



REGULAR BOARD MEETING AGENDA

Healthy, Sustainable Communities

Date: Wednesday, January 18, 2023

Time: DNSSAB Board Meeting at 12:00 PM

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

Join Zoom Meeting

<https://us06web.zoom.us/j/89420996179?pwd=d1lwSk9FNHprakZESzRsRmlzTzAyQT09>

Meeting ID: 894 2099 6179

Passcode: 44477219

One tap mobile

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Dial by your location

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Meeting ID: 894 2099 6179

Passcode: 44477219

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

Item	Topic
1.0	<p>1.1 Call to Order (CAO Catherine Matheson will Chair until a DNSSAB Chair is elected.)</p> <p>MOTION: #2023-01 <i>Resolved</i> THAT the Board of Directors accepts the Roll Call as read by the Recording Secretary for the Regular Board meeting of January 18, 2023 at ____ PM.</p>

Item	Topic
	<p>1.2 Declaration of Conflict of Interest</p>
<p>2.0</p>	<p>Approval of Agenda for January 18, 2023 MOTION: #2023-02 THAT Board members accept the Agenda as presented.</p>
<p>3.0</p>	<p>3.1 B02-23 Election of Officers to Chair and Vice Chair of DNSSAB and Establish Community Services Committee Membership - This report provides information on the roles and duties of the Chair and Vice Chair of the DNSSAB Board and its committees – Community Services Committee and Finance and Administration Committee.</p>
	<p>3.1A Election of Officer to DNSSAB - Chair Open Nominations MOTION: #2023-03-A That the nominations for the DNSSAB Chairperson for the term of January 18, 2023 to December 31, 2023 be open and include the following nominees:</p> <p>Close Nominations MOTION: #2023-03-B THAT the nomination for the DNSSAB Chairperson for the term of January 18, 2023 to December 31, 2023 be closed.</p> <p>Elect Chair MOTION: #2023-03-C THAT DNSSAB Chairperson _____ be appointed for the term of January 18, 2023 to December 31, 2023. _____</p> <p>3.1B Election of Officer to DNSSAB - Vice Chair Open Nominations MOTION: #2023-04-A That the nominations for the DNSSAB Vice Chairperson for the term of January 18, 2023 to December 31, 2023 be open and include the following nominees:</p> <p>Close Nominations MOTION: #2023-04-B THAT the nomination for the DNSSAB Vice Chairperson for the term of January 18, 2023 to December 31, 2023 be closed.</p> <p>Elect Vice Chair MOTION: #2023-04-C THAT DNSSAB Vice Chairperson _____ be appointed for the term of January 18, 2023 to December 31, 2023.</p>

Item	Topic
	<p>3.2 Community Services Committee Membership</p> <p>MOTION: #2023-05 THAT the following members be named to the Community Services Committee for the current term ending December 31, 2026:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>4.0</p>	<p>4.1 B03-23 Appointment of DNSSAB Board Members to the NDHC Board - This report provides information on the appointment of members of the District of Nipissing Social Services Administration Board (DNSSAB) to the Board of the Nipissing District Housing Corporation (NDHC).</p>
	<p>4.2 MOTION: #2023-06 THAT the Board accept the following members to the NDHC Board of Directors:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>5.0</p>	<p>Approval of Minutes (October 20, 2022)</p> <p>5.1 MOTION: #2023-07-A THAT the Board adopt the minutes of the proceedings of the Regular Board meeting of October 20, 2022.</p> <p>5.2 MOTION: #2023-07-B THAT the Board adopt the minutes of the proceedings of the Community Services Committee meeting of October 20, 2022.</p>

Item	Topic
6.0	<p>6.1 CAO VERBAL UPDATE:</p> <p>MOTION: #2023-08 THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives the CAO Verbal Report for January 18, 2023.</p>
7.0	<p>CONSENT AGENDA</p> <p>MOTION: #2023-09 THAT the Committee receives for information or approval, Consent Agenda item 7.1</p> <p>7.1 HS01-23 Cold Weather Program – this information provides details on the planning and development of a cold weather sites and services for the winter of 2022-23.</p>
8.0	<p>MANAGERS REPORTS</p>
	<p>8.1 B01-23 Delegation of Authority</p> <p>MOTION: #2023-10 THAT the District of Nipissing Social Services Administration Board authorize the Board Chair _____, or Vice Chair _____ in the Chair’s absence, and the Chief Administrative Officer (CAO) Catherine Matheson, or the CAO’s delegate, as described in Briefing Note B01-23, in their absence, to act as signing authorities for the Corporation; and</p> <p>THAT the Board delegate authority to the CAO to approve transfer payments in accordance with Ministry guidelines, and the DNSSAB’s Purchasing Policy, which may be within or exceed the CAO’s delegated approval authority level.</p>
9.0	<p>OTHER/NEW BUSINESS</p>
10.0	<p>NEXT MEETING DATE Wednesday, February 22, 2023</p>
11.0	<p>ADJOURNMENT</p> <p>MOTION: #2023-11 THAT the Board meeting be adjourned at _____.</p>

BOARD REPORT B02-23

For Information or For Approval

Date: January 18, 2023

Purpose: **Election of Officers to Positions of Chair and Vice Chair of the Board and Establish Community Services Committee Membership**

Prepared by: Marianne Zadra, Communications and Executive Coordinator

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**

This report provides information on the roles and duties of the Chair and Vice Chair of the District of Nipissing Social Services Administration Board (DNSSAB), and its committees – Community Services Committee and Finance and Administration Committee.

BACKGROUND

The Chair and Vice Chair of the DNSSAB Board and Committees are positions whereby members elect a member to hold the position for one year, ending December 31st. The same person can be re-elected annually to the position.

The roles of the Chair and Vice Chair of the Board and Committees are outlined in DNSSAB By-Laws #1 as follows:

DNSSAB Board

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

11.4.2 Vice Chair: The Vice Chair of the Corporation, if one is appointed, shall be a Member, and may be reappointed in one or more subsequent years. The Vice Chair shall be vested with all powers of the Chair and in the absence or inability of the Chair, shall exercise the duties and functions of the Chair.

The Board Chair, along with Committee Chairs, also meets with the CAO and Executive Coordinator to review the agenda, in advance of the Board/Committee meeting.

In addition, By-Law #1 defines the DNSSAB Chair and CAO as designated spokespersons for the Board:

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

DNSSAB Committees

The two standing committees of the DNSSAB are Finance and Administration Committee and Community Services Committee. (See descriptions below as per By Law #2.)

2.4.1 The Finance and Administration Committee will be considered a Committee of the whole, and may meet to review the agenda of the Board of Directors and to provide advice to the Chief Administrative Officer concerning the resolution of, or recommendations on financial matters, contract management and strategic priority projects.

2.4.2 The Community Services Committee will consider resolutions or recommendations related to program or service delivery such as social services and employment, children's services, paramedic services, and housing services. The Community Services Committee will be comprised of a minimum of eight (8) Members with equal representation from the municipalities within the District and the City of North Bay.

Committees generally meet on alternating months however, the CAO has the authority to

change the schedule based on business requirements. DNSSAB By-Law #2 defines that Committees elect Chairs and Vice Chairs among their membership annually at their first meeting and hold that position for one year, and may be elected for multiple, consecutive terms.

2.4.4 Election of the Committee Chair: The Chair of a Committee shall be elected by the Committee Members and recommended to the Board of Directors for approval at its next regular meeting. The Chair of a Committee shall hold office for one year from the date of appointment. In the event the Chair of a Committee resigns, dies, or is determined by a qualified medical practitioner to be incompetent before the expiry of their term, the Members of the Committee shall appoint another Member to act as Chair of a Committee for the duration of the unexpired portion of the term. The Chair of a Committee may be elected for multiple consecutive terms.

CONCLUSION

The election of Officers to the DNSSAB Board takes place at the inaugural Board meeting. The membership of the Community Services Committee is also established at this time, and will have a minimum of eight members with equal representation from municipalities within District and the City of North Bay. Community Services Committee members will elect their own Chairs and Vice-Chairs at their inaugural meeting. The Finance and Administration Committee is a Committee of the Whole and will elect its Chair and Vice Chair at its inaugural meeting.

BOARD REPORT B03-23

For Information or For Approval

Date: January 18, 2023

Purpose: **Appointment of DNSSAB Board members to the Nipissing District Housing Corporation**

Prepared by: Marianne Zadra, Communications and Executive Coordinator

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**

This report provides information on the appointment of members of the District of Nipissing Social Services Administration Board (DNSSAB) to the Board of the Nipissing District Housing Corporation (NDHC).

BACKGROUND

The NDHC is a corporation wherein DNSSAB is the sole shareholder of the corporation. As the Service Manager, DNSSAB provides NDHC with sufficient funding to maintain the housing stock in good condition and make it available to eligible households. NDHC manages more than 830 rent-geared-to-income and market rental units within the District. The mandate of the NDHC is to provide safe and affordable housing to those who need it the most, as well as support healthy, secure communities for its tenants. The CAO of the DNSSAB is also the CEO of the NDHC.

As defined in the NDHC By-Law #1, membership of the NDHC board consists of eight members of the DNSSAB Board, with representation from four members from the City of North Bay, and four members from other municipalities/unorganized areas in the District.

The term of each Director is for four years, commencing at the beginning of a new term (January) following a municipal election. Once membership is established and at its inaugural meeting, the Board will elect a Chair and Vice-Chair, as per the NDHC By-Law #1:

3.02 (d) The Chair and Vice-Chair will be elected at the beginning of each four (4) year term, and re-elected annually each January.

(e) The Board shall authorize the Chair and/or the CEO, or their delegate, to act as spokesperson or spokespeople on behalf of the Board regarding actions or plans of the Board.

CONCLUSION

The appointment of members to the NDHC Board takes place at the inaugural DNSSAB Board meeting. The membership will consist of eight members with equal representation from the City of North Bay and other municipalities/unorganized areas within District. Members will elect a Chair and Vice Chair at the inaugural NDHC Board meeting. NDHC meets as needed, following the same meeting calendar as the DNSSAB.



MINUTES OF PROCEEDINGS

REGULAR BOARD MEETING – October 20, 2022

(meeting date changed to occur before the municipal election)

1:00 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 Scott Robertson (North Bay)

Mayor Dan O'Mara (Temagami)

Councillor Mac Bain – (North Bay)

Councillor Chris Mayne (North Bay)

Councillor Bill Vrebosch (North Bay)

REGRETS

Mayor Jane Dumas (South Algonquin)

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

Rheanon Funnell – Homelessness Program Coordinator

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, Chief of Paramedic Services

1.1 CALL TO ORDER
Resolution No. 2022-75

Moved by: Bill Vrebosch
Seconded by: Mac Bain

Resolved THAT the Board of Directors accept the Roll Call as read by the Recording Secretary for the Regular Board meeting of October 20, 2022 at 1:18 PM.

The regular Board Meeting was called to order at 1:18 PM by Chair Mark King.
Carried.

1.2 DECLARATION OF CONFLICTS OF INTEREST

There were no conflicts declared.

2.0 CHAIR’S REMARKS

The Chair welcomed everyone and acknowledged all Board members and staff. He noted both of which have aggressively sought funding to meet the challenges of the past four years. He thanked funders and noted the future challenges that can be met through collaboration with them, member municipalities and partners. He thanked everyone for their contribution to the District and noted DNSSAB has been a great Board with which to be involved.

3.0 ADOPTION OF THE AGENDA
Resolution No. 2022-76

Moved by: Dan O’Mara
Seconded by: Terry Kelly

Resolved THAT the Board accepts the agenda as presented.
Carried.

4.0 APPROVAL OF MINUTES

4.1 Resolution No. 2022-77-A

Moved by: Scott Robertson

Seconded by: Amanda Smith

Resolved THAT the Board adopts the minutes of the proceedings of the Regular Board meeting of September 28, 2022.

Carried.

4.2 Resolution No. 2022-77-B

Moved by: Dave Mendicino

Seconded by: Chris Mayne

Resolved THAT the Board adopt the minutes of the proceedings of the Community Services Committee meeting of September 28, 2022.

Carried.

5.0 DELEGATIONS

5.1 – HS34-22 Built for Zero and Coordinated Access Nipissing Update – by DNSSAB Homelessness Program Coordinator Rheanon

Homelessness Program Coordinator Rheanon Funnel provided an overview of how identifying methods help to better serve people in need of services and housing. She explained how the By Name List (BNL) provides information on individuals experiencing homeless, how the Homeless Individuals and Families Information System (HIFIS) is a means of collecting the data, and how Coordinated Access Nipissing (CAN), a partnership of agencies, uses the information to coordinate housing and supports. Built For Zero (BFZ), a national movement, helps maintain momentum and supports. All the data will be used to realign funding to needs.

There was discussion about how an outreach process that will be ready in a few months will work throughout the District. There are currently 130 active individuals on the BNL, keeping in mind there is a flow of people in and out of homelessness. About 30 agencies meet monthly through the Community Advisory Board with nine of the 30 considered as access points. The CAN frontline group meets weekly in case conferencing and to match BNL people to available resources.

The Chair thanked Rheanon for her presentation and work on this.

6.0 CAO VERBAL UPDATE

Resolution No. 2022-78

Moved by: Mac Bain

Seconded by: Dave Mendicino

Resolved THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives the CAO Report for October 20, 2022.

CAO Catherine Matheson noted DNSSAB's Social Services and Employment division will be moving to centralized intake as of November 28 as part of a provincial strategy. Nipissing is one of the latter districts to join. The standardized intake process is to enable time to work more closely with clients. She also confirmed that DNSSAB has advocated for Ontario Works rate increases through NOSDA and AMO.

Carried.

7.0 CONSENT AGENDA

There were no Consent Agenda items.

8.0 MANAGER'S REPORTS

8.1 B21-22 2022 Excess Interest Revenue

RESOLUTION: #2022-79

Moved by: Dave Mendicino

Seconded by: Dan O'Mara

THAT the District of Nipissing Social Services Administration Board (DNSSAB) approves the transfer of excess interest revenue in 2022 to the Affordable Housing Reserve; and;

THAT the amount transferred be at the discretion of the Manager of Finance.

Finance Manager Justin Avery sought approval to allow excess revenue be put into the Housing reserve. Increased interest rates provide excess revenue won't be received until 2023. In response to a question, Justin noted this reserve is just shy of \$6.4M.

Carried.

8.2 CS09-22 Children's Services One-time Special Purpose Funding

RESOLUTION: #2022-80

Moved by: Dan Roveda

Seconded by: Dave Mendicino

THAT the District of Nipissing Social Services Administration Board accept and endorse the updated one-time special purpose funding policies as listed below and described in briefing note CS09-22:

- 1) Policy: Transformation Funding (Appendix A)**
- 2) Policy: Play-Based Materials and Equipment Funding (Appendix B)**
- 3) Policy: Repairs and Maintenance Funding (Appendix C)**

Carried.

8.3 Move in Camera

RESOLUTION: #2022-81

Moved by: Mac Bain

Seconded by: Amanda Smith

THAT the Board move in-camera at 1:48 PM to discuss matters of negotiation and a personnel matter.

Carried.

8.3 Adjourn in Camera

RESOLUTION: #2022-82

Moved by: Scott Robertson

Seconded by: Dean Backer

THAT the Board adjourn in-camera at 2:39 PM.

Carried

8.4 Approve in Camera

RESOLUTION: #2022-83

Moved by: Bill Vrebosch

Seconded by: Chris Mayne

THAT the Board approves the direction/action agreed to in the in-camera session.

Carried

9. NEW BUSINESS

The Executive Coordinator presented the upcoming Board meeting Calendar for 2023 which approved by the Board.

10. NEXT MEETING DATE

Wednesday, November 23, 2022 (if not in lame duck).

11. ADJOURNMENT

Resolution No. 2022-84

Moved by: Amanda Smith

Seconded by: Dean Backer

Resolved THAT the Board meeting be adjourned at 2:44 PM.

Carried.

MARK KING
CHAIR OF THE BOARD

CATHERINE MATHESON
SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Marianne Zadra, Executive Coordinator



MINUTES OF PROCEEDINGS

COMMUNITY SERVICES COMMITTEE MEETING THURSDAY, OCTOBER 20, 2022 12:00 PM – VIRTUALLY VIA ZOOM and IN PERSON

MEMBERS PRESENT:

Mayor Jane Dumas (South Algonquin)

Councillor Terry Kelly – (East Ferris)

Councillor Mark King – (North Bay)

Councillor Dave Mendicino - Vice Chair (North Bay)

Councillor Scott Robertson (North Bay)

Councillor Dan Roveda - Chair (West Nipissing)

Representative Amanda Smith (Unincorporated)

Councillor Bill Vrebosch (North Bay)

Councillor Chris Mayne (North Bay)

Mayor Dan O'Mara (Temagami)

Councillor Mac Bain – (North Bay)

REGRETS

Mayor Dean Backer (East Nipissing)

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

Tracy Bethune, Manager, Housing Operations

Robert Smith, EMS Chief

Justin Avery, Manager of Finance

Rheanon Funnel, Homelessness Program Coordinator

Dawn Carlyle, Project Manager

David Plumstead, Manager Planning, Outcomes & Analytics
Donna Mayer, Manager of Project Development

1.1 CALL TO ORDER

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

1.3 DECLARATION OF CONFLICTS OF INTEREST

None were declared.

2.0 CHAIR'S REMARKS

Chair Can Roveda welcomed members and guests and offered a farewell to everyone as this may be the last meeting with the same members, depending on election results. He indicated his appreciation in working with such nice people and he has been pleased to be associated with the Board. He noted some accomplishments and good policy direction, and thanked staff and the CAO.

3.0 ADOPTION OF THE AGENDA

RESOLUTION: #CSC25-2022

MOVED BY: Mark King

SECONDED BY: Scott Robertson

That the Community Services Committee Agenda is accepted as presented.

Carried.

4.0 DELEGATIONS –

4.1 SSE07-22 Income and Poverty in Nipissing District - the first report in a series of reports on income and poverty describing income distribution in Nipissing District and Ontario based on the recent 2021 census income data – presented by Michelle Glabb, Social Service and Employment Director and David Plumstead, Manager Planning, Outcomes and Analytics.

David Plumstead and Michelle Glabb walked member through the report, touching on income and growth in the Nipissing District in 2020, and noted the changes from the last census in 2015. They noted the effects of COVID emergency benefits on income

composition - government income (23%) and market income (77%) - and looked at relative low income for the district and its reliance on government income. The Low Income Measure was used for this analysis.

Michelle Glabb spoke about social assistance income and noted there has been no growth for Ontario Works rates since 2018. The next report will build on this one and focus on housing and homelessness.

Members discussed the links to poverty, such as addiction and homelessness and advocacy required with all levels of government. It was suggested this important report be shared with District municipalities.

There was further discussion about those receiving Ontario Works and linking job-ready individuals (one-third of the caseload) to the job market. Michelle indicated some OW recipients should be receiving Ontario Disability Support Program benefits, which pay more, but either do not qualify or won't apply. A lack of transportation was also noted as a barrier to jobs.

Ontario Works continues to do well with employment targets set by the Province.

The Chair thanked Michelle and David for this report.

5.0 CONSENT AGENDA

RESOLUTION: #CSC26-22

MOVED BY: Mark King
SECONDED BY: Mac Bain

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

Members indicated they wish to discuss all items in the consent agenda.

5.1 CS11-22 Licensed Child Care Services: Before and After School Care – for information purposes.

5.2 CS10-22 Pre-Early childhood Educator (ECE) Certificate Program Update - an update related to the development and implementation of the Pre-ECE Skills Building Program in the North.

5.3 SSE08-22 Association of Municipalities of Ontario Submission to the Ministry

of Health on Mental Health and Addictions - an overview of the Association of Municipalities of Ontario's recommendations to the Ministry of Health on Mental Health and Addictions for information purposes.

5.4 HS29-22 Community Homelessness Prevention Initiative (CHPI) and Social Service Relief Fund (SSRF) 2021-22 Year End Report – details on the Community Homelessness Prevention Initiative (CHPI) and Social Service Relief Fund (SSRF) Phase 3 and 4 – 2021-22 Year End, and is for information purposes.

There was discussion for Item 5.4. Homelessness Program Coordinator Rheanon Funnel outlined where the funding has been spent, as reported to the Ministry of Municipal Affairs and Housing. \$7.3M funded all five service categories and capital. The CAO noted that feedback from the Province identified the Board's pro-activeness in areas of improving the health of the District, working beyond regular services and also with partners to test new services such as the Nurse Practitioner Program.

Carried.

6.0 MANAGERS' REPORTS

6.1 HS33-22 Service Level Standards Action Plan Amendments - an update on the implementation of the Service Level Standards Action Plan, and is for information purposes.

Homelessness Program Coordinator Rheanon Funnel informed the Board the plan shows DNSSAB is ahead of schedule in meeting Service Level Standards in housing assistance of an expected 1,522 units. She indicated that both Northern Pines and Mackay Homes present opportunities to increase service levels. There was some discussion about municipalities funding the subsidies through the tax levy. The CAO noted there has been advocacy in terms of the municipal levy and mitigation measures such as injection of capital to reduce impact on the levy and keeping rents affordable in the community.

7.0 OTHER BUSINESS

There was no other business.

8.0 NEXT MEETING DATE

Wednesday, November 23, 2022 (if not in lame duck)

9.0 ADJOURNMENT

RESOLUTION: #CSC27-22

MOVED BY: Mark King

SECONDED BY: Dave Mendicino

***Resolved* That the Community Services Committee meeting be adjourned at 1:05 PM.**

Carried.

DAN ROVEDA
CHAIR OF THE COMMITTEE

CATHERINE MATHESON
SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Marianne Zadra, Executive Coordinator

BOARD REPORT HS01-23

For Information or For Approval

Date: January 18, 2023
Purpose: **Cold Weather Program**
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

Information report HS01-23 provides details on the planning and development of cold weather sites and services for the winter of 2022-23.

BACKGROUND

- In August 2022, the Unsheltered Task Group brought forward the need to begin planning for a daytime site for unsheltered individuals to access during the winter months to provide extra capacity.
- September 2022 – Community Advisory Board (CAB) recommended use of unallocated Reaching Home 2022-23 Project funding of up to \$159,000 to support the creation of an Unsheltered Hub Task Group providing low barrier access to supports and services for unsheltered individuals. The CAB also acknowledged the need for an immediate response for this winter with further planning required for a longer-term model.
- Warming Centre/Unsheltered Hub Task group met weekly from September 16th throughout September, October and November with numerous potential locations investigated.

CURRENT STATUS/STEPS TAKEN TO DATE

October 2022

- Expression of Interest (EOI) issued with closing date of October 28, 2022, for community agencies to take the lead for the operation of a warming centre/unsheltered hub.

- One EOI received but proponent withdraws EOI over concerns of lack of staffing and available location.

November 2022

- November 22, 2022 – Urgent Extreme Weather Planning meeting held to discuss interim measures due to EOI retraction.
- CCNB determined that they were unable to open a Day Programming at Northern Pines in November as originally planned due to staffing shortages.
- DNSSAB contracts with City of North Bay to have security on site at the Transit Station to offer a warming site in the downtown area. Funds for these services are available through a reallocation of unspent funds, similar to winter of 2021-22.

December 2022

- Original proponent agrees to retract their withdrawal of the EOI using the Northern Pines location.
- Contract for the provision of the Warming Centre services from January to April 2022-23 and 2023-24 awarded to The Gathering Place.
- Coordinator hired and implementation for opening in early January initiated.
- Emergency Shelter Overflow Policy was revised to include extreme cold weather (determined by Environment Canada, -15C or -20C with windchill) as an exceptional circumstance to access shelter overflow in a hotel or motel.
- Food gift cards were disbursed to assist homeless individuals during the holiday closures of the Gathering Place and other food programs in the community.

RESOURCES REQUIRED, RISKS AND MITIGATION

- The current funding allocation is through Federal Reaching Home funding and is for \$152,000. Warming Centre services will be offered for five months at 10 hours per day, seven days a week.
- Use of Northern Pines site is a temporary measure for the recognized immediate seasonal need. The location is still contracted as the site for the Northern Pines Day Programming with the CCNB and therefore a new location will need to be investigated for the winter of 2023-24.
- Lack of capacity within the emergency shelter system continues to be a risk and the demand for shelter beds at the Low Barrier Shelter and Four Elms continues to exceed the capacity. During the winter months, the issue is amplified by extreme weather.

CONCLUSION

The Reaching Home funding allocated to the Gathering Place is for two years, further planning is underway to look at long-term solutions.

BRIEFING NOTE B01-23

For Information or For Approval

Date: January 18, 2023
Purpose: 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

RECOMMENDATION

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

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

BACKGROUND

Delegation of Authority

In accordance with DNSSAB's By-law #1, the Board is vested with powers under 8.11 that include entering into contracts or agreements, making banking and financial arrangements, directing the manner in which persons may enter into contracts or agreements on behalf of the Corporation, executing documents, purchasing, leasing, acquiring or disposing of real property, borrowing on credit, and purchasing insurance to protect the Corporation.

Section 11.4.3 outlines the duties carried out by the CAO, including reporting to the Board, being responsible for the Corporation's operations, recording or delegating minute taking of Corporation meetings, ensuring the Corporation's files, records and other materials are kept, recorded or distributed, takes a lead role in financial policy development and financial monitoring, and advises and assists the Board.

For the continuity of the Corporation, the CAO may delegate authority in their absence. When delegating authority, the CAO will name a Director or Chief level employee in their absence. This includes all direct reports to the CAO.

Delegation of Authority- Banking

For banking and investment purposes, it is appropriate to have a specific delegate assigned, to ensure the financial institution has signatures on file for the appropriate individuals. For banking and investment purposes, the CAO's delegate would be the Director of Corporate Services.

Transfer Payment Authorization

The DNSSAB's Purchasing Policy states that in some instances, the Ministry provides funding through Transfer Payments which must be directed to a particular group or under prescribed circumstances. These funds may exceed the CAO's delegated authority level of \$300,000. Some examples include:

- Funding received for Child Care Providers;
- Funding received to retrofit apartment complexes;
- Ontario Works client benefits.

Because the funding is prescribed by the Ministry's regulations, it is not possible to pursue a Public Procurement Process. All Contracts, including Transfer Payment Agreements, must be signed by the CAO or their delegate.

CONCLUSION

Defining the Chair and CAO's delegates and delegating transfer payments approvals to the CAO maintains business continuity for the DNSSAB.