

7730

From: Marianne Zadra <Marianne.Zadra@dnssab.on.ca>
Sent: Tuesday, October 4, 2016 2:37 PM
To: Bonfield; Lynda Kovacs; Cathy Conrad; East Ferris Township; Jerry Knox; Kathleen Eveson; Mattawa; Monique Legault; Nancy Sauve; Papineau-Cameron; Sabrina Pandolfo; West Nipissing
Cc: Saxon Yanta
Subject: DNSSAB Board Minutes for June and August 2016
Attachments: Pages from DNSSAB Board Package - September 27 2016.pdf

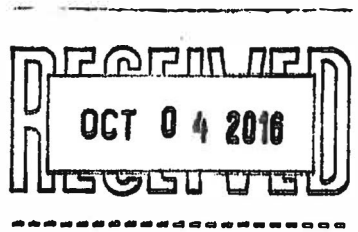
Good afternoon,

Please find attached the DNSSAB Board Minutes that have been approved by the Board for June and August, 2016. Please note the Board did not meeting in July.

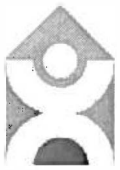
If you are not the correct contact to be receiving these emails, please let me know who should be included on this distribution list in your place.

Thank you.

Marianne



- File Incoming Other
- Mayor
- Council *minutes*
- CAO
- Building
- Finance
- Ec Dev
- Parks & Rec
- Planning
- Public Wks
- PPP
- Social Services
- _____
- _____



Marianne Zadra
 Communications & Executive Coordinator | Communications et Coordinatrice exécutive
 District of Nipissing Social Services Administration Board (DNSSAB) |
 Conseil d'administration des services sociaux du district de Nipissing (CASSDN)
Healthy communities without poverty | Des communautés saines et sans pauvreté

200 McIntyre Street East, PO Box 750 | 200, rue McIntyre Est. C.P. 750 | North Bay, ON, P1B 8J8
 Phone | Téléphone: (705) 474-2151 x. 3127
 Fax | Télécopieur: (705) 474-7155



The information in this e-mail is intended solely for the addressee(s) named, and is confidential. Any other distribution, disclosure or copying is strictly prohibited. If you have received this communication in error, please reply by e-mail to the sender and delete or destroy all copies of this message.

Ce courriel et toutes pièces-jointes sont transmis à titre confidentiel et ne sont destinés qu'à la personne ou à l'entité à qui ils sont adressés et pourraient bénéficier au secret professionnel. Un tel privilège est révoqué de façon expresse. Si vous avez reçu ce courriel par erreur vous êtes priés de contacter l'envoi immédiatement et d'effacer la version originale ainsi que toutes pièces-jointes. Veuillez ne pas diffuser, distribuer ou copier, même.

District of Nipissing
Social Services
Administration Board



Conseil d'administration
des services sociaux
du district de Nipissing

MINUTES OF PROCEEDINGS

**REGULAR BOARD MEETING – TUESDAY, JUNE 21, 2016
2:00PM – West Nipissing Council Chambers**

MEMBERS PRESENT:

Councillor Mark King (North Bay) Chair
Representative George Jupp (Unincorporated) Vice-Chair
Councillor George Marosis (North Bay)
Councillor Chris Mayne (North Bay)
Mayor Leo Jobin (East Nipissing)
Councillor Jamie Restoule (West Nipissing)
Councillor Carol Lowery (Temagami)
Councillor Jeff Serran (North Bay)
Mayor Jane Dumas (South Algonquin)
Deputy Mayor Sheldon Forgette (North Bay)
Mayor Bill Vrebosch (East Ferris)
Councillor Derek Shogren (North Bay)

STAFF ATTENDANCE:

Joseph Bradbury, Chief Administrative Officer
Sara Tonks, Director of Finance and Administration
Michelle Glabb, Manager of Social Services (OW)
Lynn Demore-Pitre, Manager of Social Services (CC)
Jean Guy Belzile, Manager Emergency Medical Services
Debbie Mills, Director Housing Services
Pierre Guenette, Manager Housing Services
David Plumstead, Research Analyst
Marianne Zadra, Communications Officer
Andrea Demers, Supervisor

CALL TO ORDER

The Regular Board Meeting was called to order at 2:02PM by Chair, Mark King.

DECLARATION OF CONFLICTS OF INTEREST

No conflicts were declared at this time.

**Adoption of the Roll Call
Resolution No. 2016-47**

**Moved by: Deputy Mayor Sheldon Forgette
Seconded by: Mayor Leo Jobin**

That the Board of Directors accept the Roll Call as read by the Secretary for the Regular Board meeting of June 21, 2016. Motion carried.

**Adoption of the Agenda
Resolution No. 2016-48**

**Moved by: Deputy Mayor Sheldon Forgette
Seconded by: Mayor Leo Jobin**

That the Agenda for the Regular Board Meeting of Tuesday, June 21, 2016 be adopted as presented. Motion carried.

CHAIR'S REMARKS

Two presentations will be made at today's meeting; the first is the final results of the Point-in-Time count and the second is a look at food security in Nipissing District. DNSSAB staff have drafted a report which shows DNSSAB's relationship to food security. A resolution will be presented at today's meeting seeking adoption of the Nipissing and Area Food Charter.

Joe Bradbury will provide the Board with an update regarding the Organizational Assessment in his CAO report.

The matter of Board remuneration will be presented before the board at today's meeting. The intention of the report and the resolution is to clarify the matter of board remuneration for all board members that serve on the DNSSAB board.

The annual 10-Year Housing and Homelessness Implementation Update report was discussed at committee. The report which is being presented today for board review and approval highlights the 2015 accomplishments. DNSSAB is now in year 3 of the 10-year housing and homelessness plan. A glossy-summary of the 2015 implementation update will be circulated to the Board for review and will be shared with community members and partners across our district.

The Chair thanked all those that attended the NOSDA AGM, and especially Joe for the extra care he provided to the minister. One of the most important meetings at the AGM surrounded the new Patients First Act, 2016 which the Province is about to implement.

At the meeting, the Province recognized that only 1% of EMS calls are deemed time sensitive. This will be an important item for area municipal councilors to watch closely.

This will be the final Board meeting until September unless there is a need to call a special board meeting. The Chair wished everyone a safe and enjoyable summer break.

**B06-16 Report from the Chief Administration Officer Dated June 21, 2016
Resolution No. 2016-49**

**Moved by: Deputy Major Sheldon Forgette
Seconded by: Mayor Leo Jobin**

Joseph Bradbury presented his June 21, 2016 CAO report, B06-16 to the Board.

Regarding the Organizational Assessment, Joe commented that we have to be careful when comparing ourselves to our peers to ensure that data sets are accurate. There are a number of targeted areas for improvement, but overall the report presented a lot of positive feedback. The report highlighted good staff morale, strong leadership from the senior team, and confidence in DNSSAB from partners and stakeholders. The report will help DNSSAB design an organization that puts clients at the center. Over the summer, the senior team will meet to review the report and a copy will be circulated to Board members for feedback.

Joe extended a warm welcome to Melanie Shaye who is joining our team as the Director of Human Resources and Organizational Development. Melanie brings significant human resources experience and we are very pleased to have her aboard.

Joe commented that we continue to work with the Ministry to lift OSAP restriction which was previously identified as a barrier to the NPREP program.

Confirmation was received today from the Province that additional Investment in Affordable Housing (IAH) has been approved, although the funding amounts are still unknown.

Joe thanked the Board for all their hard work and wished them a well-deserved summer break.

That the Board accept the Report from the Chief Administrative Officer B06-16, dated June 21, 2016 as presented. Motion carried.

PRESENTATIONS

Point-in-Time (PiT) Count

David Plumstead and Dennis Chippa presented the final results of the local Point-in-Time (PiT) Count to the Board. A copy of the final report will be shared with all board

members.

The count was conducted over a 24-hour period from February 25-26. The night of the PiT count resulted in 81 counts and 126 surveys completed. Of the 81 counts, 76 individuals were patients at the hospital who have no fixed address. This information has been brought forward to the LHIN expert housing panel as an item to address.

Dave reminded the Board that this count should be considered a minimum as it is but a snapshot in time. The seasonal factor was also working against this count; local evidence shows absolute homelessness is higher in the summer. Additionally, the search method itself proved to be a limiting factor.

Several Board members sought clarification regarding the data that was presented. In comparison to other communities, North Bay was fairly similar on a per capita basis. More data will be available once all sites submit their reports. Over the summer, a community report will be drafted and distributed publicly.

The Chair thanked David and Dennis for their presentation.

Nipissing and Area Food Charter

Dr. Chirico and Erin Reyce of the North Bay Parry Sound District Health Unit made a presentation to the Board regarding food security and the Nipissing and Area Food Charter.

Dr. Chirico and Erin noted that the North Bay Parry Sound District Health Unit works with a similar population. The Health Unit will be part of the Patients First table. Individuals will continue to rotate through the hospital setting until more emphasis is placed on looking at the social determinants of health including food security, income and shelter. The Health Unit supports the DNSSAB initiatives and would like to have DNSSAB represented at both the LHIN and sub-LHIN tables.

Erin shared with the Board that those with food insecurities use up to 3 times more healthcare services than others. Food charity such as food banks and soup kitchens are not enough, nor are they dignified. The North Bay Parry Sound District Health Unit passed a resolution in January endorsing basic income. This would be a guaranteed annual income to meet the basic needs of individuals and families which would greatly help with food security rates. Anyone looking to receive more information about basic income is encouraged to contact Dr. Chirico or Erin Reyce. The Provincial pilot of the guaranteed basic income project is being developed and Joe will keep the Board up to date on any developments. There may be an opportunity for DNSSAB advocacy on basic income in the future.

The Nipissing and Area Food Charter was officially launched in November 2015. The Nipissing and Area Food Charter Round Table works together on collaborative projects.

Dr. Chirico noted that solutions to these types of problems are complex and that no one organization can solve these problems in isolation. These types of initiatives will require community collaboration, similar to the Gateway HUB project. Dr. Chirico reminded the Board that the North Bay Parry Sound District Health Unit is happy to support the DNSSAB in any way they can.

Deputy Mayor Sheldon Forgette suggested it would be nice to have a directory and contact information for local farmers to support buying local. The North Bay Parry Sound District Health Unit does have this; the link will be shared with the Board.

The Chair thanked Dr. Chirico and Erin Reyce for their presentation.

Adoption of Consent Agenda
Resolution No. 2016-50

Moved by: Mayor Leo Jobin
Seconded by: Deputy Major Sheldon Forgette

That the Board of Directors approves the Consent Agenda of June 21, 2016 which includes the following:

- 1. Minutes of Proceedings of the Regular Board Meeting of May 25, 2016**
- 2. Executive Audit Committee Minutes – June 14, 2016**
- 3. Social Services and Employment Committee Minutes – June 14, 2016**
- 4. Housing and EMS Committee Minutes – June 14, 2016**
- 5. Correspondence**
 - 5.1 May 16 From O.P.P. News Release re Mental Health Unit Response Team funded by Healthy Communities**
 - 5.2 May 11 From the Ministry of Community Safety and Correctional Services re Tiered Response Agreements**
 - 5.3 May 30 From MOHLTC re Final Paramedicine Funding Extension**

Motion carried.

DNSSAB Report on ABC Status and Board Remuneration EX09-116
Resolution No. 2016-51

Moved by: Deputy Major Sheldon Forgette
Seconded by: Mayor Leo Jobin

WHEREAS DNSSAB has sought legal confirmation that it is not an Agency, Board or Commission of the City of North Bay; and

WHEREAS staff are seeking clarification regarding the matter of DNSSAB Board

remuneration;

THEREFORE BE IT RESOLVED that all DNSSAB Board members be remunerated in accordance with DNSSAB's Board Service Reimbursement Policy which was presented and passed at the January 19, 2016 Board meeting through Resolution 2016-08;

BE IT FURTHER RESOLVED that Board members who do not wish to receive remuneration are directed to issue a formal letter to the CAO by June 30, 2016 stating that they do not wish to receive remuneration for the current term, ending December 31, 2018. The absence of a formal letter declining remuneration will be regarded as agreement to accept payment in accordance with DNSSAB's Board Service Reimbursement Policy;

FURTHERMORE, that Option D as presented in report EX09-16, for date of commencement of remuneration of City of North Bay council members serving on the DNSSAB board be adopted. Motion carried.

**Ontario Works Policies SSE06-16
Resolution No. 2016-52**

**Moved by: Mayor Leo Jobin
Seconded by: Deputy Major Sheldon Forgette**

That the District of Nipissing Social Services Administration Board accept and endorse the following updates to the Ontario Works local policies:

- 1) Outcome Plans (formerly Participation Agreements)**
- 2) Community Participation**
- 3) Participation Expenses**
- 4) Special Benefits**

Motion carried.

**Adoption of Nipissing and Area Food Charter SSE07-16
Resolution No. 2016-53**

**Moved by: Deputy Major Sheldon Forgette
Seconded by: Mayor Leo Jobin**

WHEREAS a food system includes all of the activities related to how food is produced, processed, distributed, accessed, consumed and disposed of;

WHEREAS food charters are used to highlight collective food-related goals and values of community members, organizations and/or municipalities within a

region;

WHEREAS the DNSSAB recognizes the important role organizations have in shaping local food systems, given the potential impact of food related initiatives on the health of the population, economic development, preserving the environment, promoting tourism and supporting local producers;

WHEREAS the DNSSAB believes the Nipissing and Area Food Charter will guide the work related to promoting a healthy, sustainable food system for the region,

WHEREAS the DNSSAB values the pillars of health and wellness, sustainable economic development, social equity, the environment, food literacy, and culture, as outlined in the Nipissing and Area Food Charter;

NOW THEREFORE BE IT RESOLVED that the District of Nipissing Social Services Administration Board endorse the Nipissing and Area Food Charter, and

FURTHERMORE BE IT RESOLVED that the DNSSAB will support efforts related to creating public policies and supportive environments that promote a healthy, sustainable food system within the region. Motion carried.

**10-Year Housing and Homelessness Update HEMS04-16
Resolution No. 2016-54**

**Moved by: Representative George Jupp
Seconded by: Mayor Leo Jobin**

That the District of Nipissing Social Services Administration Board approve the 2015 Annual Report "2015 Annual Report Implementation Update, A Place to Call Home: Nipissing District 10 Year Housing and Homelessness Plan 2014-2024" as set out in report HEMS04-16 and Attached "A" (same title). Motion carried.

OTHER BUSINESS

Resolution No. 2016-54

**Moved by: Representative George Jupp
Seconded by: Mayor Leo Jobin**

That the DNSSAB, through the Board Chair, write a letter to the District School Boards and the Ministry of Education advocating for the inclusion of healthy eating and food preparation programs into the school curriculum as an integral component to proactively reducing food insecurity and poverty.

Next Meeting Date

Tuesday, September 20, 2016

Adjournment

Resolution No. 2016-56

Moved by: Representative George Jupp

Seconded by: Mayor Leo Jobin

That the Regular Board Meeting be adjourned at 3:38PM. Motion carried.

MARK KING
CHAIR OF THE BOARD

JOSEPH BRADBURY
SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Saxon Yanta, Executive Coordinator



MINUTES OF PROCEEDINGS

**SPECIAL BOARD MEETING – TUESDAY, AUGUST 30, 2016
2:00PM – DNSSAB Guillemette-Rankin Board Room**

MEMBERS PRESENT:

Councillor Mark King (North Bay) Chair
Representative George Jupp (Unincorporated) Vice-Chair
Councillor George Maroosis (North Bay)
Councillor Chris Mayne (North Bay)
Mayor Leo Jobin (East Nipissing)
Councillor Jamie Restoule (West Nipissing)
Councillor Carol Lowery (Temagami)
Councillor Jeff Serran (North Bay)
Mayor Jane Dumas (South Algonquin)
Deputy Mayor Sheldon Forgette (North Bay) - departed 2:34PM, returned 2:38PM
Mayor Bill Vrebosch (East Ferris), departed 2:20PM
Councillor Derek Shogren (North Bay)

STAFF ATTENDANCE:

Joseph Bradbury, Chief Administrative Officer
Sara Tonks, Director of Finance and Administration
Melanie Shaye, Director of Human Resources and Administration
Michelle Glabb, Acting Director of Social Services
Lynn Demore-Pitre, Manager of Social Services (CC)
Jean Guy Belzile, Manager Emergency Medical Services
Debbie Mills, Director Housing Services
Pierre Guenette, Manager Housing Services
David Plumstead, Research Analyst
Stacey Cyopeck, Supervisor
Tyler Venable, Housing Services Summer Student

CALL TO ORDER

The Regular Board Meeting was called to order at 2:02PM by Chair, Mark King.

DECLARATION OF CONFLICTS OF INTEREST

No conflicts were declared at this time.

**Adoption of the Roll Call
Resolution No. 2016-57**

**Moved by: Representative George Jupp
Seconded by: Councillor Jeff Serran**

That the Board of Directors accept the Roll Call as read by the Secretary for the Special Board meeting of August 30, 2016. Motion carried.

**Adoption of the Agenda
Resolution No. 2016-58**

**Moved by: Councillor Jeff Serran
Seconded by: Representative George Jupp**

That the Agenda for the Special Board Meeting of Tuesday, August 30, 2016 be adopted as presented. Motion carried.

CHAIR'S REMARKS

Over the summer, DNSSAB has undergone a fair number of changes. One of those changes was that Saxon Yanta, the Executive Coordinator, accepted the position of Contract Specialist within the DNSSAB. The Chair thanked Saxon for her work with the Board. She will continue to support the Board until a replacement has been hired and trained. DNSSAB also welcomed the new Director of Human Resources and Organizational Development, Melanie Shaye, who we are very excited to have join our team. Stacey Cyopeck was also welcomed as a Supervisor for Housing Services.

Mayor Leo Jobin and Councillors Carol Lowery and Jeff Serran were thanked for attending the AMO conference this summer. The Chair commented that the discussions had at AMO are already having a positive impact on changes.

Joe Bradbury will be making a presentation to the Temagami council on Thursday evening.

Due to the potential postal strike, all social assistance recipients receiving payment by mail are required to pick up their cheques at their local Ontario Works office. This totals approximately 500 cheques.

In order for the CAO to attend an important meeting with a Deputy Minister on September 20th, the next Board meeting date will be moved either to September 21st or September 27th. No Board members expressed concerns with either date. Saxon will email all Board members to confirm the date of the next Board meeting.

The Board was reminded that the EMS station grand opening will take place on September 8th at 10:00AM. Everyone is invited to attend and show support.

Housing Services 2016 Social Infrastructure Fund Program Delivery and Fiscal Plan HEMS05-16
Resolution No. 2016-59

Moved by: Representative George Jupp
Seconded by: Councillor Jeff Serran

Tyler Venable, Housing Services Summer Student, made a PowerPoint presentation to the Board regarding the 2016 Social Infrastructure Fund (SIF) Program Delivery and Fiscal Plan.

SIF is a joint initiative between the federal and provincial governments. The purpose of the fund is to increase stability and decrease homelessness. There are 4 program components that make up the SIF:

1. Doubling investment of IAH for 2 years
2. Renovations and construction of seniors' affordable housing
3. Renovations and retrofit of social housing
4. Renovations and construction of shelters and transitional housing for victims of domestic violence – will be addressed by MCSS

One of the major components of the SIF is the Social Housing Improvement Program (SHIP). SHIP will focus on focus on the 3rd program component as listed above.

For Fiscal Year 2016-17, there is \$1,243,200 available in SIF-IAH funding for seniors. For the same fiscal year, \$1,799,200 is available under the SHIP program. In Fiscal Year 2017-18, \$898,500 is available in SIF-IAH funding whereas there is no additional funding for SHIP. The maximum allowable administration costs of 5% will be used for all programs in all years to be able to operate the programs and to meet the Ministry's tight deadlines for delivery of these programs.

The PDFP report outlines how DNSSAB intends to spend both the SIF-IAH seniors' funding of \$1,181,040 and the SHIP funding of \$1,799,200 for Fiscal Year 2016-17. The \$1,181,040 in SIF-IAH funding will be allocated for a new affordable rental build for a minimum of 8 units for seniors. DNSSAB is hopeful that some of our District's rural municipalities will apply for this funding. The \$1,799,200 in SHIP funding will target repair projects.

In 2017-18, the SIF-IAH funding will be divided between three programs. The first is Home Ownership (\$440,000) which will target a minimum of 20 households. The second and third are Ontario Renovates. Under this program, part of the funding (\$225,000) will target a minimum of 9 seniors' households and the remaining funds (\$188,575) will not have a targeted age group and will assist with renovations/retrofit

costs for a minimum of 7 households. This funding will assist DNSSAB in supporting its priority groups as identified at the Federal and Provincial level as well as those identified in DNSSAB's 10-Year Housing and Homelessness Plan. All funding under SIF is categorized as "use it or lose it". The Ministry requires a Board-approved PDFP plan by September 1, 2016.

As a reminder, the SIF funding is not to be confused with the \$3,000,000 in IAH funding which will be issued as a separate RFP in November 2016. This \$3M is part of the previous IAH funding and will be used for another new build.

The Chair thanked Tyler for his presentation.

That the District of Nipissing Social Services Administration Board (DNSSAB) approve the 2016 Social Infrastructure Fund (SIF) Program Delivery and Fiscal Plan (PDFP) for the District of Nipissing as set out in report HEMS05-16 and attached as "Appendix A" (same title). Motion carried.

**Organizational Assessment Presentation and Report
Resolution No. 2016-60**

**Moved by: Councillor Jeff Serran
Seconded by: Representative George Jupp**

Joseph Bradbury provided the Board with an overview of the Organizational Assessment conducted by Lough-Barnes. The presentation outlined the purpose of the assessment which was to find ways to be more effective and efficient as well as focus on citizen success. The report highlighted general findings which showed a high level of competence and leadership amongst the senior team, engaged staff who feel well compensated for the work they do and stakeholders to are confident in DNSSAB's leadership. The presentation also highlighted comparisons with other DSSABs:

In comparison to our peers, Nipissing DSSAB has:

- A prudent levy (32% vs. 34% average);
- Higher OW dependency 2.8% of population vs 1.7% Northern DSSABs;
- Lower OW administration costs;
- Significantly lower municipal employment expenditures;
- Highest number of licensed child care spaces (which are 100% provincially funded);
- A similar number of social housing units peers;
- Cost effective EMS; lowest per cost EMS service in the North.

The consultants made a number of recommendations to DNSSAB and many of those are already underway:

- Continued implementation of the 10-Year Housing and Homelessness Plan
- NDHC Governance and Oversight
 - NDHC Shareholder Declaration – final drafting stage
 - NDHC process transformation using LEAN methodologies – wrapping up
 - Continued consolidation and integration of financial services, human resources and other functions
- Initiated process improvements and engagement in LEAN skills (Housing and Corporate Services division)
- Human Resources functions are being centralized with Human Resources & Organizational Development Director
- Contract specialist has been hired to centralize contracts and address the organization's single largest operational risk
- Increased awareness of DNSSAB services in the community – client centered website in re-development
- GetTrainedWorkers.com (employment database) is now operational and being phased in to the intake process
- Review of the Nipissing District Housing Registry
- Housing staff hired to drive long-term housing asset management with new provincial funding
- Children's Services e-channel waitlist strategy is under development with QA compliance enhancements
- Children's Services is developing an action plan for the transition of Ontario Early Years Centres to DNSSAB

The organizational structure proposed by the consultants is up for approval today. The major difference in this organizational structure is the separation of Children's Services from Ontario Works. Given the prevalence of Children's Services and the addition of the Ontario Early Years Centres in the near future, it is a prudent recommendation.

The senior team is currently evaluating the remaining recommendations. Staff underwent part one of a prioritization exercise to review the recommendations and set priorities. These prioritization plans will be brought forward to the Board in October.

Representative George Jupp requested that the implementation of these recommendations be tracked in a dashboard.

The Board requested that the resolution be amended to show a receipt of the final report rather than an acceptance of the final report. Additionally, the resolution was amended to reflect that the remaining recommendations from the report shall be referred to the appropriate committee for prioritization.

That the District of Nipissing Social Services Administration Board receives the Organizational Assessment final report and that the recommendations from the report be referred to the appropriate committee for prioritization.

Furthermore, that the proposed Organizational Structure from the Organizational Assessment final report be approved as presented. Motion carried.

Next Meeting Date

Tuesday, September 27, 2016

Adjournment

Resolution No. 2016-61

Moved by: Councillor Jeff Serran

Seconded by: Representative George Jupp

That the Regular Board Meeting be adjourned at 2:59PM. Motion carried.

MARK KING
CHAIR OF THE BOARD

JOSEPH BRADBURY
SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Saxon Yanta, Executive Coordinator