



REGULAR BOARD MEETING AGENDA

Healthy Communities without Poverty

- Date:** Wednesday, May 26, 2021
- Time:** Regular DNSSAB Board Meeting at 2:45 PM (or immediately following the adjournment of the Community Services Committee)
- Location:** By video conference while pandemic protocols are in place

<https://zoom.us/j/95600207603?pwd=UFE0OEVNYUJYSy9MSnFnaGNVYVlZz09>

Meeting ID: 956 0020 7603

Passcode: 729380

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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: #2021-46 <i>Resolved THAT the Board of Directors accepts the Roll Call as read by the Recording Secretary for the Regular Board meeting of May 26, 2021 at ____ PM.</i>

Item	Topic
	<p>1.2 Declaration of Conflict of Interest</p>
<p>2.0</p>	<p>Opening remarks by the Chair</p>
<p>3.0</p>	<p>Approval of Agenda for May 26, 2021 MOTION: #2021-47 <i>Resolved</i> THAT Board members accept the Agenda as presented.</p>
<p>4.0</p>	<p>Approval of Minutes</p> <p>4.1 MOTION: #2021-48-A <i>Resolved</i> THAT the Board adopt the minutes of the proceedings of the Regular Board meeting of April 28, 2021.</p> <p>4.2 MOTION: #2021-48-B <i>Resolved</i> THAT the Board adopt the minutes of the proceedings of the Community Services Committee meeting of April 28, 2021.</p>
<p>5.0</p>	<p>Delegations</p> <p>5.1 Roadmap of Journey Serving Vulnerable Populations- Stacey Cyopeck, Director of Housing Programs</p>
<p>6.0</p>	<p>CAO VERBAL UPDATE:</p> <p>6.1 MOTION: #2021-49 THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives the CAO Verbal Report for May 26, 2021.</p>
<p>7.0</p>	<p>CONSENT AGENDA – <i>All items in the consent agenda are voted on collectively. The Chair will call out each item for consideration of discussion. Any item can be singled out for separate vote; then, only the remaining items will be voted on collectively.</i></p> <p>MOTION: #2021-50</p> <p>THAT the Committee receives for information purposes Consent Agenda items 7.1 and 7.2.</p> <p>7.1 Endorsement of Motion from Nipissing District Homelessness and Housing Partnership in Support of the Canadian Alliance to End Homelessness Recovery for All Campaign</p> <p>That the Board endorse the motion from the Nipissing District Homelessness and Housing Partnership (NDHHP) supporting the Canadian</p>

Item	Topic
	<p>Alliance to End Homelessness (CAEH) Recovery for All Campaign; and, That the Board's support of this motion be shared through letters to the MPs representing the District of Nipissing, the NDHHP, and CAEH.</p> <p>7.2 FA2021-06 Audited Financial Statements for the year ending December 31, 2020 That the District of Nipissing Social Services Administration Board (DNSSAB) approves the Audited Financial Statements for the year ending December 31, 2020 as approved through Finance and Administration Committee Resolution FA2021-06.</p>
8.0	MANAGERS REPORTS
	<p>8.1 =O Emergency Procurement</p> <p>MOTION: #2021-51 THAT the District of Nipissing Social Services Administration Board approves the use of direct negotiation in the expenditure of Social Services Relief Funds (SSRF) as outlined in HS26-21, in accordance with the Board's Purchasing Policy #CORP-01, under the authority of the DNSSAB General Business By-law #1.</p>
	<p>8.2 In Camera MOTION: #2021-52 THAT the District of Nipissing Social Services Administration Board (DNSSAB) move in-camera at _____ PM to discuss a matter of negotiation.</p>
	<p>8.3 Adjourn In Camera MOTION: #2021-53 THAT the District of Nipissing Social Services Administration Board (DNSSAB) adjourns in-camera at _____ PM.</p>
	<p>8.5 Approve In Camera MOTION: #2021-54 THAT the District of Nipissing Social Services Administration Board (DNSSAB) approves the direction/action agreed to in the in-camera session.</p>
9.0	OTHER BUSINESS/CORRESPONDENCE
10.0	NEXT MEETING DATE Wednesday, June 23, 2021

Item	Topic
11.0	ADJOURNMENT MOTION: #2021-55 <i>Resolved</i> THAT the Board meeting be adjourned at _____.



MINUTES OF PROCEEDINGS

REGULAR BOARD MEETING – APRIL 28, 2021
Directly following the Community Services Committee

MEMBERS PRESENT:

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

REGRETS:

Councillor Chris Mayne (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, Acting Director, Housing Operations
Lynn Demore-Pitre, Director, Children's Services
Michelle Glabb, Director, Social Services and Employment

Dawn Carlyle, Project Manager

1.1 CALL TO ORDER

Resolution No. 2021-36

Moved by: Dean Backer

Seconded by: Dave Mendicino

Resolved THAT the Board of Directors accept the Roll Call as read by the Recording Secretary for the Regular Board meeting of April 28, 2021 at 1:19 PM.

The regular Board Meeting was called to order at 1:19 PM by Chair Mark King.

Carried.

1.2 DECLARATION OF CONFLICTS OF INTEREST

Councillor Dave Mendicino declared a conflict with items 5.2 due to a personal relationship with an employee of NMHHSS and Bill Vrebosch declared a potential conflict with the in-camera item regarding labour relations.

2.0 CHAIR'S REMARKS

The Chair noted the retirement of Donna Ranger in his opening remarks. He thanked her for working with DNSSAB for two decades and wished her well in her retirement. He informed members about his meeting with North Bay's CAO and Mayor which CAO Catherine Matheson and NDHC Chair Dave Mendicino also attended regarding possibilities for housing. He highlighted that DNSSAB will be requesting delegations to AMO. He thanked David Plumstead and Tyler Venable for their work on the substantial document that is the Community Safety and Well-Being Plan that will be brought to North Bay City Council in June.

There was discussion about how SSRF funding is distributed and the CAO indicated the Community Advisory Board (CAB) has been involved, providing their recommendations based on their expertise in the community, as an important part of the process and indicated there are options for funding a rent bank as outlined in a report later in this meeting.

The Executive asked for a roadmap regarding shelter for the vulnerable and staff will come back with a report on direction for the future.

3.0 ADOPTION OF THE AGENDA

Resolution No. 2021-37

Moved by: Dan Roveda

Seconded by: Mac Bain

Resolved THAT the Board accepts the agenda as presented.

Carried.

4.0 APPROVAL OF MINUTES

4.1 Resolution No. 2021-38-A

Moved by: Dave Mendicino

Seconded by: Bill Vrebosch

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

Carried.

4.2 Resolution No. 2021-38-B

Moved by: Dave Mendicino

Seconded by: Bill Vrebosch

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

Carried.

5.0 DELEGATIONS

There were no delegations.

6.0 CAO VERBAL UPDATE

Resolution No. 2021-39

Moved by: Terry Kelly

Seconded by: Mac Bain

Resolved THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives the CAO Report for April 28, 2021.

CAO Catherine Matheson provided updates on the following:

Emergency Child Care - 385 families have been served and 81 are on the waitlist.

Staff are in the process of moving from the Main Street location to City Hall with the move complete by May 14 with a May 30 closing date on the Main Street property. Renovations are underway on the main floor of City Hall to accommodate the transition.

Paramedics continue to assist with vaccinations. Last week 54 clients and 12 staff at the Low Barrier Shelter were vaccinated and in the last three weeks, 164 clients deemed housebound received their shots. Vaccines will be administered in the next few weeks in congregate settings to support Public Health.

Carried.

7.0 CONSENT AGENDA

RESOLUTION: #2021-40

Moved by: Mac Bain

Seconded by: Scott Robertson

THAT the Board receives for information purposes Consent Agenda items 5.1, 5.3 and 5.4. [Dave Mendicino asked that item 5.2 be singled out for a separate vote due to his declared conflict with this item.]

5.1 Resolution from CAB – CAB Advocacy for Ending Homelessness - Details regarding the Nipissing District Housing and Homelessness Partnership's (NDHHP) endorsement of the Recovery for All Campaign designed by the Canadian Alliance to End Homelessness (CAEH), and is for information purposes.

Councilor Robertson encouraged members to bring this resolution forward to their own councils for endorsement. The CAO indicated this motion can also be brought forward at AMO. The Chair noted the CAB helps to ensure fairness to every organization through requests for funding.

5.2 HS21-21 SSRF Phase 3 Funding to Communities [A conflict for Dave Mendicino was noted for this item and the item was separated for vote.]

#2021-40 –A

Moved by: Amanda Smith

Seconded by: Dan O'Mara

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

Carried.

5.3 HS22-01 Nurse Practitioner Pilot - Mobile Nurse Practitioner Pilot Project funded under the SSRF-Mental Health and Addictions funding for information purposes.

5.4 HS20-21 Transfer of 2469 Trout Lake Road (AHP)

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

8.0 MANAGER'S REPORTS

8.1 B09-21 DNSSAB By-Law Amendments

RESOLUTION: #2021-41

Moved by: Jane Dumas

Seconded by: Dan Roveda

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

Corporate Services Director Melanie Shaye touched on the requested amendments to the bylaw and reviewed the changes. If approved, municipalities will be given 30 days to review the changes.

Carried.

8.2 In Camera

RESOLUTION: #2021-42

Moved by: Dave Mendicino

Seconded by: Dan O'Mara

THAT the District of Nipissing Social Services Administration Board (DNSSAB) move in-camera at 1:59 PM to discuss a labour relations matter.

[Bill Vrebosch declared a potential conflict if the labour relations matter involves his daughter, who is employed by the DNSSAB.]

Carried

8.3 Adjourn In Camera

RESOLUTION: #2021-43

Moved by: Dan Roveda

Seconded by: Dave Mendicino

THAT the District of Nipissing Social Services Administration Board (DNSSAB) adjourns in-camera at 2:39 PM.

Carried

8.4 Approve In Camera

RESOLUTION: #2021-44

Moved by: Terry Kelly

Seconded by: Amanda Smith

THAT the District of Nipissing Social Services Administration Board (DNSSAB) approves the direction/action agreed to in the in-camera session.

Carried

9. NEW BUSINESS

Scott Robertson provided a notice of motion at the next meeting to bring forward a motion to support the resolution brought forward by the CAB; item 5.1 in the Consent Agenda.

10. NEXT MEETING DATE

Wednesday, May 26, 2021

11. ADJOURNMENT

Resolution No. 2021-45

Moved by: Dan Roveda

Seconded by: Dave Mendicino

Resolved THAT the Board meeting be adjourned at 2:42 PM.

Carried.

MARK KING
CHAIR OF THE BOARD

CATHERINE MATHESON
SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Marianne Zadra, Executive Coordinator



MINUTES OF PROCEEDINGS

**COMMUNITY SERVICES COMMITTEE MEETING
WEDNESDAY, APRIL 28, 2021
12:00 PM VIA ZOOM**

MEMBERS PRESENT:

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

REGRETS:

Councillor Chris Mayne (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, Acting Director, Housing Operations
Robert Smith, EMS Chief
Justin Avery, Manager of Finance
Dawn Carlyle, Project Manager

David Plumstead – Manager Planning, Outcomes & Analytics

1.1 CALL TO ORDER

The Community Services Committee was called to order at 12:06 PM by Vice Chair Dave Mendicino.

1.2 DECLARATION OF CONFLICTS OF INTEREST

No conflicts were declared.

2.0 CHAIR'S REMARKS

The Vice Chair welcomed members, staff and guests.

3.0 ADOPTION OF THE AGENDA

RESOLUTION: #CS09-2021

MOVED BY: Bill Vrebosch
SECONDED BY: Jane Dumas

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

Carried.

4.0 DELEGATIONS

There were no delegations.

5.0 CONSENT AGENDA

RESOLUTION #CSC10-2021

MOVED BY: Mark King
SECONDED BY: Scott Robertson

That the Committee receives for Consent Agenda items 5.1 to 5.3.

5.1 SSE04-21 Electronic Document Management - an update on the local implementation of Electronic Document Management for information.

5.2 SSE05-21 Ontario Works and Justice Program - an update on Ontario Works initiatives relating to individuals recently released from incarceration and/or those on the caseload with criminal records.

5.3 EMS05-21 EMS Palliative Care Treat and Refer Model - information regarding the provision

of palliative care interventions to registered patients across Nipissing District.

Carried.

6.0 MANAGERS' REPORTS

6.1 HS17-21 2020 Service Manager Annual Information Return (SMAIR)

RESOLUTION: #CSC11-21

MOVED BY: Bill Vrebosch

SECONDED BY: Dean Backer

That the Community Services Committee receive for information the 2020 Service Manager Annual Information Return (SMAIR) submitted to the Ministry of Municipal Affairs and Housing (MMAH).

Housing Services Director, Stacey Cyopeck indicated this is a legislatively required report that goes to the ministry, and also provides Service Level Standards which are now at 1275 of 1522 units.

Carried.

6.2 CS04-21 Children's Services Policies

RESOLUTION: #CSC12-21

MOVED BY: Mark King

SECONDED BY: Amanda Smith

THAT the Community Services Committee accept and endorse the updated child care fee subsidy policies, as listed below and described in briefing note CS04-21:

- 1) Policy: Fee Subsidy Waitlist Management**
- 2) Policy: Parental Choice**

Both policies have been updated to reflect current best practices, offer clarity and choice, and set priorities. Median income will be updated as the data becomes available.

Carried.

[Chair Dan Roveda and Councillor Terry Kelly joined the meeting at 12:26 PM]

Dan Roveda took over as Chair of the meeting at this time.

6.3 CS05-21 Children's Services Per Diem Rate Policy

RESOLUTION: #CSC13-21

MOVED BY: Dean Backer

SECONDED BY: Dave Mendicino

THAT the Community Services Committee accept and approve the new Fee Subsidy Per Diem Rate policy, as described in briefing note CS05-21 and attached as Appendix A.

Children's Services Director Lynn Démoré-Pitre indicated this is a new policy since current fee subsidy rates are the lowest with no increase since 2012. Children's Services will work with providers to ensure rates are reasonable, with increases considered on an annual basis. Lynn pointed out that with the potential of more families qualifying for subsidized rates, there may be a waitlist if fee subsidy exceeds the amount budgeted.

Carried.

6.4 Move in Camera**RESOLUTION: #CSC14-21**

MOVED BY: Jane Dumas

SECONDED BY: Mark King

THAT the Committee move in-camera at 12:37 PM to discuss a matter of negotiation. [Bill Vrebosch noted a potential conflict as noted earlier.]

Carried.

[In camera minutes are filed separately.]

6.5 Adjourn In Camera**RESOLUTION: #CSC15-21**

MOVED BY: Scott Robertson

SECONDED BY: Dan O'Mara

That the committee adjourn in-camera at 1:07 PM

Carried.

6.6 Approve In Camera

RESOLUTION: #CSC16-21

MOVED BY: Jane Dumas
SECONDED BY: Scott Robertson

BE IT RESOLVED, that the Committee approves the direction/action agreed to in the in-camera session.

Carried.

7.0 OTHER BUSINESS

There was no other business.

8.0 NEXT MEETING DATE

Wednesday, June 23, 2021

9.0 ADJOURNMENT

RESOLUTION: #CSC17-2021

Moved by: Dan O'Mara
Seconded by: Bill Vrebosch

***Resolved* That the Community Services Committee meeting be adjourned at 1:09 PM.**

Carried.

DAN ROVEDA
CHAIR OF THE COMMITTEE

CATHERINE MATHESON
SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Marianne Zadra, Executive Coordinator



Serving Vulnerable Populations

Feb. 2020

Mayor's Round Table report, issued pre-pandemic, emphasized the need for solutions for vulnerable populations; mental health and addictions services, low barrier shelter and transitional housing

Feb. 2020

\$1.2M in capital was approved by MMAH for a 16 bed transitional housing development. RFP for operator issued.

March 2020

Completed PiT (Point in Time) Count, per Federal requirements, in North Bay, Mattawa and West Nipissing. This count measures homelessness across Canada.

April 2020

Opening of LBS at Centre of Friends in (moved to YMCA April 16th, then Pete Pelangio Arena, and finally Chippewa site in August 2020). These sites included on-site COVID isolation space.

April 2020

SSRF Provincial COVID one-time funding and Federal COVID funding directed to the priority of establishing a temporary 24 hour low barrier emergency shelter.

Spring 2020

District community partners survey identifies priorities for COVID funding & additional homelessness community supports: food/meal distribution, rent/utility arrears, day programming, street outreach.

August 2020

Opened COVID isolation site at former Good2Go.

October 2020

SSRF COVID and OPHI Provincial funding for 20 additional (modular) housing units for Chippewa site, added 9 beds to LBS in addition to 12 existing and 10 overflow spaces at the end of January.

December 2020

Opened day program – Monday to Friday at Chippewa site -on weekends at IFC from mid-December 2020 to April 30th 2021, providing support services and shelter from cold.

April 2021

Vaccinations of 66 people at LBS.

May 2021

Nurse Practitioner Clinic Pilot funded through SSRF (MH&A funding).

Still Ahead

- Harm reduction research project
- Anti-Stigma Campaign (joint project)
- Master Plan fall of 2021

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

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

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

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

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

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

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

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

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

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

Moved by: Tawnia Healy

Seconded by: Kathleen Jodouin

Approved by all

Date: February 10, 2021

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

BRIEFING NOTE HS26-21

For information For Decision

Date: May 26, 2021

Purpose: Procurement in Emergencies- SSRF Phase 3

Prepared by: Stacey Cyopec, Director of Housing Programs

Reviewed by: Catherine Matheson, CAO

RESOLUTION:

THAT the District of Nipissing Social Services Administration Board approves the use of direct negotiation in the expenditure of Social Services Relief Funds (SSRF) as outlined in HS26-21, in accordance with the Board's Purchasing Policy #CORP-01, under the authority of the DNSSAB General Business By-law #1.

BACKGROUND:

Due to the unprecedented impact of COVID-19, the Province of Ontario has issued a third phase of Social Services Relief Funds (SSRF). The funds are designated to be used to mitigate the pressures and risks caused by the continued impact of the COVID-19 pandemic on the homelessness sector. The funding is to be used to offset operating expenses (in accordance with the SSRF Phase 3 Guidelines) beginning March 1, 2021 and incurred up to December 31, 2021.

Although the DNSSAB has a clear process for procurement, if an emergency exists requiring the immediate procurement of goods, services or construction, the CAO/CEO or a Director has the authority to requisition the required goods, services or construction by the most expedient and economical means available, notwithstanding any other provision of the Purchasing Policy. A Direct Negotiation Form, authorizing the single sourcing of services, is attached.

CURRENT STATUS:

Applications were sought through the process used in April 2020 with SSRF Phase One. Based on the Nipissing District Housing and Homelessness Community Advisory Board (CAB) priorities,

identified in an April 2021 survey, community partners were provided the opportunity to apply for funding to support:

- Homelessness interventions and navigation
- Homelessness prevention supports
- Food/meal distribution
- Transportation, stabilizing core housing/homelessness services, PPE and cleaning

Applications were due May 14, 2021 and 11 were received. Applications will be assessed based on fit with the priorities and criteria listed above. Extra consideration will be given to projects that:

- Will be offered throughout the District
- Demonstrate community collaboration and partnerships
- Provide outcomes that are specific, measureable, attainable, realistic and timely

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

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

NEXT STEPS:

The evaluation team will endeavor to make decisions on funding as quickly as possible so applicants can start using funds towards supporting homelessness sector during the COVID-19 pandemic.

ATTACHMENT

Direct Negotiation Form




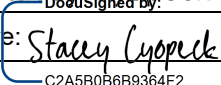
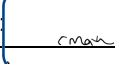
Direct Negotiation Form

There are certain circumstances where the standard procurement methods as outlined in the Purchasing Policy cannot be followed, such as:

1. Single Source
2. Sole Source
3. Ministry Directed Funds

In such instances, a Direct Negotiation Form is to be completed by the requisitioning Department outlining the reasons for pursuing Direct Negotiation. This form must be reviewed and endorsed by the Contract Specialist and final approval will be in compliance with the Approval Authorities outlined in Schedule A, Table 1 a or b as required.

The Direct Negotiation Form must be kept with the Contract. Any time Direct Negotiation is pursued, the requisitioning Department must negotiate to obtain the best value in the circumstances for NDHC and the DNSSAB.

General Information	
Name:	Stacey Cyopecck
Department:	Housing
Program/Project Name:	Social Services Relief Fund (SSRF) Phase 3 Funding
Type of Direct Negotiation:	<input checked="" type="checkbox"/> Single Source <input type="checkbox"/> Sole Source <input type="checkbox"/> Ministry Directed Funds
Allowable Exception (reference exception number from Schedule B, ex. 1 f.):	
<small>Schedule B.1.b ("The Goods and Services are required as a result of an Emergency, which would not reasonable permit the use of a methods other than Direct Negotiation)</small>	
Explanation/Rationale for pursuing Direct Negotiation:	Due to the continued impact of the COVID-19 pandemic, there is an urgent need to alleviate the homelessness crisis in the District of Nipissing. As such, the Ministry of Municipal Affairs and Housing has released the Social Services Relief Fund, Phase 3 which is intended to be used to mitigate the immediate pressures and risks caused by the pandemic on the homelessness sector. This funding is designated as emergency funding as a direct result of the COVID-19 pandemic, and therefore meets the allowable exception of Emergency.
Form Review	
Form reviewed by Contract Specialist:	<input checked="" type="checkbox"/> 
Requestor	
I certify that this form is in compliance with the Purchasing Policy.	
Manager/Director Name:	Stacey Cyopecck
Manager/Director Signature:	
Date:	5/14/2021
Authorization	
Manager/Director/CAO/CEO Name:	Catherine Matheson
Manager/Director/CAO/CEO Signature:	
Board Resolution Number (if applicable):	
Date:	5/18/2021