE NORTH

In order to determine the adequacy of DNSSAB’s funeral benefit, it was necessary to benchmark Nipissing’s rate against other Ontario Works comparators. For the purposes of this review and as shown in Table 2 on the following page, only Northern DSSAB/CMSM data was collected revealing wide variances in rates ranging from a low of \$1,700 to a region with no set limit. According to the data collected, Nipissing’s rate now sits among the top four across the North. It has also been confirmed using the same northern comparators that there is only one other CMSM/DSSAB who offers a built in annual cost of living increase in their local funeral benefits policy. Please note that these amounts exclude regulated cemetery and burial fees that are paid out separately.

DSSAB/CMSM	Policy Maximum	COLA Increases
DSSAB/CMSM #1	\$2,557.00	NO
DSSAB/CMSM #2	\$3,500.00	NO
DSSAB/CMSM #3	\$2,500.00	NO
DSSAB/CMSM #4	\$3,900.00	YES
DSSAB/CMSM #5	No Set Limit	NO
DSSAB/CMSM #6	\$3,500.00	NO
DSSAB/CMSM #7	\$3,600.00	NO
DSSAB/CMSM #8	\$4,250.00	NO
DSSAB/CMSM # 9	\$4,769.75	NO
DSSAB/CMSM #10	\$3,616.00	NO
DSSAB/CMSM #11	\$1,700.00	NO
NIPISSING DSSAB	\$3,908.00	YES

Table 2

AVERAGE COST OF A FUNERAL

Determining the average cost of a funeral is difficult as it is dependent upon the personal preferences of the deceased and/or the next of kin making the arrangements. Like the variances in OW funeral benefit rates illustrated above in Table 2, there are also differences in the fees set by individual funeral service providers. Another variable of interest relevant to this review is the significant rise in cremation rates. According to Statista, the cremation rate in Canada from 2000-2020 has risen from 47.7% to 73.1%.¹ This information appears consistent with what Nipissing is experiencing. For example, in 2021, 78% of all funerals paid were cremations with or without a service. This information is important to this review as cremations versus casket burials can often carry a lower price tag. However, whether there are savings is dependent upon the services negotiated in the contract. Funerals involving the immediate disposition of an unclaimed body are also lower due to there being no need for a service.

CURRENT STATUS/STEPS TAKEN TO DATE:

CONSULTATION WITH FUNERAL SERVICE PROVIDERS

In an effort to ensure that transparency was built into this review, several attempts were made to engage Funeral Directors delivering services in the District of Nipissing. Due to scheduling conflicts, only two funeral homes participated in the session. However, in order to ensure that everyone had the opportunity to provide feedback, follow up was completed through an anonymous survey to seven funeral homes with three responses received. The following represents a summary of the feedback received both through the Zoom session and follow up survey:

- When presented with potential options on how to contain costs, of those who responded, the majority agreed that freezing the current rate would be acceptable in this fiscal environment with one respondent preferring the status quo. All respondents requested a review period.
- All respondents were in agreement with DNSSAB returning to an itemized breakdown of invoiced funeral charges. One respondent commented that there

¹ Statista Research Department, "Cremation Rate in Canada from 2000-2020", January 11, 2022, <https://www.statista.com/statistics/916310/cremation-rate-in-canada/>, retrieved on April 4, 2022.

may be value in prescribing the services included in a social assistance funeral by funeral type.

- One respondent commented that while it is recognized that DNSSAB is experiencing an increase in overall funeral benefit expenditures, funeral service providers have also been significantly impacted by inflation that has resulted in a major increase in their costs.
- Overall, the respondents expressed appreciation for the assistance DNSSAB provides with respect to funeral benefits administration.

RESOURCES REQUIRED:

For the purposes of this review, expenditures along with reimbursements and repayments were analyzed for the period of January 2017 to December 2021. See Table 3 below. Please note that the total expenditures for these years are inclusive of cemetery fees where applicable.

Table 3

	Total Funeral Expenditures Type A/ B	Total Reimbursements Repayments	Total Funeral Expenditures less Reimbursements Repayments
2021	\$ 340,682.24	\$ 175,073.24	\$ 165,609.00
2020	\$ 333,375.08	\$ 155,713.18	\$ 177,661.90
2019	\$ 325,308.12	\$ 124,641.60	\$ 200,666.52
2018	\$ 316,389.78	\$ 124,507.24	\$ 191,882.54
2017	\$ 275,849.23	\$ 130,942.76	\$ 144,906.47
5 Year Total	\$ 1,591,604.45	\$ 710,878.02	\$ 880,726.43

*The Social Assistance Management System does not breakdown reimbursements/repayments by benefit type at an aggregate level. Therefore, the totals noted may or may not include reimbursements/repayments received on other discretionary benefits.

*Total funeral benefit expenditures represent both Type A (including tax) and Type B (excluding tax) due to differences in processing.

*Repayments/reimbursements are posted when received and are therefore not necessarily recorded in the same month that the funeral expenses were paid out.

*Type A social assistance funerals are recorded directly into SAMS. Type B non-social assistance funerals are processed through an internal financial system. Numbers have been reconciled combining totals for Type A and Type B.

As you can see from Table 3 above, the total funeral benefit expenditures have been increasing year over year. As shown, a total of \$1,591,604.45 was paid out during this five year period. Table 3 also illustrates the significant role repayments and reimbursements play in reducing overall expenditures with a total of \$710,878.02 being recovered during the same period. Please note that reimbursements and repayments are not guaranteed and are largely dependent upon the assets of the deceased and whether or not the deceased had contributed to the Canada Pension Plan in their lifetime.

OPTIONS

Several amendments have been made to DNSSAB'S funeral policy over the years. The most recent Policy was approved by the Board in 2016 through Briefing Note SSE05-16 under Resolution No. 2016-45. The purpose of this Briefing Note is to provide the Board with options on how to best manage the unanticipated impact of a fluctuating CPI rate on discretionary benefit expenditures. While it is possible that it is the pandemic's impact on the economy that is driving the rate for 2022, other economic factors in the future could have a similar impact. It has also been determined that previous

amendments to DNSSAB’s local funeral policy have limited DNSSAB’s ability to effectively complete an internal audit of funeral benefit expenditures.

In an effort to effectively manage discretionary benefit expenditures and promote fiscal sustainability, the following options are being presented to the Board for consideration. Please note that all options would include amending the local policy to modify the funeral service invoicing process to return to an **itemized breakdown of actual charges**. This change will assist DNSSAB to complete targeted internal audits on funeral expenditures when required.

Table 4

OPTIONS	RECOMMENDATION
<p>Option 1: Status Quo Maintain the status quo and continue to increase rates annually by 1% plus a CPI increase for “All Items”. This will result in the 2022 maximum rate becoming \$4,085.</p>	<p>Not Recommended</p>
<p>Option 2: Eliminate Annual CPI Increase and maintain 1% Annual Increase This would result in the funeral rate for 2022 becoming \$3,947.08 with 1% increases annually thereafter.</p>	<p>Not Recommended</p>
<p>Option 3: Freeze Rate at 2021 Level Freeze funeral rates at the 2021 rate of \$3,908 and discontinue the practice of providing annual increases with a commitment to the completion of a fulsome review every 2 years to assess adequacy using Northern DSSAB/CMSM comparators.</p>	<p>Recommended</p>

RISK IDENTIFICATION AND MITIGATION:

The recommended maximum under the Ontario Works Act for funerals and burials is \$2,250 with Administrators having the discretion to exceed this guideline amount. However, as discretionary benefits are tied to an annual funding cap, any amount exceeding the cap become 100% municipal. For this reason, funeral benefit discretionary expenditures do carry risk for municipalities. However, based on an analysis of historical trends, the probability of expenditures exceeding the cap is considered to be very low.

The other area of risk for municipalities is that it is difficult to predict funeral benefit expenditures. However, with an aging population, emergence of pandemics and the opioide addiction epidemic, it is likely safe to assume that funeral benefit expenditures will continue to place pressure on both OW discretionary benefits and the municipal levy for the foreseeable future.

CONCLUSION:

Reviewing local policies is a proactive way for social services to increase accountability and ensure fiscal responsibility. Due to rate volatility it appears clear that embedding annual CPI increases into a local policy may not be the best approach to managing the administration of funeral benefits over the long term. Moving forward it will be important for DNSSAB to continue to balance the needs of funeral service providers, the community

and the approved budget within a context of competing demands on an already strained municipal levy.