



**FINANCE AND ADMINISTRATION COMMITTEE MEETING
MINUTES OF PROCEEDINGS**

Date: September 27, 2023, 12:00 p.m.
Location: DNSSAB Boardroom
200 McIntyre Street East, North Bay, ON, P1B 8V6

Members Present: Peter Chirico - Chair
Maggie Horsfield - Vice Chair
Amanda Smith
Chris Mayne
Jamie Restoule
Justine Mallah
Lana Mitchell
Mark King
Melanie Chenier
Terry Kelly

Members Absent: Dan O'Mara
Ethel LaValley

1. Call to Order

The Chair called the meeting to order at 12:07 PM.

Resolution #: FA2023-12

THAT the Committee accepts the Roll Call as read by the Recording Secretary for the Finance and Administration Committee Meeting of September 27th at 12:07 PM.

1.1 Declaration of Conflict of Interest

2. Opening remarks by the Chair

The Chair noted DNSSAB is tracking well into the first half of the year, with a forecast year end surplus being recorded.

3. Approval of Agenda

Resolution #: FA2023-13

Moved by: Maggie Horsfield
Seconded by: Justine Mallah

THAT the Committee accept the Agenda for September 27th, 2023.

CARRIED

4. Delegations

There were no delegations.

5. Consent Agenda

Resolution #: FA2023-14

Moved by: Lana Mitchell
Seconded by: Terry Kelly

THAT the Board receives for approval/information, Consent Agenda items 5.1 and 5.2.

CARRIED

5.1 Year-to-date (YTD) Financial Report, January 1 to June 30, 2023, Corporate Services 2023-027

Manager of Finance, Justin Avery, presented the Q2 financial report, which provides the forecast to end of the year of a surplus of approximately \$750K due to the delayed opening of Northern Pines and staff vacancies.

5.2 2024 Preliminary Budget Issues Report, Corporate Services-2023-034

Justin presented the 2024 budget timetable and what to expect from various program areas. He will provide the Board with an overview report in November with further details on how the budget is prepared. The draft budget will be presented in December with a final budget presented in January for approval and adoption by the Board. Inflation and collective agreements are affecting the budget, with inflation expected to remain elevated in the near term and a collective agreement with paramedics underway. Collective agreements with other units are set to expire in late '23 and early '24.

Justin reviewed the details by department.

6. Managers' Reports

6.1 Reserves Report, Corporate Services-2023-035

Justin reviewed the reserves policy and noted that as of December 31, 2022, there is \$15M or two months' cash flow in reserve. There was discussion about

how to leverage partnerships with municipalities and the housing accelerator fund to create more housing units.

Resolution #: FA2023-15

Moved by: Lana Mitchell

Seconded by: Terry Kelly

THAT the District of Nipissing Social Services Administration Board (DNSSAB) approves the reserves recommendations as outlined in Board Report #Corp-2023-035.

CARRIED

7. Move In Camera

8. Adjourn In Camera

9. Other / New Business

There was no new business.

10. Next Meeting Date

11. Adjournment

Resolution #: FA2023-16

Moved by: Lana Mitchell

Seconded by: Terry Kelly

THAT the Finance and Administration Committee Meeting be adjourned at 12:25 PM.

CARRIED

PETER CHIRICO

CHAIR OF THE BOARD

CATHERINE MATHESON

SECRETARY OF THE BOARD



**DNSSAB BOARD MEETING
MINUTES OF PROCEEDINGS**

Date: September 27, 2023, 1:00 p.m.
Location: DNSSAB Boardroom and Virtual via Zoom
200 McIntyre Street East, North Bay, ON, P1B 8V6

Members Present: Mark King- Chair
Lana Mitchell- Vice Chair
Amanda Smith
Chris Mayne
Dan O'Mara
Jamie Restoule
Justine Mallah
Maggie Horsfield
Melanie Chenier
Peter Chirico
Terry Kelly

Members Absent: Ethel LaValley

1. Call to Order

The Chair called the meeting to order at 12:36 PM.

Resolution #: 2023-65

Moved by: Amanda Smith
Seconded by: Jamie Restoule

THAT the Board of Directors accepts the Roll Call as read by the Recording Secretary for the DNSSAB Board Meeting of September 27, 2023, at 12:36 PM.

CARRIED

1.1 Declaration of Conflict of Interest

2. Opening Remarks by the Chair

The Chair welcomed members today and noted a number of important reports in area of homelessness and affordable housing. Staff have been able to secure a site at 597 Fraser Street in North Bay for a daytime warming centre that will accommodate up to 49 people. It will be open starting in November, between 8 AM and 8 PM, to end of March, with an extension to the end of April if needed. It will be operated by The Gathering Place.

Two studies are underway on behalf of the Board; a homeless system review with results to be presented in November and a housing needs and demand study with results expected in January. The needs and demand study will help advise the board of where the priorities lie for investment into affordable housing. The Chair thanked those who have provided information for these studies.

The Chair also congratulated Paramedics Eric Bolduc and Tanya Bouchard for being awarded the Governor General's Emergency Medical Service Exemplary Service Medal.

3. Approval of Agenda

Resolution #: 2023-66

Moved by: Justine Mallah
Seconded by: Lana Mitchell

THAT the Board accept the Agenda for September 27, 2023, with item 8.6 to be deferred to another meeting.

CARRIED

4. Approval of Minutes

Resolution #: 2023-67-A

Moved by: Peter Chirico
Seconded by: Lana Mitchell

THAT the Board adopt the minutes of the June 28, 2023 proceedings of the DNSSAB Board Meeting.

CARRIED

Resolution #: 2023-67-B

Moved by: Terry Kelly
Seconded by: Melanie Chenier

THAT the Board adopt the minutes of the Community Services Committee meeting of June 28, 2023.

CARRIED

5. Delegations

5.1 Performance Measurement, Data and Analytics-2023-001

Manager of Planning, Outcomes and Analytics, David Plumstead provided an overview of the overall performance of DNSSAB and NDHC, and each program area director spoke to their respective areas. Dave reviewed the operating and performance data, including inputs, activities, outputs and outcomes, noting that indicators for the strategic plan are in the process of development.

Dave reviewed trends and directors answered questions pertaining to changes in the trends, such as spikes in discretionary benefits due to funeral costs and increases due to harsher weather for the Homelessness Prevention Program.

Resolution #: 2023-68

Moved by: Justine Mallah
Seconded by: Chris Mayne

THAT the Board receive a staff delegation on the performance measurement update, for information purposes.

CARRIED

6. CAO Verbal Update

CAO Catherine Matheson informed the Board, that this past August, she and some board members attended AMO in London Ontario and participated in joint delegations on health supports.

20 units of apartments for light supports are nearly ready to open at Northern Pines and half of the tenants are transitioning from higher support areas of Northern Pines.

She noted the Chair will be with her and senior team members in making presentation on October 3rd at North Bay City council, and she thanked Deputy Mayor Maggie Horsfield for arranging this.

The CAO noted that there has been no commitment so far from Associate Minister of Mental Health and Addictions, Michael Tibollo to tour Northern Pines. Another invitation will be extended next week.

Resolution #: 2023-69

Moved by: Dan O'Mara
Seconded by: Jamie Restoule

THAT the Board accepts the CAO Verbal Update for September 27, 2023.

CARRIED

7. Consent Agenda

Chair called out each item to see if anyone wanted further discussion.

Resolution #: 2023-70

Moved by: Maggie Horsfield
Seconded by: Amanda Smith

THAT the Board receives for approval/ information, Consent Agenda items 7.1 to 7.4.

CARRIED

7.1 HS2023-24 Housing Need and Demand Study Update, HS-2023-024

7.2 HS2023-20 Warming Centre and Cold Weather Response 2023-24, Housing Services-2023-020

Housing Services Director, Stacey Cyopeck updated the Board on the warming centre, providing information on the 2023-24 planning and operations.

7.3 CORP2023-32 Revisions to Purchasing Policy

THAT the District of Nipissing Social Services Administration Board (DNSSAB) approve the updates to the DNSSAB/Nipissing District Housing Corporation (NDHC) Purchasing Policy.

7.4 Retrofit Canada Conference Information Update, Housing Services-2023-023

Manager of Housing Development, Donna Mayer briefed the Board on a Retrofit Canada Conference she attended. She noted the retrofit industry consists of many working together, such as contractors, architects, researchers, etc. The underlying theme of the conference was how to move faster on a larger scale, noting the public sector is challenged by procurement and financial procedures that are not set up to account for the total cost of building ownership.

8. Managers' Reports

8.1 COCHI and OPHI 2023-2024 and 2024-2025 Investment Plan, Housing Services-2023-022

Stacey Cyopeck noted in her brief that confirmation of the allocation was only received in middle of August with tight timelines to commit funds.

Resolution #: 2023-71

Moved by: Terry Kelly
Seconded by: Melanie Chenier

THAT the District of Nipissing Social Services Administration Board (DNSSAB) approve the Canada-Ontario Community Housing Initiative (COCHI) & Ontario Priorities Housing Initiative (OPHI) – 2023-2024 and 2024-2025 Investment Plan, for the District of Nipissing as set out in report HS2023-022; and,

THAT the District of Nipissing Social Services Administration Board authorizes staff to reallocate funds throughout the 2023/24 and 2024/25 fiscal years to qualifying projects, up to the Chief Administrative Office (CAO) delegated authority based, on emerging priorities within the district.

CARRIED

8.2 Sale/Transfer of Native People of Nipissing Properties, Housing Services-2023-026

Stacey Cyopeck summarized that DNSSAB is providing support to Ontario Aboriginal Housing Services (OAHS) to acquire units of Native People of Nipissing (NPON). OAHS is now the sole shareholder of NPON and are now acquiring their physical assets and operating agreements. In response to a question, she noted that NPN has now been assumed by OAHS, so there are no other changes.

Resolution #: 2023-72

Moved by: Lana Mitchell
Seconded by: Peter Chirico

THAT the District of Nipissing Social Services Administration Board (DNSSAB) supports the sale/transfer of all properties owned by Native People of Nipissing Non-Profit Residential Development Corporation to Ontario Aboriginal Housing Support Services Corporation, to be approved by the Ministry of Municipal Affairs and Housing (MMAH), as outlined in briefing note HS2023-026.

CARRIED

8.3 National Housing Accord Report, Housing Services-2023-025

Donna Mayer reviewed her report and noted the Board's support is being requested by the Canadian Alliance to End Homelessness.

Resolution #: 2023-73

Moved by: Justine Mallah
Seconded by: Chris Mayne

THAT the District of Nipissing Social Services Administration Board supports the National Housing Accord's multi-sector approach to ending Canada's rental housing crisis, and the 10 associated recommendations; and,

That a copy of this motion be forwarded to the three Members of Parliament representing the areas within Nipissing District, the Federal Minister of Finance and the Federal Minister of Housing.

CARRIED

8.4 Affordable Housing Task Force Recommendation - Housing Services - 2023-027

Donna Mayer presented a summary of the Ministry of Municipal Affairs and Housing (MMAH) taskforce recommendations to increase the supply of housing. Municipalities have been asked to identify their top five priorities. There was discussion about quick builds and how inexpensive wartime housing was built by the Federal government. To this, Donna added that similarly, prefab and modular housing is the direction the sector is headed towards. She also noted that we should see some changes soon in the program offered by the Federal government, and that Northern Ontario needs to be positioned better as the focus right now is on urban centres. Several members agreed that more advocacy is needed to ensure Northern Ontario gets its fair share of opportunities and funding.

Resolution #: 2023-74

Moved by: Terry Kelly

Seconded by: Melanie Chenier

THAT the Board receive this report for information.

CARRIED

8.5 RFP Vehicle Maintenance for Paramedic Services - PS2023-009

Paramedic Chief Stephen Kirk reviewed his report, noting the contract for vehicle maintenance was extended due to bring in paramedic services in-house. There were three qualified bids through the RFP process and the successful proponent was CalTire 855. The cost is not significantly changed from the previous contract, except for increases in the price of parts. He explained it was a non-exclusive contract, and that bidders must have capacity to work on emergency vehicles (ambulances).

Resolution #: 2023-75

Moved by: Maggie Horsfield

Seconded by: Jamie Restoule

THAT the Board approve the successful proponent who was selected through the Request For Proposal (RFP) Process outlined in the Purchasing Policy #CORP-01.

CARRIED

8.6 Land Acknowledgement - PS2023-08

This item was deferred to October.

Resolution #: 2023-76

THAT the board adopt the recommended Land Acknowledgement statement for use organization wide and approves the continued work of the ad hoc committee to recommend action for DNSSAB toward Truth and Reconciliation.

DEFERRED

9. Move In Camera

Resolution #: 2023-77

Moved by: Dan O'Mara
Seconded by: Chris Mayne

THAT the Board moves in-camera to discuss personnel matters and matters of negotiation at 2:18 PM.

CARRIED

9.1 Approve In-Camera Minutes from June 28, 2023

9.2 Item 2, HS-2023-018

9.3 Item 3, HS-2023-021

9.4 Item 4, CORP-2023-029

9.5 Item 5, CORP-2023-31

9.6 Item 6, OW-2023-013

10. Adjourn In Camera

Resolution #: 2023-79

Moved by: Amanda Smith
Seconded by: Melanie Chenier

THAT the Board adjourn the in-camera session at 3:06 PM and approve the action/direction discussed in-camera.

CARRIED

11. Other / New Business

There was no new business.

12. Next Meeting Date

October 25, 2023

13. Adjournment

Resolution #: 2023-80

Moved by: Chris Mayne

Seconded by: Lana Mitchell

THAT the DNSSAB Board Meeting be adjourned at 3:08 PM.

MARK KING

CHAIR OF THE BOARD

CATHERINE MATHESON

SECRETARY OF THE BOARD