



EXECUTIVE AUDIT COMMITTEE MEETING AGENDA

Healthy communities without poverty.

A G E N D A

Date: Wednesday, January 15, 2020

Time: 10:00AM

Location: Guillemette Rankin Board Room

Members: Councillor Mark King (Chair), Councillor Mac Bain (Vice-Chair), Mayor Jane Dumas, Mayor Dan O'Mara, Councillor Dan Roveda, Councillor Dave Mendicino

FOR BOARD MEMBERS ONLY:

Teleconference # 1-855-392-2520 Passcode 2950967# (advise if required)

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

Item	Topic	Lead
1.0	1.1 Call to Order 1.2 Declaration of Conflict of Interest	Chair
2.0	Opening remarks by the Chair	Chair
3.0	Approval of Agenda January 15, 2020 THAT the Executive Audit Committee members accept the Agenda as presented.	Chair
4.0	Review of Minutes Recommendation THAT the Board adopt the minutes of the proceedings of the Proceedings of the Regular Board Meeting of December 18, 2019.	Chair

Item	Topic	Lead
5.0	<p>Review Draft Board Agenda for the January 29, 2020 Meeting</p> <p>Recommendation THAT the Board accepts the Draft Board Agenda for January 29, 2020 as presented.</p>	Chair
6.0	<p>6.1 PRESENTATIONS</p> <ul style="list-style-type: none"> • Update on the Indigenous Hub 	Lynn Démoré-Pitre
7.0	<p>REPORTS</p> <p>7.1 Draft Apportionment of the Municipal Share of the Approved 2020 Budget EX01-20</p> <p>Recommendation THAT the apportionment of the municipal share of the 2020 District of Nipissing Social Services Administration Board budget, approved under resolutions 2019-177, 2019-178, 2019-179, and 2019-180, be approved as presented in report EX01-20.</p>	Justin Avery
	<p>7.2 Travel, Meals and Hospitality Policy Update EX02-20</p> <p>Recommendation THAT the draft revisions to the 2019 Travel, Meal and Hospitality policy, previously approved under resolution 2019-70, be approved by the District of Nipissing Social Services Administration Board as presented in report EX02-20.</p>	Melanie Shaye
	<p>7.3 Move In-Camera</p> <p>Recommendation THAT the Executive Committee moves in-camera under Section 4.74 (3) proposed acquisition of land, at _____.</p>	Chair
	<p>7.4 Adjourn in Camera</p> <p>Recommendation THAT the Executive Committee adjourn in-camera at _____ and approve action(s) discussed.</p>	Chair
8.0	<p>UPDATES: To be presented at the meeting (additional items may arise at the meeting)</p> <p>8.1 CAO Updates and correspondence</p>	Catherine Matheson

Item	Topic	Lead
	<ul style="list-style-type: none"> • Jan 2 Letter to Acting CAO from Chisholm Twp. • Dec 20 2019 Memo from MCCSS ADM to DNSSAB • ROMA Attendance 	
9.0	<p>OTHER BUSINESS</p> <ul style="list-style-type: none"> • Election of Chair and Vice Chair The Chair and Vice Chair of the Executive Committee are the Chair and Vice Chair of the Board. This vote will be taken at the Board Meeting on January 29th. Members will decide which method of voting will be used. • Audit Planning Presentation This is schedule for February and should go to both Executive and Housing Committees. There is a possibility of adjusting the order of committees to have the Housing Committee follow the Executive in consideration of the Auditor. 	Marianne Zadra
10.0	<p>NEXT MEETING DATE Board Meeting Wednesday January 29, 2020 – Golden Age Club Next Committee Meeting February 12, 2020</p>	Chair
11.0	<p>ADJOURNMENT THAT the Executive Audit Committee meeting be adjourned at p.m.</p>	Chair



MINUTES OF PROCEEDINGS

**REGULAR BOARD MEETING – WEDNESDAY, December 18, 2019
3:00 PM –DNSSAB BOARDROOM, 3RD FLOOR, CITY HALL**

MEMBERS PRESENT:

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

REGRETS:

Representative Amanda Smith (Unincorporated)

STAFF ATTENDANCE:

Melanie Shaye, A/Chief Administrative Officer, Director of Corporate Services
Marianne Zadra, Executive Coordinator and Communications
Justin Avery, Manager of Finance
Pierre Guenette, Manager, Housing Operations
Stacey Cyopeck, Manager, Housing Programs
Lynn Demore-Pitre, Director, Children's Services
Michelle Glabb, Director, Social Services and Employment
Aimie Caruso, District Coordinator, Employment Services & Client Outcomes
Dave Plumstead, Manager Planning, Outcomes & Analytics. EMS Liaison

Guests:

Jennifer Hamilton McCharles- North Bay Nugget

CALL TO ORDER

The Regular Board Meeting was called to order at 3:04 PM by Chair Mark King.

Adoption of the Roll Call Resolution No. 2019-171

Moved by: Mayor Dean Backer

Seconded by: Councillor Chris Mayne

That the Board of Directors accepts the Roll Call as read for the Regular Board meeting of December 18, 2019.

Carried.

Adoption of the Agenda Resolution No. 2019-172

Moved by: Councillor Terry Kelly

Seconded by: Councillor Bill Vrebosch

That the Board accepts the agenda for the Regular Board meeting as presented.

Carried.

DECLARATION OF CONFLICTS OF INTEREST

Bill Vrebosch noted a conflict with the 2020 Budget regarding Ontario Works with respect to resolution number 2019-177.

Mac Bain noted a conflict with the 2020 Budget regarding Type B funerals with respect to resolution number 2019-179.

CHAIR'S REMARKS

The Chair welcomed everyone to what should be the last meeting of the year. He thanked everyone and noted it's been just a year that the new board has been together and that they have accomplished some good work in trying to reach the vision of a health community without poverty. He talked about a provincial initiative to reduce poverty and invitation for input.

He talked about the closure of 29 residential treatment beds at the hospital and how this will impact the initiative by the DNSSAB, Nipissing Mental Health and Housing Support Services and the Crisis Centre.

He noted the board is looking forward to welcoming the new CAO in January and looks forward to her ideas.

He extended his thanks to all for helping out during the CAO search.

Dave Mendicino took the opportunity to clarify that the closure at the hospital residential treatment program was a direct result of the Mayor's roundtable discussion and recommendations, and that the money for the beds would be reinvested into the new services that are better targeted to the needs of the community. The Chair concurred.

Review of Minutes**Resolution No. 2019-173**

Moved by: Mayor Dan O'Mara

Seconded by: Councillor Dan Roveda

Resolved THAT the Board of Directors adopt the minutes of the proceedings of the Regular Board Meeting of November 20, 2019.

Carried.

CAO Report**Resolution #2019-174**

Moved by: Councillor Dave Mendicino

Seconded by: Councillor Scott Robertson

Resolved THAT the Board of Directors accepts the Report from the Chief Administrative Officer B10-19, dated December 18, 2019.

Acting CAO Melanie Shaye reviewed the contents of the CAO Report. In addition to her report, she informed members of incidents of vandalism that have occurred at the Main Street location over the last few weeks. DNSSAB will be reaching out to the DIA support worker for assistance, in addition to surveillance cameras located in the area. She informed members that the conditional offer for the NDHC condos has fallen through, and the units will be put back on the market.

Lastly, the Acting CAO thanked staff and the board for their patience and kindness during her role as Acting Chair. Members voiced their accolades for the work of the Acting CAO and her team.

It was suggested by one member that the other board members be invited to attend the meeting with the new CAO.

Consent

Agenda (These items are subject to change)

Resolution #2019-175

Moved by: Mayor Dean Backer

Seconded by: Councillor Terry Kelly

Resolved THAT the Board of Directors approves the Consent Agenda of December 18, 2019 which includes the following:

7.1 Executive Audit Committee Minutes – December 5, 2019

[Note-There were no other committees held on December 5 to allow more time for budget discussion.]

7.2 Correspondence/Media Coverage (items will be added as they arise)

7.2.1 Nov 21 Bay Today RE Opinion - Rapid response unit will improve health care

7.2.2 Nov 22 Nugget Article RE Reduction in \$4,000 DNSSAB meetings suggested

7.2.3 Nov 25 MyWestNipissingNow Article RE Councillor Dan Roveda alleviates concerns over ambulance services in West Nipissing

7.2.4 Nov 25 Nugget Article re New centre to provide support for homeless

7.2.5 Nov 26 2019 Letter from Chair to Calvin Council

7.2.6 Nov 26 BayToday article RE Transitional housing centre key part of Mayors Roundtable

7.2.7 Nov 29 BayToday RE New top dog at social services organization

7.2.8 Nov 29 Nugget Article RE Social services board welcomes new CAO

7.2.9 Nov23 Nugget Article RE Health unit invests in bed bug kits

7.2.10 November-26- Hansard transcript RE Community Paramedics services

7.2.11 Dec 2 letter from East Ferris RE proposed DNSSAB 2020 Budget

7.2.12 Letter from MCU RE AMO delegation

7.2.13 Dec 6 Letter to Municipality of East Ferris RE Levy Increase

7.2.14 Dec 7 Nugget Article RE Province reveals new Near North Ontario Health Team

7.2.15 Dec 9 BayToday Article RE Team approach to health care announced for the Near North

7.2.16 Dec 14 East Ferris Letter to MCCSS

7.2.17 Dec 11 Letter from Papineau Cameron

The chair opened the consent agenda for discussion, namely letters from member councils regarding the budget and levy. There was discussion as to whether a response is appropriate. A draft response letter was presented. The members were in favour of doing this.

Carried.

**HS24-19 Five-Year Review of the 10 Year Housing and Homelessness Plan
Resolution #2019-176**

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

Resolved THAT the Board of Directors approves the "5- Year Review of A Place to Call Home: Nipissing District 10 Year Housing and Homelessness Plan 2014-2024" as set out in report HS24-19 and Attached "A" (same title).

Carried.

**EX23-19 2020 Proposed Budget Report
Resolution #2019-177**

Moved by: Councillor Dan Roveda
Seconded by: Councillor Dave Mendicino

Resolved THAT the Board of Directors accepts the Ontario Works program delivery budget as presented in the 2020 Proposed Budget report EX23-19.

Carried.

**EX23-19 2020 Proposed Budget Report
Resolution #2019-178**

Moved by: Mayor Dan O'Mara
Seconded by: Councillor Scott Robertson

Resolved THAT the Board of Directors accepts the Healthy Communities Fund budget as presented in the 2020 Proposed Budget report EX23-19.

Carried.

**EX23-19 2020 Proposed Budget Report
Resolution #2019-179**

Moved by: Councillor Terry Kelly
Seconded by: Councillor Bill Vrebosch

Resolved THAT the Board of Directors accepts the Type B Funerals budget as presented in the 2020 Proposed Budget report EX23-19.

One member drew attention to the increase in supervision to 24-hours a day for the EMS as he has some concerns about the cost and suggested that 12-hour supervision be tried first, and then go to an on-call basis for the remainder of the time. Another member agreed stating this is an experiment that is being proposed at a cost of half a million dollars and would also like to try a 12-hour supervision instead of 24 hours.

Another member had a question of response times but he is happy with the responses he has received this past week.

Another member noted supervision is also a training opportunity, and feels this is worthwhile. It is also anticipated other costs will be brought down as a result of the 24 hour supervision. This supervision would be for the whole district, but not at each site. It was also mentioned there will be benchmarking in 12 months from now to see if there are any improvements with the increase in supervision. Another comment was that it is difficult to go back if it's been found unsuccessful.

Justin indicated there are options in the budget report. The majority agreed to try the 24 hour supervision option.

Carried

**EX23-19 2020 Proposed Budget Report
Resolution #2019-180**

Moved by: Councillor Scott Robertson

Seconded by: Councillor Dan Roveda

Resolved THAT the Board of Directors accepts 2020 Proposed Budget report EX23-19, with the exceptions of Resolutions 2019-177, 2019-178 and 2019-179.

[The In-Camera session was deemed unnecessary so Resolutions 2019-181, 182 and 183 are not required.]

In-Camera

Resolution #2019-181

Moved by:—

Seconded by:

THAT the Board move in-camera at— PM.

Adjourn In-Camera

Resolution #2019-182

Moved by:—

Seconded by:

THAT the Board adjourns in-camera at— PM.

**Approve In-Camera
Resolution No. 2019-183**

Moved by:—
Seconded by:

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

New Business

A letter from the Township of Bonfield was presented, which supports a motion by the Municipality of East Ferris requesting that levy increases for 2020 be set at the same rate as 2019. This letter was received too late to include in the Consent Agenda.

Next Meeting Date

Wednesday, January 29, 2020 At the Golden Age Club, North Bay.

**Adjournment
Resolution No. 2018-184**

Moved by: Mayor Dean Backer
Seconded by: Councillor Chris Mayne

Resolved That the Board meeting be adjourned at 3:50 p.m.
Carried.

MARK KING
CHAIR OF THE BOARD

MELANIE SHAYE
ACTING SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Marianne Zadra, Executive Coordinator



BOARD OF DIRECTORS MEETING AGENDA

Healthy communities without poverty.

A G E N D A

Date: Wednesday, January 29, 2020 (Note: this agenda is out of order)

Time: 2:00 PM

Location: Golden Age Club, 135 Worthington St W, North Bay,

Teleconference # 1-855-392-2520 Access Code 2950967

Item	Topic
1.0	Call to Order 1.1 Roll Call MOTION: #2020-01 Resolved THAT the Board of Directors accept the Roll Call as read by the Secretary for the Regular Board meeting of January 29, 2020 at ____PM. 1.2 Declaration of Conflict of Interest
2.0	Review Board Agenda MOTION: #2020-02 Resolved THAT the Board of Directors accepts the Agenda as presented.
3.0	Election of DNSSAB Chair and Vice Chair 3.1 MOTION: #2020-03 Resolved THAT the nominations for the DNSSAB Chairperson for the term of January 1, 2020 - December 31, 2020 be open. 3.2 MOTION: #2020-04 Resolved THAT the nominations for the DNSSAB Chairperson for the term of January 1, 2020 - December 31, 2020 be closed.

Item	Topic
	<p>3.3 MOTION: #2020-05 <i>Resolved THAT the DNSSAB Chairperson be appointed for the term of January 1, 2020 - December 31, 2020 and;</i> THAT the DNSSAB Chairperson Elect be the Chair of the Executive Audit Committee; and</p> <p>THAT the remainder of the board meeting shall be chaired by the Chair elect.</p> <p>3.4 MOTION: #2020-06 <i>Resolved THAT the nominations for the DNSSAB Vice-Chairperson for the term of January 1, 2020 - December 31, 2020 be open.</i></p> <p>3.5 MOTION: #2020-07 <i>Resolved THAT the nominations for the DNSSAB Vice-Chairperson for the term of January 1, 2020 - December 31, 2020 be closed.</i></p> <p>3.6 MOTION: #2020-08 <i>Resolved THAT the DNSSAB Vice-Chairperson be appointed for the term of January 1, 2020 – December 31, 2020; and</i> THAT the DNSSAB Vice-Chairperson Elect be the Vice-Chair of the Executive Audit Committee.</p> <hr/> <p>Chair's Opening Remarks</p>
4.0	<p>Appointment of CAO</p> <p>4.1 MOTION: #2020-09 BE IT RESOLVED THAT Catherine Matheson be appointed to the Board as Chief Administrative Officer of the District of Nipissing Social Services Administration Board effective January 6, 2020 pursuant to the District of Nipissing Social Services Administration Board Procedural By Law 2019-01, Section 10.1;</p> <p>BE IT FURTHER RESOLVED THAT Catherine Matheson be appointed as Administrator under Section 4(3) of the DSSAB Act, effective January 6, 2020; AND</p> <p>BE IT FURTHER RESOLVED THAT we hereby request approval from the Minister of Children, Community and Social Services (MCCSS) for this appointment.</p>
	<p>4.2 MOTION: #2020-10 BE IT RESOLVED THAT Catherine Matheson be appointed Secretary to the Board, per Procedural By Law 2019-01, Section 10.5.3, effective January 6, 2020.</p>

Item	Topic
5.0	<p>Minutes of Proceedings</p> <p>Review of Minutes MOTION: #2020-11 <i>Resolved THAT the Board adopt the minutes of the proceedings of the Regular Board Meeting of December 18, 2019.</i></p>
6.0	<p>CAO Report</p> <p>MOTION: #2020-12 <i>Resolved THAT the Board accepts the Report from the Chief Administrative Officer B01-20, dated January 29, 2020.</i></p>
7.0	<p>Consent Agenda - (Items may change for the final agenda)</p> <p>MOTION: #2020-13 <i>Resolved THAT the Board of Directors approves the Consent Agenda of January 29, 2020 which includes the following:</i></p> <p>(Consent Agenda Items)</p> <p>7.1 Executive Audit Committee Minutes – January 15, 2020 7.2 Social Services and Employment Committee Minutes – January 15, 2020 7.3 Children’s Services and EMS Committee Minutes – January 15, 2020 7.4 Housing Services Minutes – January 15, 2020 7.5 Correspondence/Media Coverage 7.5.1 Dec 18 - NBRHC Letter and Declaration of Intent 7.5.2 Dec 19 Letter to Municipality of East Ferris RE MCCSS Letter 7.5.3 Dec 19 Nugget Article RE Vandals targeting downtown walkway 7.5.4 Dec 20 2019 Memo from MCCSS ADM to DNSSAB 7.5.5 Jan 2 Letter to Acting CAO from Chisholm Twp.</p>
8.0	<p>Reports</p>
	<p>8.1 MOTION: #2020-14 Draft Apportionment of the Municipal Share of the Approved 2020 Budget EX01-20</p> <p>THAT the apportionment of the municipal share of the 2020 District of Nipissing Social Services Administration Board budget, approved under resolutions 2019-177, 2019-178, 2019-179, and 2019-180, be approved as presented in report EX01-20.</p>
	<p>8.2 MOTION: #2020-15 Travel, Meals and Hospitality Policy Update EX02-20</p> <p>THAT the draft revisions to the 2019 Travel, Meal and Hospitality policy, previously approved under resolution 2019-70, be approved by the District of Nipissing Social Services Administration Board as presented in report EX02-</p>

Item	Topic
	20.
	<p>8.3 MOTION: 2020-16 Transfer of 416 Lakeshore Drive, North Bay, ON – Canada-Ontario Affordable Housing Program Extension (2009) Project</p> <p>THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives for information report HS02-20 regarding the transfer of the Canada-Ontario Affordable Housing Program (AHP) project located at 416 Lakeshore Drive in North Bay.</p>
	<p>8.4 MOTION: 2020-17 Reaching Home: Community Plan</p> <p>THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives information related to the amended Reaching Home – Community Plan, for the District of Nipissing and as set out in report HS03-20.</p>
9.0	New Business
10.0	<p>Next Meeting Date</p> <p>Wednesday, February 26 at 2:00 PM DNSSAB Boardroom</p>
11.0	<p>Adjournment</p> <p>MOTION: #2020-18 Resolved That the Board meeting be adjourned at p.m.</p>

REPORT

EX01-20

For information or For Decision or For Approval

DATE: January 15th, 2020

PURPOSE: 2020 Municipal Apportionment

PREPARED BY: Justin Avery, Manager of Finance

REVIEWED BY: Catherine Matheson, CAO
Melanie Shaye, Director of Corporate Services

RECOMMENDATION

That the apportionment of the municipal share of the 2020 District of Nipissing Social Services Administration Board budget, approved under resolutions 2019-177, 2019-178, 2019-179, and 2019-180, be approved as presented in report EX01-20.

BACKGROUND

The apportionment of the municipal share of the budget is calculated using the weighted assessment method. This is calculated by multiplying the taxable assessments for property by the property class tax ratios of the respective Municipalities. This method is supported by the DSSAB Act, Ontario Regulation 278/98 section 6, and is the method which has always been utilized by the District of Nipissing Social Services Administration Board.

REPORT SUMMARY

The apportionment calculation of the \$20,504,986 municipal share of the 2020 budget is based on the approved 2019 tax ratios from the municipalities in the District of Nipissing and the 2019 property current value assessment provided by MPAC (Municipal Property Assessment Corporation).

Of the municipal share of the budget, \$19,884,135 will be collected through levies from the 11 municipalities in the District of Nipissing and the balance of \$620,851 will be collected from the Province for the TWOMO (Territories Without Municipal Organization) portion of the municipal share.

In total, the change in municipal share of the budget (or levy) year over year is 4.42%. However, since the apportionment is based on weighted assessments, the actual change in levy for a municipality may be more or less than 4.42% based on each municipality's respective assessments and tax ratios. The change in levy for the Municipalities year over year ranges from a low of 2.87% to a high of 6.97%. See Appendix 1 for more details on the apportionment calculation and distribution of the municipal share of the budget.

COMMUNICATION

For January, levy invoices have been sent to the municipalities based on the 2019 apportionment calculation. An adjusting invoice with a supporting letter will be sent to each municipality in February.

CONCLUSION

The change in levy year over year for a Municipality considers the total budget allocation to the municipalities, the 2019 property current value assessments, and the approved 2019 tax ratios by property class of the municipalities in the District of Nipissing. The apportionment calculation method is prescribed in the DSSAB Act.

APPENDIX 1

District of Nipissing Social Services Administration Board 2020 Approved Budget \$- Municipal Apportionment

The weighted assessment figures have been calculated using 2019 Assessment Rolls and 2019 Tax Ratios.
There are no Tax Ratios available for the Unincorporated Townships.

Municipality	A - Current Value Assessment Method used to determined Unincorporated share only			B - Weighted Assessment Method (Excl. PIL) - Actual			2020 Monthly Levy =Col.6/12	2019 Budget Allocation	Variance Yr over Yr Budget Allocataion	Variance % Change
	Current Value Assessment-2019	%	Budget Allocation	Weighted Assessment-2019	%	Budget Allocation				
	1	2	3	4	5	6				
	CVA %Cost for Unincorporated									
City of North Bay	5,562,077,695		-	6,571,548,846	60.8861%	12,484,679	1,040,390	12,028,715	455,964	3.79%
Municipality of West Nipissing	1,563,632,472		-	1,642,770,643	15.2204%	3,120,948	260,079	2,954,371	166,577	5.64%
Municipality of East Ferris	655,401,400		-	657,626,860	6.0930%	1,249,365	104,114	1,190,186	59,179	4.97%
Municipality of Temagami	489,146,800		-	490,320,170	4.5429%	931,514	77,626	870,786	60,728	6.97%
Township of Bonfield	287,556,402		-	275,446,323	2.5520%	523,295	43,608	492,922	30,373	6.16%
Township of South Algonquin	261,827,900		-	273,401,158	2.5331%	519,410	43,284	497,317	22,093	4.44%
Township of Papineau-Cameron	161,781,100		-	147,483,790	1.3665%	280,191	23,349	264,604	15,587	5.89%
Town of Mattawa	106,362,625		-	115,950,762	1.0743%	220,284	18,357	214,135	6,149	2.87%
Township of Chisholm	147,418,600		-	139,256,528	1.2902%	264,561	22,047	247,895	16,666	6.72%
Municipality of Calvin	88,724,900		-	125,213,200	1.1601%	237,881	19,823	224,209	13,672	6.10%
Township of Mattawan	27,507,200		-	27,375,134	0.2536%	52,007	4,334	48,886	3,121	6.39%
Sub Total Municipalities	9,351,437,094		19,884,135	10,466,393,413	96.9722%	19,884,135	1,657,011	19,034,026	850,109	4.47%
TWOMO - (MCSS, EDU, & MMAH)	407,351,300		620,851							
Sub Total Unincorporated	407,351,300	4.17%	620,851	407,351,300		\$620,851	\$51,738	\$602,161	18,690	3.10%
TOTAL	9,758,788,394		20,504,986	10,873,744,713		20,504,986	1,708,749	19,636,187	868,799	4.42%
	Municipal share net of EMS		14,873,524	Municipal Share		20,504,986				
	EMS Budget (municipal share)		5,631,462	Less TWOMO		620,851				
				Municipal Levy		19,884,135				

Note: TWOMO share of DNSSAB costs
excludes Emergency Medical Services
Costs

REPORT

EX02-20

DATE: January 15, 2020

PURPOSE: Draft Revisions to the Travel, Meal and Hospitality Policy

PREPARED BY: Melanie Shaye, Acting CAO/Director of Corporate Services
Justin Avery, Manager of Finance

RECOMMENDATION

THAT the draft revisions to the 2019 Travel, Meal and Hospitality policy, previously approved under resolution 2019-70, be approved by the District of Nipissing Social Services Administration Board as presented in report EX02-20.

PURPOSE

In an effort to contain travel, meal and hospitality expenses, changes have been made to the policy. Adjustments have also been made to better represent current practices as it relates to travel to/from Sudbury from North Bay.

BACKGROUND

The policy was last reviewed in February 2019, at which time the kilometre rate was adjusted from \$0.54 per kilometre to \$0.58 per kilometre.

PROPOSED CHANGES

- Remove all permissions to use corporate credit cards to buy alcohol
- Allow the use of a personal vehicle when travelling up to 300 km, in recognition of travel to Sudbury which typically covers approximately 260 kilometer

ATTACHMENT

Draft 2019 Travel, Meal and Hospitality Policy

TITLE: Travel, Meal and Hospitality Policy	SECTION: CORPORATE SERVICES
DATE: February 1, 2010	POLICY NO.: FIN/ADM 03
APPROVED BY: Resolution No. 2019-70	REVISED: April 2019

1.01 GENERAL STATEMENT OF POLICY AND PROCEDURE

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

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 2017 and the DNSSAB Collective Agreements with CUPE Local 4720-01 and CUPE Local 4720-02.

1.02 SCOPE

This policy is to apply to all employees and board members of DNSSAB, except where otherwise specified in the DNSSAB Collective Agreements with CUPE Local 4720-01 and Local 4720-02.

1.03 OBJECTIVE

Travel, meal and hospitality expenses as set out in this policy will be reimbursed. Expenses must:

- Be work related,
- Be modest and appropriate, and
- Strike a balance among economy, health and safety, and efficiency of operations.

DNSSAB assumes no obligation to reimburse expenses not in compliance with this policy.

1.04 RESPONSIBILITY

Employees have an obligation to be aware of the requirements of this policy, to comply with them, and seek clarification from their supervisor as needed. Supervisors are responsible for ensuring compliance to this policy and taking appropriate corrective action as needed.

1.05 DEFINITIONS

Home Office –

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

District of Nipissing –

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

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 of DNSSAB, guests and consultants.

1.06 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

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 incur overtime must receive prior approval their 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 all business travel by travelers according to destination (see table below):

Level of approval required for infrequent travel:

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

Insurance:

Travel Accident Insurance

DNSSAB 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 DNSSAB's account, not the individual employee. This ensures that the appropriate insurance coverage is in place for the employee. 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.

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. 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~~²⁰⁰ kilometers.
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 1600 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 expenses are also justified where group travel by taxi is more economical than the total cost of travelling separately.

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.

Gratuities

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

Dependent Care

Actual dependent care expenses that are incurred as a result of travelling and are additional to expenses the person would incur when not travelling, will be reimbursed up to a daily maximum as set out in Schedule 1.

A written explanation of the circumstances must be provided with prior verbal/written approval from the appropriate spending authority. Reimbursement will not be made where business travel is regular and a requirement of the job.

Meals:

Reasonable and appropriate actual meal expenses will be reimbursed, subject to approval by the employee's supervisor's, 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 his/her regular duties.

Reimbursement of actual meal expenses incurred is subject to the rates set out in Schedule 1.

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 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 you 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.

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 must be a ***necessary and integral 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 integral to 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.

DNSSAB does not permit reimbursement when two or more employees choose to go to lunch (or dinner) together to continue their *regular* business. In such cases the meal would be considered *incidental* to the meeting.

DNSSAB does not permit reimbursement when the catered meeting is used as an enticement for meeting attendance.

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.

Frequency of meals and light refreshments

Meals and light refreshments should be provided to employees on an infrequent basis.

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;
- Name and location of the establishment;
- The number of attendees listed by category (i.e. guests, employees);
- Names of individuals entertained, their titles and company name; and,
- Approvals by appropriate individuals.

~~Part of normal business hospitality may include the consumption of alcoholic beverages with a meal or during a reception. Such hospitality requires prior approval of the CAO.~~

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. Gifts valued above \$30 must be justified and approved by an immediate supervisor.

1.07 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, ~~unless part of hospitality as described above;~~
- friends or family members.

Receipts

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:

Where a manager decides to exercise 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.

Responsibilities of Employees

Employees must:

- consider alternatives to travel such as teleconferencing; and, obtain approval from appropriate authority levels for travel;
- request and accept the lowest fare practicable;
- use the corporate charge card for payment of expenses under this policy;
- supply an itinerary to and notify their supervisors in the event of any changes, so that travelers may be contacted in an emergency;
- in the event of changes, cancel hotel bookings within the allowable cancellation period set by the hotel to avoid “no-show” charges. Penalties incurred for non-cancellation of guaranteed hotel reservations will be the employee’s responsibility and will be reimbursed only in exceptional circumstances;
- become familiar with, and adhere to, the provisions of this policy; and
- follow applicable conflict of interest rules and/or regulations

Responsibility of Approval Authority

Those authorized to approve expense claims 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 the provisions of 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; and,
- ensure that employees and appointees are aware of all conflict of interest rules and/or regulations.

SCHEDULE 1

Kilometre rates, meal reimbursement, reimbursable dependent care rates

(Updated April 24, 2019)

Kilometre rate: \$0.58 per km
Kilometre rate in excess of 5,000: \$0.52 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 \$10.00
Lunch \$20.00
Dinner \$25.00

(Outside District): Breakfast \$15.00
Lunch \$25.00
Dinner \$45.00

Dependent Care Allowance:

Daily maximum with written declaration \$35.00
Daily Maximum with receipt of caregiver \$75.00

**Ministry of Children,
Community and Social
Services**

**Ministère des Services à
l'enfance et des Services
sociaux et communautaires**



Assistant Deputy Minister
Social Assistance Programs
Division

Sous-ministre adjoint
Division des programmes d'aide
sociale

315 Front St. W, 3rd Floor
Toronto ON M7A 0B8

315, rue Front Ouest, 3^e étage
Toronto ON M7A 0B8

December 20, 2019

DSSAB Board Chairs

Good Afternoon,

Earlier this year, John Fleming held focussed discussion sessions with your organizations on key areas of District Social Services Administration Board (DSSAB) governance and accountability. I am pleased to share a copy of Mr. Fleming's final report and communicate next steps.

Mr. Fleming's report notes that overall the system of governance within DSSABs is working well and that boards and municipalities can work together to respond to local needs and that any structural changes by the ministry could upset the collaborative system that exists now.

As you know, the ministry respects local decision-making and the ability of Boards and municipalities to resolve differences at the local level. As such, with the conclusion of the consultation process and after careful review, the ministry will maintain the current governance and conflict resolution framework for DSSABs and allow the moratorium on cost apportionment to expire on January 1, 2020.

To further support the effective governance of DSSABs, we will work with you and our partner ministries in 2020 to finalize the DSSAB Accountability and Governance guidelines and explore other opportunities to support transparency and accountability of the Boards and ensure they are supported and functioning well.

I would like to take this opportunity to express my gratitude for your participation in the engagement process and for your ongoing support in matters related to DSSAB governance and accountability. Please share this information with your members and district members.

If you have any questions, please feel to contact me directly.

Sincerely,



Richard Steele
Assistant Deputy Minister
Social Assistance Programs Division

Attachment (1)

c: Laura Belfie, Director, Social Assistance Program Policy Branch, MCCSS
Jim Adams, Director, Housing Programs Branch, MMAH
10 DSSAB CAOs
NOSDA, FONOM, NOMA
AMO

Corporation of the Township of Chisholm

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info@chisholm.ca

Leo Jobin, Mayor
Jennistine Leblond, CAO Clerk Treasurer

January 2, 2020

Melanie Shaye, Acting CAO
DNSSAB
200 McIntyre St East
PO Box 750
North Bay, ON P1B 8J8

Dear Melanie,

Similar to letters you have received from other municipalities within the Nipissing District, the Council of the Township of Chisholm wishes to express their concern over the proposed 4.52% increase to our municipal levy.

The Municipality of Calvin forwarded the following resolution to the District of Nipissing Social Services Administration Board (DNSSAB) last year stating that the DNSSAB, and municipalities alike, should be looking at ways to reduce costs.

- *WHEREAS the Province of Ontario has reduced and/or withdrawn funding over the past 10+ years to municipalities and their associated boards, and continues to do so;*
- *WHEREAS because of the reduced funding all parties are and will be required to reduce or cut spending and;*
- *WHEREAS the DNSSAB in a letter issued on April 29, 2019 to member municipalities stated "Please prepare yourself for a significant levy adjustment of these downloaded provincial costs".*
- *NOW THEREFORE BE IT HEREBY RESOLVED THAT the Municipality of Calvin opposes this "Significant levy adjustment due to these downloaded provincial costs" and that DNSSAB, like municipalities, should look at reducing costs and services, if necessary, in order to mitigate any municipal levy increase.*

The 2019 levy to the DNSSAB for our township was \$247,895. With a 4.52% increase projected, this would increase our levy by \$11,205. For a small township, this amount is significant. Chisholm's portion of all the local agencies, boards and commissions (ABCs) in 2019 was equal to 35% of the property taxes collected or \$572,934.

One other thing to point out is that our neighbouring municipality, that is in a different social services administration board (SSAB) district, has almost triple our revenues but pay less than half of our levy.

Both social services administration boards (SSAB) and municipalities have services to provide and budgets to adhere to. We all want to be able to provide the best possible services to our stakeholders but as the Municipality of Calvin states in their resolution, and further that the Township of Chisholm agrees with, the DNSSAB "should look at reducing costs and services, if necessary, in order to mitigate any municipal levy increase."

As a valued partner, the Township of Chisholm is requesting to work together with the DNSSAB and the other municipalities in the district to maintain the municipal levy for 2020 at the same rates as 2019.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Leblond", written in a cursive style.

Jennistine (Jenny) Leblond
CAO Clerk Treasurer