

REPORT

EX06-20

DATE: March 4th, 2020

PURPOSE: Procedural By-Law Changes

PREPARED BY: Melanie Shaye, Director of Corporate Services

REVIEWED BY: Catherine Matheson, CAO

RECOMMENDATION

THAT the District of Nipissing Social Services Administration Board adopts the Board Procedural By-law amendments listed in this report, and as were presented in the Board Committee Structure Analysis report EX03-20.

BACKGROUND AND PURPOSE

In order to move forward with the Committee structure changes outlined in report EX03-20, the Procedural By-law must be updated, to grant the powers of the new structure.

These changes have received legal review prior to being brought to the Board.

RECOMMENDED CHANGES

To enact the new Committee structure, the following changes have been made:

Section 11- Committees of the Board

- Changed the Committee title from Executive Audit to Finance and Administration, and stated the Finance and Administration Committee meets as a Committee of the Whole
- Replaced the Standing Committees of Social Services and Employment, Children's Services and Emergency Medical Services (EMS), and Housing Services Committee with one Community Services Committee, and added that the composition would be at least eight members, with 50/50 representation from the District and the City of North Bay

Section 45- Board Agenda

- Changed the Committee title from Executive Audit to Finance and Administration
- Removed individual Committee titles of Social Services and Employment, Children's Services and EMS, and Housing Services and replaced with Community Services Committee

Section 47- Public or Confidential Meeting

- Added language related to the holding of and calling of in-camera meeting, as was suggested by our lawyer. Requires that the Board state by resolution the fact of holding an in-camera meeting, and the general nature of the meeting.

Housekeeping changes other changes have also been made:

- Section 7- Updated legislative references from the Day Nurseries Act to the Child Care and Early Years Act and from the Social Housing Reform Act to the Housing Services Act
- Section 7- Updated reference to the newly titled Ministry of Labour, Training and Skills Development
- Section 10- Removed reference to CAO being able to dismiss employees 'for cause', as CAO can dismiss with or without cause.
- Section 51- Changed title of policy from Delegation of Authority policy to Purchasing policy.
- Applying acronym DNSSAB consistently
- Fixed minor typos and titles of staff

CONCLUSION

Once the new Procedural By-law is adopted by the Board, a new Chair and Vice Chair for both the Finance and Administration Committee, and the Community Services Committee will be named at the next scheduled Board meeting.

In accordance with the current Procedural By-law "30 days' notice will be given to municipalities when changing by-laws. Changes to the by-law will be accepted with a two-thirds majority vote of the Board". In an effort to expedite the new Committee structure, the draft Procedural By-law revisions will be shared with municipalities March 5, 2020 to allow the new Committee Structure to be enacted effective April 6, 2020.

A new meeting calendar will also be provided to the Board.