



MINUTES OF PROCEEDINGS

**REGULAR BOARD MEETING – TUESDAY, MARCH 28, 2017
2:00PM – North Bay Council Chambers**

MEMBERS PRESENT:

Councillor Mark King (North Bay) Chair
Councillor George Maroosis (North Bay)
Representative George Jupp (Unincorporated) Vice-Chair
Mayor Leo Jobin (East Nipissing)
Councillor Normand Roberge (West Nipissing)
Councillor Derek Shogren (North Bay)
Councillor Carol Lowery (Temagami)
Deputy Mayor Sheldon Forgette (North Bay)
Councillor Jeff Serran (North Bay)
Mayor Bill Vrebosch (East Ferris)

REGRETS:

Mayor Jane Dumas (South Algonquin)

ABSENT:

Councillor Chris Mayne (North Bay)

STAFF ATTENDANCE:

Joseph Bradbury, Chief Administrative Officer
Sara Tonks, Director of Finance and Administration
Melanie Shaye, Director of Human Resources and Organizational Development
Lynn Demore-Pitre, Director of Children's Services
Michelle Glabb, Director of Employment and Social Services
Jean Guy Belzile, Manager EMS
Debbie Mills, Director Housing Services
Pierre Guenette, Manager Housing Services
David Plumstead, Research Analyst
Aimie Caruso, District Coordinator- Employment Services and Client Outcomes
Kalla Maroosis, Homelessness Strategy Coordinator

Stacey Cyopeck, Supervisor Housing Services
Nadine Grasser, Administrative Assistant (EMS/Executive Coordinator)
Saxon Yanta – Contract Specialist
Tonya Wagner – Supervisor, Client Services
Biff Lowery

CALL TO ORDER

The Regular Board Meeting was called to order at 2:11 PM by Chair, Mark King. This followed a special presentation by Sara Tonks on how to read a DNSSAB Financial Statement.

DECLARATION OF CONFLICTS OF INTEREST – There were none

**Adoption of the Roll Call
Resolution No. 2017-27**

**Moved by: Councillor Normand Roberge
Seconded by: Representative George Jupp**

That the Board of Directors accept the Roll Call as read by the Secretary for the Regular Board meeting of March 28, 2017. Motion carried.

**Adoption of the Agenda
Resolution No. 2017-28**

**Moved by: Representative George Jupp
Seconded by: Councillor Normand Roberge**

That the Agenda for the Regular Board Meeting of Tuesday, March 28, 2017 be adopted as amended. Motion carried.

CHAIR'S REMARKS'

The Chair welcomed everyone. Chair King congratulated Lynn Démoré-Pitre and her team for the launch the new online Child Care Registry yesterday. He noted the years of hard work required to bring the registry to life, adding he's very pleased that District families now have an easy and convenient way to find quality licensed child care. The Chair also extended thanks to the Housing team for successfully using almost all of the SHEEP funding prior to the deadline on Friday, with minimal disruption to tenants. And the Chair thanked Chief Financial Officer Sara Tonks for providing a an instruction session on reading and understanding the DNSSAB Financial statements, in preparation for the auditor's report expected at next month's meeting.

The Chair introduced Human Resources and Organizational Development Director,

Melanie Shaye and her update the new legislation around workplace harassment, discrimination and violence prevention.

PRESENTATIONS

Melanie Shaye, Director of Human Resources and Organizational Development presented the Board with training materials on Workplace Harassment, Discrimination and Violence Prevention. The information included a presentation was earlier made to the Town and Temagami and it was suggested our Board receive this as well. The information was about Bill 132 which became law September 2016. Melanie described our obligations under the new legislation and the powers of investigation by the Province. The workplace commitment is to protect workers. DNSSAB policies reflect this. She outlined Management and HR responsibilities under the act and defined Harassment, Personal Harassment, Bullying, Sexual Harassment, Discrimination, and Workplace Violence and Domestic Violence, and the penalties being awarded under this new legislation. DNSSAB staff are well trained as social services is a high risk industry. Reporting incidents must be done freely, in a confidential manner and must be investigated and dealt with in a timely manner. Documentation of any complaint is key to this process. Melanie explained all complaints within DNSSAB come in through HR unless it's against HR, and then a third party would be brought in to address the situation.

The Chair thanked Melanie for her presentation.

B03-17 Report from the Chief Administration Officer Dated March 28, 2017 Resolution No. 2017-29

**Moved by: Councillor Normand Roberge
Seconded by: Representative George Jupp**

That the Board accept the Report from the Chief Administrative Officer B03-17, dated March 28, 2017 as presented. Motion carried.

Chief Administrative Officer, Joseph Bradbury acknowledged the milestone achievement of the online Child Care Registry and thanked Children's Services Director Lynn Démoré-Pitre and her team for years of work to get to this stage.

He informed the Board he and the Chair would be in Toronto next week for a meeting about the DSSAB Act Review.

The Chair advised that a review of space needs over the next 3 to 5 years is being conducted with an eye to a 20-year horizon. The accommodations review will include Mattawa. Lease expiries are imminent in both North Bay and Mattawa.

It was suggested that Committee Meetings begin earlier on meeting day, and that

Housing and EMS are separated allowing Housing more time for NDHC business.

Marianne will speak with the Bylaw review committee, and coordinate times for the committee to meet. The Housing Corporation bylaws will also be reviewed, following the NDHC AGM on April 12.

Moving towards integration, a meeting will be scheduled at which an orientation session about NDHC will be held for DNSSAB Board members.

The CAO informed the board members that all have been registered for the NOSDA AGM on June 7, 8, and 9. He asked that members let him know if they are unable to attend.

Joe Bradbury updated the board on the program numbers and trends. Ontario Works cases were down by 38, which is opposite of trend. Subsidized child care was up by 14 compared with last year, and there is not waitlist at this time.

Casselhome and CTS College have expressed interest in working with us to train and employ clients to meet their needs. CTS College is waiting for curriculum approval. es –

EMS total call volume 1,323 so are this year, and are operating on target.

CHPI funding allocation for 2017/2018 totals \$1.6M and this funding will be focussed on homelessness prevention and emergency shelter solutions. SHEEP funding of \$861,000 has been successfully used for enhanced energy efficiency programs such as attic insulation, heat pump installation and new windows for eligible units.

Representative George Jupp asked about heat pumps installation. He was informed that 92 heat pumps were installed at a cost of 645,000 dollars. 119 attics were insulated and, and \$62,000 was spent for the replacement of 126 windows. All the work was done under Requests for Proposals.

Councillor Derek Shogren asked what items of the recently released Federal budget will have on the DNSSAB. The CAO noted there was \$11.2B directed towards social housing over the next 11 years and 40,000 new child care spaces were announced, but it's difficult to say how this will affect us directly at this time. The Labour Market Adjustment funding is good news for social services as well.

Jeff Serran asked about the progress of renovations at the NDHC building. Housing Services will be moving in at the beginning of next month which will allow more space for social services by end of April.

**Adoption of Consent Agenda
Resolution No. 2017-30**

**Moved by: Representative George Jupp
Seconded by: Councillor Normand Roberge**

**That the Board of Directors approves the Consent Agenda of March 28, 2017
which includes the following:**

5.1 Minutes of Proceedings of the Regular Board Meeting of February 14, 2017

5.2 Executive Audit Committee Minutes – March 9, 2017

5.3 Social Services and Employment Committee Minutes – March 9, 2017

5.4 Housing and EMS Committee Minutes – March 9, 2017

5.5 Additional Rent RE EMS Generator HEMS08-17 5.6

5.6 Correspondence:

5.6.1 Letter of Jan 27 2017 from Ministry of Housing RE: CHPI Guidelines

5.6.2 Feb 8 2017 Letter from WN Mayor RE Resignation of J Restoule and appointment of N. Roberge

5.6.3 Feb 23 2017 Bay Today Article RE: Social Housing to Come Under DNSSAB

5.6.4 Feb 23 2017 Nugget Article RE: New Governance for Social Housing

5.6.5 Feb 24 2-017 ADM Memo to CPPL RE Paramedicine

5.6.6 Feb 24 2017 North Bay Now Article RE: Approved Realignment Brings Housing Corporation Under DNSSAB's Umbrella

5.6.7 Mar 2017 20 Nugget Article RE: North Bay Councillor Remuneration

5.6.8 Mar 20 2017 Nugget Article RE: Forgette Resigns Police Board

5.6.9 Mar 22 2017 Nugget Article RE: Council Warned of Casino's Impact

Motion carried.

It was suggested that the consent agenda not be read out item by item, but include the first and last items numbers, inclusively.

**Housing Allowance Policy Update HEMS09-17
Resolution No. 2017-31**

**Moved by: Representative George Jupp
Seconded by: Councillor Normand Roberge**

**THAT the District of Nipissing Social Services Administration Board approves
receives for approval report HEMS09-17 Investment in Affordable Housing 2014
Extension – Housing Allowance Component amending the delivery of the
Housing Allowance Program. Motion carried.**

CHPI Investment Plan HEMS10-17
Resolution No. 2017-32

Moved by: Representative George Jupp
Seconded by: Councillor Normand Roberge

THAT the District of Nipissing Social Services Administration Board approves the 2017/18 Investment Plan for the allocation of the Community Homelessness Prevention Initiative funding as set out in the report HEMS10-17. Motion carried.

CHPI Program Funding Approval HEMS11-17
Resolution No. 2017-33

Moved by: Councillor Carol Lowery
Seconded by: Mayor Leo Jobin

THAT the District of Nipissing Social Services Administration Board authorize staff to enter into contracts with the successful proponents for both the Homelessness Services Request for Proposal (RFP 2017-36) and the Emergency Shelter Services Request for Proposal (RFP 2017-37) processes in accordance with the 2017/18 CHPI Investment Plan by March 31st, 2017.

And, that the Board instructs staff to proceed with the commitment of these Community Homelessness Prevention Investment (CHPI) funds in accordance with the Purchasing Policy FIN/ADM 08 and approves staff to enter into contracts with the successful proponents chosen through the RFP processes as follows:

- 1. Homelessness Services RFP 2017-36 for \$375,000.00 per year, up to a maximum of \$550,000.00 per year for a three year contract, which includes the option for one additional twelve month renewal term;**
- 2. Emergency Shelter Services RFP 2017-37 for \$370,000.00 per year, up to a maximum of \$425,000.00 per year for a three year contract, which includes the option for one additional twelve month renewal term. Motion carried.**

Reallocation of Unspent SHEEP Funding
Resolution No. 2017-34

Moved by: Mayor Leo Jobin
Seconded by: Councillor Carol Lowery

THAT the District of Nipissing Social Services Administration Board accept the verbal update and approve the reallocation of any unspent Social Housing Energy Efficiency Program (SHEEP) funding to Service Manager administration costs, up to the allowable maximum of 10%. Motion carried.

IN CAMERA

Resolution No. 2017-35

**Moved by: Councillor Carol Lowery
Seconded by: Mayor Leo Jobin**

THAT the Board move in-camera at 2:52 PM to discuss a legal matter. Motion carried.

Resolution No. 2017-36

**Moved by: Mayor Bill Vrebosch
Seconded by: Councillor Jeff Serran**

THAT the in-camera matter be adjourned at 3:14 PM. Motion carried.

OTHER BUSINESS

Adjournment

Resolution No. 2017-37

**Moved by: Councillor Jeff Serran
Seconded by: Mayor Bill Vrebosch**

That the Regular Board Meeting be adjourned at 3:15 PM. Motion carried.

**MARK KING
CHAIR OF THE BOARD**

**JOSEPH BRADBURY
SECRETARY OF THE BOARD**

Communications