



## REGULAR BOARD MEETING AGENDA

Healthy, Sustainable Communities

**Date:** Wednesday, March 22, 2023

**Time:** DNSSAB Board Meeting at 1:00 PM (or directly following the Community Services Committee Meeting)

**Location:** By video conference via link below or at the DNSSAB Boardroom

Join Zoom Meeting

<https://us06web.zoom.us/j/86281331449?pwd=ZEwwUjdDeU9nNGZvWlNxU0Z0QlRDZz09>

Meeting ID: 862 8133 1449

Passcode: 63128028

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**Members:** Councillor Mark King - *Chair*, Councillor Lana Mitchell – *Vice Chair*, Councillor Melanie Chenier, Mayor Peter Chirico, Councillor Maggie Horsfield, Councillor Terry Kelly, Mayor Ethel LaValley, Councillor Justine Mallah, Councillor Chris Mayne, Mayor Dan O’Mara, Councillor Jamie Restoule, Representative Amanda Smith.

Item	Topic
1.0	1.1 <b>Call to Order MOTION: #2023-26</b> THAT the Board of Directors accepts the Roll Call as read by the Recording Secretary for the Regular Board meeting of March 22, 2023 at _____PM.  1.2 <b>Declaration of Conflict of Interest</b>
2.0	<b>Opening remarks by the Chair</b>
3.0	<b>Approval of Agenda for March 22, 2023</b> <b>MOTION: #2023-27</b> THAT Board members accept the Agenda as presented.

Item	Topic
4.0	<p><b>Approval of Minutes (February 22, 2022)</b></p> <p><b>4.1 MOTION: #2023-28-A</b>            THAT the Board adopt the minutes of the proceedings of the Regular Board meeting of February 22, 2023.</p> <p><b>4.2 MOTION: #2023-28-B</b>            THAT the Board adopt the minutes of the proceedings of the Finance and Administration Committee meeting of February 22, 2023.</p>
5.0	<p><b>Delegations - None at this time.</b></p>
6.0	<p><b>6.1 CAO Verbal Update</b></p> <p><b>MOTION: #2023-29</b>            THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives the CAO Verbal Report for March 22, 2023.</p>
7.0	<p><b>CONSENT AGENDA</b> - <i>All items in the consent agenda are voted on collectively. The Chair will call out each item for consideration of discussion. Any item can be singled out for separate vote; then, only the remaining items will be voted on collectively.</i></p> <p><b>MOTION: #2023-30</b>            THAT the Committee receives for information or approval, Consent Agenda item 7.1 to 7.5.</p> <p><b>7.1 HS08-23 Update on Proposed Addition of Transitional Housing Units</b>            – information regarding the proposed expansion of the Crisis Centre North Bay’s Four Elms shelter in North Bay to increase the number of transitional housing units/beds in the District.</p> <p><b>7.2 B16-23 Revisions to the Political Elections Policy</b>            THAT the District of Nipissing Social Services Administration Board (DNSSAB) approve the changes to the Elections Policy as presented.</p> <p><b>7.3 B15-23 Political Lobbying</b> - an overview of the requirements regarding the use of a consultant lobbyist.</p> <p><b>7.4 B09-23 Revisions to the Travel, Meal and Hospitality Policy</b>            THAT the District of Nipissing Social Services Administration Board approve the changes to the Travel, Meal, and Hospitality Policy as presented.</p> <p><b>7.5 B13-23 DNSSAB By-laws Amendments</b>            THAT the District of Nipissing Social Services Administration Board (DNSSAB) accepts the changes to General Business By-law (By-Law#1) and Procedural By-law (By-law#2), as described in report B13-23.</p>

Item	Topic
8.0	<p><b>Managers' Reports</b></p> <p><b>8.1 B11-23 2023 Board Service Reimbursement Update</b></p> <p><b>MOTION: #2023-31</b>            THAT the revisions to the Board Service Reimbursement Policy be approved by the District of Nipissing Social Services Administration Board (DNSSAB) as presented in report B11-23.</p>
	<p><b>8.2 B17-23 Housing Demand and Needs Analysis for Affordable Housing Development</b></p> <p><b>MOTION: #2023-33</b>            WHEREAS there is a need to increase additional affordable housing within the District of Nipissing; and</p> <p>WHEREAS there is a need for a comprehensive need and demand analysis to identify priority areas for investment and to identify types of affordable housing priorities across the district;</p> <p>BE IT RESOLVED THAT the Board approves attaining the services of an outside consultant to update the district-wide housing need and demand study; and,</p> <p>THAT the study be funded from the affordable housing reserve up to a maximum of \$100,000.</p>
9.0	<p><b>OTHER/NEW BUSINESS</b></p>
	<p><b>9.1 Motion</b> - National Housing Strategy and Canadian Alliance to End Homelessness – if endorsed, to be sent to the Canadian Alliance to End Homelessness (CAEH).</p> <p><b>MOTION: #2023-34</b></p> <p><i>Whereas:</i> In 2019, Parliament passed the National Housing Strategy Act, which recognized housing as a human right, achieved through housing programming, policies, and budgetary decisions that would improve housing outcomes;</p> <p><i>And Whereas:</i> The National Right to Housing Network states that Canada has failed to meet the housing needs of Canadians as the cost of living in Canada is increasing at an exponential rate leaving thousands of households homeless or at risk of homelessness and making it hard for people already homeless to find adequate and affordable housing;</p> <p><i>And Whereas:</i> In 2022, the Network released a Call to Action to reclaim the National Housing Strategy by issuing 14 recommendations that will prioritize the federal government's commitment to realizing housing as a human right and the Canadian Alliance to End Homelessness has</p>

Item	Topic
	<p>developed a proposal entitled the Homelessness Prevention and Housing policy which includes the creation of a housing benefit that would help low-income Canadians afford housing despite the rise in inflation;</p> <p><i>Therefore, be it resolved</i> that the District of Nipissing Social Services Administration Board support the recommendations outlined by the National Right to Housing Network to fulfill the Federal Government’s commitment to realizing housing as a human right.</p> <p><i>And therefore, be it further resolved</i> that the District of Nipissing Social Services Administration Board fully supports the Canadian Alliance to End Homelessness in requesting the creation of the Homelessness Prevention Housing Benefit to ensure that all Canadians have a stable and affordable place to live.</p>
	<p><b>9.2 Notice of Motion</b> – Brought forward by Lana Mitchell</p> <p>WHEREAS there is a priority in the community around cultural sensitivity, inclusion and diversity, as identified by the Community Advisory Board; and;</p> <p>WHEREAS the DNSSAB has identified the strategic goals of removing systemic barriers and providing seamless access to services; and,</p> <p>WHEREAS DNSSAB recognizes the importance of diversity, inclusion, communication without language barriers and cultural sensitivity in all customer service delivery; and,</p> <p>WHEREAS the DNSSAB recognizes the importance of diversity, inclusion and cultural sensitivity in the workplace;</p> <p>Therefore, BE IT RESOLVED that staff bring forward a report to the Board detailing the initiatives and actions undertaken by the DNSSAB, and what will be undertaken, recognizing this priority.</p>
10.0	<p><b>NEXT MEETING DATE</b></p> <p>Wednesday, April 26, 2023</p>
11.0	<p><b>ADJOURNMENT</b></p> <p><b>MOTION: #2023-35</b></p> <p>THAT the Board meeting be adjourned at _____.</p>



MINUTES OF PROCEEDINGS

REGULAR BOARD MEETING –February 22, 2023

12:55 PM

Virtually via Zoom and in person in DNSSAB Boardroom

**MEMBERS PRESENT:**

Councillor Mélanie Chenier  
Mayor Peter Chirico  
Councillor Maggie Horsfield  
Councillor Terry Kelly  
Councillor Mark King  
Mayor Ethel LaValley  
Councillor Justine Mallah  
Councillor Chris Mayne  
Councillor Lana Mitchell  
Mayor Dan O'Mara  
Councillor Jamie Restoule  
Representative Amanda Smith

**STAFF ATTENDANCE:**

Catherine Matheson, CAO  
Marianne Zadra, Executive Coordinator and Communications  
Melanie Shaye, Director of Corporate Services  
David Plumstead – Manager Planning, Outcomes & Analytics  
Justin Avery, Manager of Finance  
Tracy Bethune, Director, Housing Operations  
Lynn Demore-Pitre, Director, Children's Services  
Michelle Glabb, Director, Social Services and Employment  
Tyler Venable, Manager of Housing Programs

Dawn Carlyle, Project Manager  
Donna Mayer, Manager of Project Development  
Stephen Kirk, Chief of Paramedic Services

**1.1 CALL TO ORDER**  
**Resolution No. 2023-12**

Moved by Lana Mitchell  
Seconded by Maggie Horsfield

**Resolved THAT the Board of Directors accept the Roll Call as read by the Recording Secretary for the Regular Board meeting of February 22 at 12:55 PM.**

***CARRIED***

**1.2 DECLARATION OF CONFLICTS OF INTEREST**

There were no conflicts declared.

**2.0 CHAIR'S REMARKS**

Chair Mark King welcomed everyone. He thanked all those involved in getting the Cold Weather program running to assist the unsheltered during recent extreme cold temperatures. The Chair recounted how he drove around the city during a particularly cold night. He commended the volunteers he met and spoke with that night, and indicated they saw a system gap where there is no social outreach worker in the downtown core after 4:30 PM. He also noted there was misinformation on the street about available shelter spaces at the Warming Program on Chippewa Street.

These comments spurred a discussion among members that included who actually makes the call for an extreme cold weather approach, how communication about services need to reach those who need them, i.e. posters at downtown service agencies and what services are available outside of North Bay.

**3.0 ADOPTION OF THE AGENDA FOR FEBRUARY 22, 2023**  
**Resolution No. 2023-13**

Moved by Terry Kelly  
Seconded by Peter Chirico

**Resolved THAT the Board accepts the agenda as presented.**

***CARRIED***

**4.0 APPROVAL OF MINUTES**

**4.1 Resolution No. 2023-14-A**

Moved by Justine Mallah  
Seconded by Ethel LaValley

THAT the Board adopts the minutes of the proceedings of the Regular Board meeting of January 18, 2023.

***Carried.***

**4.2 Resolution No. 2023-14-B**

Moved by Lana Mitchell  
Seconded by Terry Kelly

THAT the Board adopt the minutes of the proceedings of the Finance and Administration Committee meeting of January 18, 2023.

Lana Mitchell asked that the minutes include her declaration of conflict during the budget discussion regarding the Homelessness Prevention Program funding, which her organization receives. [The minutes were amended to include this conflict.]

***Carried.***

**5.0 DELEGATIONS – there were no delegations**

**6.0 CAO VERBAL UPDATE**

**Resolution No. 2023-15**

Moved by Dan O’Mara  
Seconded by Amanda Smith

THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives the CAO Verbal Report for February 22, 2023.

CAO Catherine Matheson noted the motion from AMO under New Business for adoption so that it can be sent on to the Provincial and Federal government. She noted DNSSAB will improve communications with regards to the Cold Weather program, and that the DNSSAB funded outreach programs are now expired with the cancelation of SSRF funding. CMHA continues to operate their Healthy Communities Ambassador Program (HCAP). She noted all other suggestions brought forward during the Chair’s remarks will be addressed in reports updating the homelessness program in March. She informed the Board that caps on hotels are lifted during extreme cold (-15 or -20 with the windchill). With the recent extreme weather

advisory from Environment Canada, the transit terminal was open overnight, with security in place, and the Red Cross was commissioned to provide supports. There was discussion about how communication is managed and how the system works to ensure accurate information is shared with Board members, and that communication with agencies and people on the street will be improved. Regarding a question about who declares a cold weather protocol, the CAO indicated it is usually the Health Unit, and a conversation will be held with the Health Unit.

***CARRIED***

**7.0 CONSENT AGENDA**

**Resolution No. 2023-16**

Moved by Justine Mallah  
Seconded by Mélanie Chenier

THAT the Committee receives for information, Consent Agenda items 7.1 to 7.3.

Amanda Smith requested that item 7.3 be pulled for discussion.

**7.1 HS02-23 Community Housing Priority Projects** – an update on DNSSAB’s business case submission for Community Housing Priority Projects funding, and is for information purposes.

**7.2 PS01-23 Security Breach – Vendor (ESO/Interdev)** - information about a potential security breach / cyber attack on vendor which supports and hosts patient documentation, employee information, and Paramedic Services data.

**7.3 B06-23 The Workplace Business Model** - updates on the workplace business model adopted by the DNSSAB and NDHC.

There was discussion around the value of face-to-face connectivity. There were questions about the satellite offices and agency/client surveys. The CAO indicated DNSSAB wishes to maintain the satellite office and don’t plan to change this unless there are major changes in the OW service level in the future. The Director of Corporate Services indicated leases at the satellite offices allow for changes. She indicated there are already plans underway for a client survey.

**8.0 Managers Reports**

**8.1 B08-23 COVID-19 Workplace Vaccination Protocol**

Moved by Dan O’Mara  
Seconded by Terry Kelly

**Resolution No. 2023-17**

THAT the District of Nipissing Social Services Administration Board maintain its COVID -19 Workplace Vaccination Protocol for a further (12) months in keeping with its values of Putting People First and being Pro-Active with updates as outlined in Report B08-23.

Director of Corporate Services, Melanie Shaye reviewed the report. She noted that the DNSSAB follows the approach of the local Health Unit, whose policy remains actively in place, as well as the City of North Bay's.

***CARRIED***

**8.2 PS02-23 Direct Negotiation- Ambulance Purchase**

Moved by Melanie Chénier  
Seconded by Amanda Smith

**Resolution No. 2023-18**

THAT the District of Nipissing Social Services Administration Board (DNSSAB) approves the use of direct negotiation in the purchase of two (2) ambulance(s) as outlined in this briefing note, in accordance with the Board's Purchasing Policy #CORP-01, under the authority of the DNSSAB General Business By-law #1.

There was discussion about finding another provider, either out-of-province or country. Paramedics Services Chief Stephen Kirk explained ambulance purchases are governed by the Ministry of Health, and that there are only two approved companies under one provider, as one company bought out the other.

***CARRIED***

**8.3 NDHC06-23 CMHC Repair Funds**

Moved by Ethel LaValley  
Seconded by Lana Mitchell

**Resolution No. 2023-19**

THAT the Board approve staff proceeding with CMHC Repair funding as described in Board Report NDHC 06-23, should a funding offer be made.

***CARRIED***

#### **8.4 B07-23 Confirmation of NDHC Board of Directors**

Moved by Dan O'Mara  
Seconded by Amanda Smith

##### **Resolution No. 2023-20**

THAT an election be held for the eighth and final seat on the NDHC Board of Directors for the 2023-2026 term; and,

THAT Ethel Lavalley be the eighth and final member of the NDHC Board of Directors.

Chris Mayne nominated Ethel LaValley and Lana Mitchell seconded the nomination. The nomination was accepted.

***CARRIED***

#### **8.5 Move in Camera**

Moved by Terry Kelly  
Seconded by Jamie Restoule

##### **Resolution No. 2023-21**

THAT the Board move in-camera at 2:19 to discuss matters of negotiation and labour relations.

***CARRIED***

#### **8.6 Adjourn In Camera**

Moved by Lana Mitchell  
Seconded by Ethel LaValley

##### **Resolution No. 2023-22**

THAT the Board adjourn in-camera at 3:38 PM

***CARRIED***

#### **8.7 Approve In Camera**

Moved by Dan O'Mara  
Seconded by Terry Kelly

##### **Resolution No. 2023-23**

THAT the Board approves the direction/action agreed to in the in-camera session.

**CARRIED**

## **9. NEW BUSINESS**

### **9.1 Homelessness Resolution – A call to the Provincial Government to End Homelessness in Ontario**

Moved by Maggie Horsfield

Seconded by Justine Mallah

#### **Resolution No. 2023-24**

WHEREAS the homeless crisis is taking a devastating toll on families and communities, undermining a healthy and prosperous Ontario;

WHEREAS the homelessness crisis is the result of the underinvestment and poor policy choices of successive provincial governments;

WHEREAS homelessness requires a range of housing, social service and health solutions from government;

WHEREAS homelessness is felt most at the level of local government and the residents that they serve;

WHEREAS municipalities and District Social Administration Boards are doing their part, but do not have the resources, capacity or tools to address this complex challenge; and,

WHEREAS leadership and urgent action is needed from the provincial government on an emergency basis to develop, resource, and implement a comprehensive plan to prevent, reduce and ultimately end homelessness in Ontario.

THEREFORE BE IT RESOLVED THAT the District of Nipissing Social Services Administration Board calls on the Provincial Government to urgently:

- a. Acknowledge that homelessness in Ontario is a social, economic, and health crisis;
- b. Commit to ending homelessness in Ontario;
- c. Work with the Association of Municipalities of Ontario (AMO) and a broad range of community, health, Indigenous and economic partners to develop, resource, and implement an action plan to achieve this goal.

AND FURTHER THAT a copy of this motion be sent to the Minister of Municipal Affairs and Housing; the Minister of Children, Community and Social Services; and the Minister of Health, Associate Minister – Mental Health and Addictions, the Association of Ontario (AMO) and the Federation of Northern Ontario Municipalities (FONOM).

**CARRIED**

**10. NEXT MEETING DATE**

Wednesday, March 22, 2023

**11. ADJOURNMENT**

**Resolution No. 2023-25**

Moved by Mélanie Chenier

Seconded by Chris Mayne

THAT the Board meeting be adjourned at 3:41 PM.

***CARRIED.***

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MARK KING  
CHAIR OF THE BOARD

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CATHERINE MATHESON  
SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Marianne Zadra, Executive Coordinator



## MINUTES OF PROCEEDINGS

### **FINANCE AND ADMINISTRATION COMMITTEE MEETING WEDNESDAY, FEBRUARY 22, 2023 12:00 PM – VIRTUALLY VIA ZOOM AND IN PERSON IN DNSSAB BOARDROOM**

#### **MEMBERS PRESENT:**

Councillor Mélanie Chenier  
Mayor Peter Chirico  
Councillor Maggie Horsfield  
Councillor Terry Kelly  
Councillor Mark King  
Mayor Ethel LaValley  
Councillor Justine Mallah  
Councillor Chris Mayne  
Councillor Lana Mitchell  
Mayor Dan O'Mara  
Councillor Jamie Restoule  
Representative Amanda Smith

#### **STAFF ATTENDANCE:**

Catherine Matheson, CAO  
Marianne Zadra, Executive Coordinator and Communications  
Melanie Shaye, Director of Corporate Services  
Michelle Glabb, Director of Social Services and Employment  
Lynn Demore-Pitre, Director Children's Services  
Stacey Cyopec, Director, Housing Programs  
Tracy Bethune, Director, Housing Operations  
Stephen Kirk, Chief of Paramedic Services  
Justin Avery, Manager of Finance  
David Plumstead, Manager Planning, Outcomes & Analytics  
Donna Mayer, Manager of Project Development

**1.1 CALL TO ORDER** –The Finance and Administration Committee was called to order at 12:06 by Chair Peter Chirico. Roll call was taken. All members were present.

**1.2 DECLARATION OF CONFLICTS OF INTEREST-** None were declared

Lana Mitchell declared a conflict with the Healthy Communities Fund in the Budget as her agency receives funding from DNSSAB.

## **2.0 OPENING REMARKS**

Chair Peter Chirico welcomed everyone.

## **3.0 ADOPTION OF THE AGENDA**

### **RESOLUTION: #FA2023-06**

MOVED BY: Ethel LaValley

SECONDED BY: Justine Mallah

THAT the Finance and Administration Committee accepts the Agenda as presented.

***Carried.***

**4.0 DELEGATIONS – Auditor Dean Decaire, BDO** reviewed the auditing process and the plan for DNSSAB’s audit. The Auditor explained that they plan to do an internal control and field work electronically in March and will return to the Board in May with the final report for approval.

In response to a question, the Auditor explained that environmental, social and governance (ESG) frameworks are to be incorporated into financial plans in 2023 for public companies and those who deal with public companies. For the public sector, this timeframe is estimated to be within the next three years however, it won’t be mandated but considered a best practice.

The Chair thanked Dean Decaire for his presentation.

## **5.0 CONSENT AGENDA**

**5.1 FA02-23 2023 Municipal Apportionment** – an information report that provided the DNSSAB with the 2023 municipal apportionment figures for each municipality in the Nipissing District.

**6.0 MANAGERS REPORT** – there were none.

**7.0 OTHER BUSINESS**

There was no other business.

**8.0 NEXT MEETING DATE**

Wednesday, May 24, 2023

**9.0 ADJOURNMENT**

**RESOLUTION: #FA2023-07**

MOVED BY: Mélanie Chenier

SECONDED BY: Terry Kelly

***Resolved* That the Finance and Administration Committee meeting be adjourned at 12:43 PM.**

***Carried.***

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MARK KING  
CHAIR OF THE COMMITTEE

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CATHERINE MATHESON  
SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Marianne Zadra, Executive Coordinator

## BOARD REPORT HS08-23

For Information or  For Approval

**Date:** March 22, 2023

**Purpose:** **Update on Proposed Addition of Transitional Housing Units**

**Prepared by:** Donna Mayer, Manager of Project Development

**Reviewed by:** Justin Avery, Manager of Finance

**Approved by:** Catherine Matheson, Chief Administrative Officer

### ***Alignment with Strategic Plan: Healthy, Sustainable Communities***

**Maximize Impact**  **Remove Barriers**  **Seamless Access**  **Learn & Grow**

This report provides the District of Nipissing Social Services Administration Board (DNSSAB) with information regarding the proposed expansion of the Crisis Centre North Bay's Four Elms shelter in North Bay to increase the number of transitional housing units/beds in the District.

### **BACKGROUND:**

The Crisis Centre North Bay (CCNB) is proposing to expand its Four Elms site in North Bay to add 11 rooms with 23-27 beds for women, and women with their children. The proposal will help address the acute need for supportive transitional housing in Nipissing District, and relieve the pressure on temporary overflow shelter arrangements with commercial motels and hotels.

In 2021, DNSSAB provided \$50,000 to CCNB for some of the pre-development work required for the expansion of the Four Elms site, namely the preparation of concept drawings by an architect. DNSSAB staff have monitored progress on this contract and actively encouraged and supported the development of CCNB's capital funding application to Canada Mortgage and Housing Corporation's (CMHC) Rapid Housing Initiative (RHI).

The RHI is a capital funding program within the suite of programs offered under the [National Housing Strategy](#) (NHS), a 10-year, \$82-billion federal strategy intended to improve housing outcomes and affordability for Canadians in need, including reducing chronic homelessness by 50% by 2027–28.

Round 3 of the RHI opened in December with an application deadline of March 15th, 2023. This Rapid Housing round is designed specifically for transitional and supportive housing; the objective is that all units must serve people who are experiencing homelessness, or at imminent risk, and or people in severe housing need, paying more than 50% of income on housing.

In order to achieve this objective, for the first time RHI is offering 100% capital contribution funding, which is a non-repayable grant. There is no loan component to this RHI offer. A condition to receive capital funding, however, is that proposed projects must have secured an unconditional commitment for operational funds for the duration of the affordability period, being a minimum of 15 years.

CCNB was not able to obtain confirmation from another level of government (Province/ Territory/ Municipality/Indigenous government), that operating subsidies have been secured and unconditionally approved in advance of the March 15<sup>th</sup> deadline.

#### **CURRENT STATUS:**

CCNB will continue to seek operating funding sources, including leveraging their experience delivering services for victims of violence and existing funding relationships with provincial Ministries. The operating funding request is estimated to be \$950,000 annually.

DNSSAB will continue to support CCNB's future proposal development for this shovel-ready project as well as their efforts to secure operational funding.

#### **RESOURCES REQUIRED:**

Existing staff resources will be used to advance advocacy for this project.

#### **RISKS AND MITIGATION:**

There is little to no risk in advocating for more supportive, transitional housing.

#### **CONCLUSION:**

The Crisis Centre North Bay proposal to expand its Four Elms project to offer another 23-27 beds would help address the acute need for housing for women and women with children in Nipissing District, and relieve the pressure on temporary overflow shelter arrangements with commercial motels and hotels. Additionally, this will further advance and support Nipissing's Built for Zero goal of reaching functional zero for chronic homelessness by 2025. The project has been advanced to the shovel ready save should operations funding be attained.

## BOARD REPORT B16-23

For Information or  For Approval

**Date:** March 22, 2023

**Purpose:** Revisions to the Political Elections Policy

**Prepared by:** Melanie Shaye, Director of Corporate Services

**Reviewed by:** Justin Avery, Manager of Finance

**Approved by:** Catherine Matheson, Chief Administrative Officer

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### *Alignment with Strategic Plan: Healthy, Sustainable Communities*

Maximize Impact    Remove Barriers    Seamless Access    Learn & Grow

### RECOMMENDATION

THAT the District of Nipissing Social Services Administration Board (DNSSAB) approve the changes to the Elections Policy as presented.

### BACKGROUND

The Political Elections Policy was first created in September 2022, in recognition of the importance of transparency and accountability in the political elections process. The Policy states that it applies to all employee and Board members of the DNSSAB and Nipissing District Housing Corporation (NDHC), as well as all candidates, political parties, constituency associations, school board, and third parties.

The Policy clearly prohibits the use of DNSSAB or NDHC resources for the benefit of a candidate or campaign.

## **CURRENT STATUS/STEPS TAKEN TO DATE**

Board policies are periodically revisited, to ensure they meet the current needs of both the DNSSAB and NDHC. The policy changes include:

- Removing reference to the election period only.
- Added reference to school boards and school board trustee elections.

## **CONCLUSION**

The best practices for political elections will continue to be monitored and further recommendations for amendments will be brought to the Board in due course.

## **ATTACHMENT**

**Revised Political Elections Policy**

# DNSSAB/NDHC Political Election Policy Policy FIN/ADM

## Amendment History

Date	Details	Board Resolution
September 28, 2022	Original Policy	2022-69
<a href="#">March 22, 2023</a>	<a href="#">Removed reference to election period only, added reference to school boards and trustee elections</a>	<a href="#">2023-XX</a>

## INTENT OF POLICY

The District of Nipissing Social Services Administration Board (DNSSAB) is committed to the principles of transparency and accountability. This policy is intended to provide guidance ~~for candidates~~ [to Board members, DNSSAB employees and individuals](#) running for elected office ~~during an election period~~, and to establish parameters ~~for~~ the use of [DNSSAB and Nipissing District Housing Corporation \(NDHC\)](#) resources for election related purposes.

## SCOPE

This policy applies to all employees and Board members of the DNSSAB and NDHC, as well as all candidates, political parties, constituency associations, [school boards](#), and ~~registered~~ third parties considering the use of DNSSAB or NDHC resources for election related purposes.

## POLICY

No DNSSAB or NDHC resources shall be used ~~during an election period to promote or provide an advantage to any candidate, political party, constituency association, or registered third party in any political activity.~~ [These resources are reserved solely for the purposes of DNSSAB and NDHC business.](#)  
~~This policy also applies to an acclaimed member or a member not seeking re-election.~~

Employees of DNSSAB and NDHC are prohibited from using DNSSAB or NDHC resources for the benefit of a candidate or campaign.

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During the election campaign period, no candidates are permitted to campaign either directly or indirectly at DNSSAB or NDHC corporate properties, nor use any DNSSAB or NDHC corporate properties to do the same.

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## **LIMITATIONS**

Nothing in this policy shall prohibit a current member of the DNSSAB or NDHC Board, [or an employee](#), from performing [duties required by](#) their position.

## **DEFINITIONS**

**Candidate** means any person who has filed, and not withdrawn a nomination in a municipal, school board, provincial or federal election or by-election, or a candidate seeking nomination for a political party. The term candidate can also be substituted to read political party, constituency association, or registered third party.

**Election period** means the official campaign period of an election for:

- A municipal or school board election, the election period commences on the first day prescribed for the filing of nominations in accordance with the Municipal Elections Act and ends on voting day.
- A provincial or federal election, the election period commences the day the writ for the election is issued and ends on voting day.
- A nomination for a political party, the election period is the nomination contesting period as determined by the party.

**Election** means municipal, school board, provincial or federal elections, including by-elections.

**Resource** means items, employees, services, or resources, which are the property of the DNSSAB or NDHC, and include, but are not limited to: funds, materials, equipment, vehicles, facilities, land, technology (computers, cell phones, etc.), intellectual property, images, logos and supplies. Working hours, the time when the DNSSAB or NDHC pays its employees to complete certain tasks or duties, is also considered a corporate resource.

## BOARD REPORT B15-23

For Information or  For Approval

**Date:** March 22, 2023

**Purpose:** Political Lobbying

**Prepared by:** Melanie Shaye, Director of Corporate Services

**Reviewed by:** Justin Avery, Manager of Finance

**Approved by:** Catherine Matheson, Chief Administrative Officer

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### ***Alignment with Strategic Plan: Healthy, Sustainable Communities***

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Report B15-23 provides an overview of the requirements regarding the use of a consultant lobbyist.

### **BACKGROUND**

The *Lobbyists Registration Act, 1998 (LRA)* appoints the Integrity Commissioner of Ontario as the Lobbyists Registrar of Ontario. The Commissioner, as Lobbyist Registrar, maintains an online public record of lobbyists and may conduct investigations into allegations of noncompliance under the LRA.<sup>1</sup>

The Commissioner is concerned with ensuring the accuracy of the public record, upholding the lobbyists' code of conduct, and ensuring compliance with the LRA.

Lobbying occurs when an individual or group is paid to communicate with a public office holder in an attempt to influence:

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<sup>1</sup> Office of the Integrity Commissioner of Ontario, Lobbyists Registration:  
<https://www.oico.on.ca/web/default/files/public/lobbyists-forms/Guide%20to%20the%20LRA%20NF.pdf>

- the development of a legislative proposal by a member of the Legislative Assembly;
- the introduction, passage, defeat or amendment of any bill or resolution;
- the making or amendment of any regulation;
- the development, amendment or termination of any policy or program;
- any decision about privatization or outsourcing;
- the awarding of any grant, contribution or financial benefit by/on behalf of the Crown.

**Public offer holders:**

- an employee of a ministry of the Government of Ontario,
- a minister or an employee in a minister’s office,
- a Member of Provincial Parliament (“MPP”) or an employee in an MPP’s office,
- a member of the Ontario Provincial Police Force,
- an officer, director or employee of Ontario Power Generation Inc. or its subsidiaries,
- an officer, director or employee of Independent Electricity System Operator,
- an officer, director or employee of a public body listed in O. Reg. 146/10 under the Public Service of Ontario Act, 2006.

The DNSSAB sought advice from the Office of the Integrity Commissioner, to determine how the legislation applies to its organization, to ensure adherence to legislation.

**CURRENT STATUS/STEPS TAKEN TO DATE**

The advisory opinion from the Office of the Integrity Commissioner stated that the DNSSAB meets the definition of an organization, which includes government. While organizations are normally required to register lobbying activities, there is an exception for certain persons when acting in their official capacity, including:

Members of a council or other statutory body charged with the administration of the civil or municipal affairs of a municipality as defined in the *Municipal Act, 2001* and members of a local board as defined in the *Municipal Affairs Act*, persons on the staff of these members or officers or employees of a municipality or local board.<sup>2</sup>

Although the DNSSAB is not deemed to be a municipality or a local Board, for the purposes of the legislation above, it was stated that the DNSSAB is not required to

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<sup>2</sup> Lobbyists Registration Act, 1998, S.O. 1998, c. 27, Sched. <https://www.ontario.ca/laws/statute/98l27>

register the lobbying activities of its Board members or staff when they are acting in their official capacity.

The Office of the Integrity Commissioner further stated that conflict of interest rules still apply.

### **Consultant Lobbyists**

The DNSSAB is able to hire a consultant lobbyist, without completing an LRA attestation. However, consultant lobbyists are responsible for filing registration with the Office of the Integrity Commissioner related to their undertakings. It is possible that the consultant lobbying may require information from the DNSSAB about its activities. It was clear that the DNSSAB is not responsible for the filing of registration on behalf of a consultant lobbyist it may hire.

### **CONCLUSION**

There is no action required of the DNSSAB at this time. The DNSSAB's actions are consistent with the advice given by the Office of the Integrity Commissioner, from the Honorable J. David Wake, Commissioner.

## BOARD REPORT B09-22

For Information or  For Approval

**Date:** February 22, 2023  
**Purpose:** Revisions to the Travel, Meal and Hospitality Policy  
**Prepared by:** Melanie Shaye, Director of Corporate Services  
**Reviewed by:** Justin Avery, Manager of Finance  
**Approved by:** Catherine Matheson, Chief Administrative Officer

### *Alignment with Strategic Plan: Healthy, Sustainable Communities*

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### RECOMMENDATION

THAT the District of Nipissing Social Services Administration Board approve the changes to the Travel, Meal, and Hospitality Policy as presented.

### BACKGROUND

The Travel, Meal and Hospitality Policy was first created in February 2010. Since then, a series of amendments have been made to clarify the intent of the policy, and to ensure reimbursements were consistent with the best practices of the Travel, Meal, and Hospitality Expenses Directive of the Management Board of Cabinet from the Treasury Board Secretariat. The last amendment was September 28, 2022.

### CURRENT STATUS/STEPS TAKEN TO DATE

The Policy is periodically revisited, with an interest in clarifying the manner and extent the DNSSAB will reimburse board members and employees for travel, meal and hospitality expenses. The following are recommended Policy changes:

- Added Board Chair approval for CAO travel out of Province.

- Added separate approval levels for travel for front line staff, supervisors, directors and the CAO.
- Changed approval for the DNSSAB and NDHC Board Chair's travel and itinerary to be approved by the Chair of the Finance and Administration Committee.
- Restricted gratuity level to 20%.
- Changed wording related to meals from reimbursement language to stipend language.
- Clarified meal stipends are provided when a meal is not otherwise provided at a conference or work required event.
- Increased the meals for travel amounts by \$5.00.
- Adjusted the mileage amount to be consistent with Canada Revenue Agency (CRA) stated rate for kilometres driven after 5,000 km.

The meals for travel increases are in recognition of increased food costs. The current rate for food price increases exceeded 10.3% in September 2022, according to Dalhousie University's Canada's Food Price Report for 2023, and the 2023 food price forecasts are anticipated to increase an additional 5-7%.<sup>1</sup> For simplicity, a flat rate increase is recommended for the meal stipend amounts.

The mileage adjustment is to allow alignment with the CRA allowable automobile allowance rates. This reduces the administrative requirements for both the Board member or employee and the DNSSAB, by not requiring the tracking of staff who exceed a 5,000 km threshold and ensuring the allowance remains a non-taxable benefit. This also removes the requirement of re-reviewing the mileage entitlement when inflation levels change. If approved, the mileage amount will be \$0.62/km, a change from \$0.61/km and \$0.55 in excess of 5,000 km driven. This amount changes each year as CRA updates their rates.

## **CONCLUSION**

The best practices for travel, meal and hospitality expenses and restrictions will continue to be monitored and further recommendations for amendments will be brought to the Board in due course.

## **ATTACHMENT**

### **Revised Travel, Meal, and Hospitality Policy**

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<sup>1</sup> Dalhousie University, 13<sup>th</sup> Edition, Canada's Food Price Report 2023: [https://cdn.dal.ca/content/dam/dalhousie/pdf/sites/agri-food/Canada%27s%20Food%20Price%20Report%202023\\_Digital.pdf](https://cdn.dal.ca/content/dam/dalhousie/pdf/sites/agri-food/Canada%27s%20Food%20Price%20Report%202023_Digital.pdf)

## DNSSAB/NDHC Travel, Meal and Hospitality Policy Policy FIN/ADM 03

### Amendment History

Date	Details	Board Resolution
February 2010	Original Policy	2010-037
April 2019	Adjustment to kilometre reimbursement	2019-70
January 2020	Removed alcohol and allowed personal vehicle use	2020-16
October 2020	Limited number Board members attending conferences	2020-108
January 2022	Adjust meal reimbursement	2022-06
June 2022	Adjusted meal language and mileage amount	2022-55
September 2022	Changed definitions	2022-69
<a href="#">March 2023</a>	<a href="#">Out of Province travel, gratuities and per diems, kilometre allowance and increase to meals</a>	<a href="#">2023-X</a>

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## **INTENT OF POLICY**

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

Expenses must:

- Be work related,
- Be modest and appropriate,
- Demonstrate accountability and transparency. And
- Give due regard for the balance between being economical and giving due regard for health and safety.

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 2020 and the applicable DNSSAB Collective Agreement.

## **SCOPE**

This policy applies to all employees and Board members of the DNSSAB and NDHC, except where otherwise specified in the applicable DNSSAB Collective Agreement.

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## **ROLES & RESPONSIBILITIES**

Board member and employees must:

- obtain advance travel and itinerary approval from appropriate authority levels for travel. Approval for Board members is through the Board Chair. The ~~Vice~~ Chair [of the Finance & Administration Committee](#) is responsible for approval of the [DNSSAB and NDHC](#) Board Chair's travel and itinerary approval. Approval must be documented via email and the approval email must be attached to any expense claims;
- use the corporate charge card for payment of expenses under this policy;
- in the event of changes, hotel and travel bookings should be cancelled within the allowable period; and,
- become familiar with, and adhere to, the provisions of this policy.

Approval authorities 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 this Policy;
- ensure that appropriate receipts are provided to support expense claims [where necessary](#);
- ensure that any unusual items are explained appropriately or proof is given of prior approval.

## **POLICY**

### **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 require overtime must receive prior approval from the applicable 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 business travel by travelers according to destination:

	Staff	Supervisor/Manager	Director	CAO
Within district	Immediate supervisor	<a href="#">Director</a>	None	<a href="#">None</a>
Outside district (within Ontario) <a href="#">day travel</a>	Supervisor and Manager	<a href="#">Director</a>	CAO	<a href="#">None</a>
<a href="#">Outside district (within Ontario) overnight</a>	<a href="#">N/A</a>	<a href="#">Director and CAO</a>	<a href="#">CAO</a>	<a href="#">None</a>
Out of Province	<a href="#">N/A</a> <del>Director and CAO</del>	<a href="#">N/A</a>	CAO	<a href="#">Chair</a>

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## **INSURANCE**

### **Travel Accident Insurance**

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

## **TRANSPORTATION**

### **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, or when travel is inside the District of Nipissing. 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 kilometers.

Using a personal vehicle must be approved in advance. The DNSSAB assumes no financial responsibility for personal vehicles. Employees who have approval to use their personal vehicle must keep daily logs of the kilometers used.

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 1,600 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 and ride-hailing services expenses are also justified where group travel by taxi is more economical than the total cost of travelling separately, or when there are unusually tight schedules for meetings.

## 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.

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## 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.

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

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## MEALS FOR TRAVEL

~~Meal Reasonable and appropriate actual meal expenses will be reimbursed, subject to approval by the employee's supervisor, and in accordance with Schedule 1, if the expenditures must be 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 ~~the~~~~is 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 their regular duties.~~

~~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

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 an employee/Board member 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.

## CONFERENCES

Employee attendance at conferences and seminars that involves overnight travel must be approved in advance by their supervisor.

Board member attendance at conferences and seminars that involves overnight travel is limited to the DNSSAB and NDHC Chairs and Vice-Chairs, and up to three (3) additional Board members from the DNSSAB Board. The exception to this rule is when either a NOSDA or OMSSA conference is occurring in the Nipissing District, in which case all Board members may be invited to attend. If the Chairs and/or Vice Chairs are unable to attend, they are able to delegate an alternate Board member to attend in their place.

## HOSPITALITY

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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 should be 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 part of 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.

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.

#### 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;
- Names of individuals entertained, their titles and company name; and,
- Approvals by CAO or delegate.

#### GRATUITIESratuities

Gratuities are restricted to a maximum of 20% for reimbursement, with the normal expectation of a 15% gratuity. Any gratuities beyond this limit will not be reimbursed.

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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.

### **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, such as the delivery of a presentation.

### **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
- participation of friends or family members in events and meals.

#### **Receipts**

Itemized 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.

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### **Principle to guide exceptions to the rules**

When the approval authority exercises 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.

### **DEFINITIONS**

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

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

**Itemized Receipt:** Document identifying the vendor with the date and amount of each expense item paid by the claimant. Document can be original paper, electronic or scanned copy format.

**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.

**Board member Travel:** Business travel authorized by the appropriate spending authority, and does not include commuting between residence and headquarters, except for Board members residing outside of North Bay who travel to Board meetings.

**Travel:** Business travel authorized by the appropriate spending authority, and does not include commuting between residence and headquarters.

**Traveller:** Employees and Board members of DNSSAB, guests and consultants.



## BOARD REPORT B13-23

For Information or  For Approval

**Date:** March 22, 2023

**Purpose:** **By-law Amendments**

**Prepared by:** Melanie Shaye, Director of Corporate Services

**Reviewed by:** Justin Avery, Manager of Finance

**Approved by:** Catherine Matheson, Chief Administrative Officer

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### ***Alignment with Strategic Plan: Healthy, Sustainable Communities***

**Maximize Impact**  **Remove Barriers**  **Seamless Access**  **Learn & Grow**

### **RECOMMENDATION**

THAT the District of Nipissing Social Services Administration Board (DNSSAB) accepts the changes to General Business By-law (By-law #1) and Procedure By-law (By-law #2), as described in report B13-23.

### **BACKGROUND**

In March 2021, through briefing note B06-2021, the DNSSAB Board of Directors adopted changes to the Procedural By-law, most significantly, creating a General Business By-law and Procedure By-law in place of one Procedural By-law. The changes supported transparency in practices and clarified conflict of interest requirements.

In April 2021 through briefing note B09-2021, the DNSSAB Board of Directors further amended the By-laws, by clarifying the role of the spokesperson, and the process for a notice of motion.

## **CURRENT STATUS/STEPS TAKEN TO DATE**

The By-laws are periodically reviewed, to ensure they are reflective of current practice. In reference to the Restrictions amendments, these changes were made after seeking legal advice on the matter.

### **By-law #1 General Business By-law**

#### Section 7 Role of Members

7.1.3 Added reference to the *Ambulance Services Act*.

7.1.6 Updated Ministry references to reflect current titles.

#### Section 10 Conflict of Interest

10.3 Added that for matters for which a member has a potential or actual conflict, which are discussed in-camera, the member will leave the room for the duration of the meeting for which they have declared a conflict.

#### Section 17 Restricted Acts After Nomination Day

17.4 Added that after Election Day, Members who are not re-elected may not make substantive decisions as they are no longer elected officials.

17.6 Added that Members may continue to act in order to move the day-to-day business of the corporation forward, such as routine business.

17.7 Added under heading Delegated Authority that should the Board delegate authority during the period of restricted acts after nomination day, those delegated shall report back to the Board on actions performed when the Board returns to its duties.

### **By-law #2 Procedure By-law**

#### Section 15 Minutes and Recording of Meetings

15.3 For the purposes of MFIPPA, the CAO is the Privacy Head. The CAO may delegate this duty to staff for the purpose of meeting operational requirements.

## Section 36 Information Requests to Staff

36.1 Any requests of information or reports made by a Member that, in the opinion of staff, will require more than two (2) hours of staff time must receive the consent of the majority of Members present.

### **CONCLUSION**

In accordance with current Procedure By-law, thirty (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. Upon approval of the DNSSAB Board, the Clerks/CAO's of member municipalities will be issued copies of the draft By-law revisions and the updated By-laws will become effective April 22, 2023.

### **ATTACHED**

By-law #1

By-law #2

**BY-LAW NUMBER 1**  
**GENERAL BUSINESS BY LAW**

**SECTION A – INTRODUCTION**

**1 DEFINITIONS**

- 1.1 “Act” means the *District Social Services Administration Act*, R.S.O. 1990 c. D. 15.
- 1.2 “By-laws” means By-law Number 1, being the General Business By-law and By-law Number 2, being the Procedure By-law, of the District of Nipissing Social Services Administration Board.
- 1.3 “Chair” is as defined in section 11.4.1 of this By-law Number 1.
- 1.4 “Chief Administrative Officer” is as defined in section 11.4.3 of this By-law Number 1.
- 1.5 “Confidential Information” includes any information, either oral, written or recorded in any manner, that one party (disclosing party) furnishes to another party (receiving party) or to which the receiving party has access which is marked as confidential, simply treated as such by the disclosing party or should otherwise be known by the receiving party to be confidential, including but not limited to Intellectual Property Rights, know-how, trade secrets, processes, plans and financial information, data concerning business relationships, strategic objectives and planning, business activities, but excludes information which becomes public knowledge or is in the public domain by reason of becoming public property other than by fault on the part of the receiving party.
- 1.6 “Conflict of Interest” means a situation where:
- 1.6.1 the personal or business interests of a Member, Officer or agent of the Corporation are in conflict with the interests of the Corporation; or
  - 1.6.2 a personal gain, benefit, advantage or privilege is directly or indirectly given to or received by a Member, Officer or agent or a person related to any one of them as a result of a decision by the Corporation;
- and includes:
- a. the Corporation giving a direct or indirect gain, benefit, advantage or privilege to a Member, Officer or agent or a person related to any one of them;
  - b. a Member, Officer or agent or a person related to any one of them receiving a direct gain, benefit, advantage or privilege from the Corporation as a result of the person's position within the Corporation;

- c. the Corporation, in offering housing accommodation or in setting rents or other occupancy charges, giving any advantage or privilege to Members who are tenants that is not available to tenants who are not Members.

- 1.7 “Corporation” means the District of Nipissing Social Services Administration Board.
- 1.8 “District” means the District of Nipissing.
- 1.9 “Head Office” means the registered head office of the Corporation as from time to time designated by the Members.
- 1.10 “Intellectual Property Rights” means all right, title and interest in and to all intellectual property rights of any kind, whether registered or not, including domestic and foreign trademarks, business names, trade names, domain names, trading styles, patents, trade secrets, software, documentation and copyrights, whether registered or unregistered, and all applications for registration thereof, and all goodwill associated with any of the foregoing;
- 1.11 “Law” means means any domestic or foreign law including any statute, subordinate legislation, and any guideline, directive, rule, standard, requirement, policy, order, judgment, injunction, award or decree of a government authority having the force of law.
- 1.12 “Member” means a person appointed to the Corporation and representing one or more areas of jurisdiction serviced by the Corporation.
- 1.13 “Nomination Day” means the first day during the election for a new municipal council on which it can be determined that one of the following applies to the new Members that will take office for the next term:
  - A) If the Corporation will have the same number of Members as previously appointed, the newly appointed Members will include less than three-quarters of the Members of the previously appointed Board of Directors.
  - B) If the Corporation will have more Members than the previously appointed Board of Directors, the newly-appointed Members will include less than three-quarters of the previously appointed Members or, if the newly appointed Members will include at least three-quarters of the previously appointed Members, three-quarters of the previously appointed Members will not constitute, at a minimum, a majority of the newly-appointed Members.
  - C) If the Corporation will have fewer Members than the previously appointed Board of Directors, less than three-quarters of the newly appointed Members will have been previously appointed Members or, if at least three-quarters of the newly appointed Members will have been previously appointed Members, three-quarters of the newly appointed Members will not constitute, at a minimum, a majority of the previously appointed Members.
- 1.14 “Officer” is as defined in section 11.1 of this By-law number 1.

- 1.15 “Person related to any one of them” means a parent, spouse, same-sex partner, child, household member, sibling, uncle, aunt, nephew, niece, mother-in-law, father-in-law, sister-in-law, brother-in-law or grandparent of a Member, Officer or agent or a person with whom a Member, Officer or agent has a direct or indirect pecuniary interest.
- 1.16 For the purposes of this By-law, the Members may be collectively referred to as the “Board of Directors”, and a resolution of the Board of Directors shall be deemed to be a resolution of the Members. A resolution of the Board of Directors may also be referred to herein as a resolution of the Members.
- 1.17 Unless a contrary intention clearly appears in this By-law, words importing the singular include the plural and vice versa.

## **2 PURPOSE – GENERAL BUSINESS BY-LAW**

- 2.1 The Corporation is governed by the *District Social Services Administration Act*, R.S.O. 1990 c. D. 15, Ontario Regulation 278/98 and any other regulation under the Act.
- 2.2 The General Business By-law establishes consistent procedures for the Corporation's Members to guide decision-making, and to define the Members' authority and role in the operations of the Corporation.

## **3 AMENDMENTS TO BY-LAWS – GENERAL**

- 3.1 Seven (7) days' written notice shall be delivered to Members of any recommendation to amend the By-laws of the Corporation. Thirty (30) days' written notice shall be delivered to those municipalities serviced by the Corporation when amendments to the By-laws are being recommended. Amendments to the By-laws shall be approved by a resolution of the Board of Directors receiving the vote of two thirds of all Members, at a duly called meeting of the Board of Directors.

## **4 CORPORATE STATUS/CORPORATE SEAL**

- 4.1 The Corporation shall be a corporation as established by the *District Social Services Administration Board Act*. The number of Members, the areas that each represents and the manner and term of their appointment shall be set out in the Act and the regulations.
- 4.2 The seal of the Corporation shall be kept by the Secretary at the Head Office.

## **5 FRENCH LANGUAGE SERVICES**

- 5.1 It is the commitment of the Corporation to make French language services available in the conduct of business of the Corporation, and to ensure that all persons including program recipients are able to communicate in French with, and to receive available services in French from, the Head Office or any satellite office of the Corporation. The Corporation recognizes and agrees to comply with the commitments upon which the Corporation is

prescribed by law, including but not limited to the *French Language Services Act*, R.S.O. 1990, c. F.32, as amended.

## **6 OFFICES**

6.1 The Head Office of the Corporation shall be in the District of Nipissing.

## **SECTION B – ROLES AND DUTIES**

### **7 ROLE OF THE MEMBERS**

7.1 The role of the Members is to provide overall governance responsibility for the Corporation and to carry out the following:

7.1.1 To represent the public and to consider the well-being of all the member municipalities and Territories Without Municipal Organization;

7.1.2 To develop and abide by the policies and programs of the Corporation;

7.1.3 To determine which services the Corporation provides and to carry out the duties of the Corporation under the Act, the *Ontario Works Act*, the *Child Care and Early Years Act*, the *Housing Services Act*, the *Emergency Management and Civil Protection Act*, the *Ministry of Health and Long-Term Care Act*, [the Ambulance Act](#), and the related regulations;

7.1.4 To ensure that administrative practices and procedures are in place to implement the decisions of the Corporation;

7.1.5 To maintain the financial integrity of the Corporation;

7.1.6 To ensure open communication channels with provincial government ministries, specifically the Ministry of Education, the Ministry of [Community, Family and Children's Children, Community and Social Services](#), the Ministry of Labour, [Immigration, Training and Skills Development](#), the Ministry of Health and Long-Term Care, and the Ministry of Municipal Affairs and Housing through fostering positive working relationships.

7.2 The Board of Directors shall authorize the Chair and/or the Chief Administrative Officer or their delegate to act as spokesperson or spokespeople to speak publicly, when required, regarding the actions and plans of the Corporation.

### **8 TERM AND POWERS OF THE MEMBERS**

8.1 Number: The Corporation shall have appointed twelve (12) Members as determined by the Act and/or the regulations thereto.

8.2 The term for each Member shall be a period of four (4) years commencing on January 1<sup>st</sup>, of the year following a municipal election, and ending on December 31<sup>st</sup> in the year in which municipal elections take place.

- 8.3 Generally, a meeting of the Board of Directors will not be held in December of a municipal election year.
- 8.4 Powers: The Members shall oversee the business affairs of the Corporation. Any and all inquiries by Members shall be directed through the Chief Administrative Officer.
- 8.5 Transaction of Business: Business may be transacted by resolutions passed at meetings of Board of Directors or recommendations made by Committees at which a quorum is present. A copy of every resolution in writing shall be kept with the minutes of the proceedings. The Members may resolve to maintain their corporate records in electronic format.
- 8.6 Qualifications of Members: Members shall be Canadian citizens, who are at least eighteen (18) years of age with power under law to contract, who have been appointed by the municipal council for their representative area or by a prescribed election as a representative of a Territory Without Municipal Organization. Members shall meet the qualifications outlined in the Act and regulations. Each Member shall act in the best interests of the Corporation and the clients it serves.
- 8.7 Resignation: A Member may resign upon giving a written resignation to the Chair. Such resignation shall be effective when received by the Chair or at the time specified in the resignation, whichever is later.
- 8.8 Removal: The Members may, by resolution passed at a regular or special meeting of the Board of Directors, remove any Member from office before the expiration of their term. Any removal of a Member shall be approved by a resolution of the Board of Directors receiving a vote of two-thirds of the Members in attendance, where a Member is deemed to be in contravention of the Act, the By-laws or the Corporation's policies.
- 8.9 Vacancy of Office: A Member ceases to hold office when such Member dies, resigns or is removed from office by the Members, becomes disqualified to serve as a Member or is absent from the meetings of the Board of Directors for three (3) consecutive regular meetings of the Board of Directors without being so authorized by resolution of the Board of Directors.
- 8.10 Vacancies: A vacancy among the Members may be filled for the remainder of such Member's term by a qualified person. Municipalities represented by the Corporation have the authority to appoint a Member to a position vacated by another Member, but do not have the authority to remove a Member. Each Member shall act in the best interests of the Corporation.
- 8.11 The Members shall exercise all the powers that the Corporation may legally exercise unless restricted by Law. These powers include, but are not limited to, the following:
- 8.11.1 To enter into contracts or agreements;
  - 8.11.2 To make banking and financial arrangements;
  - 8.11.3 To direct the manner in which any other person or persons may enter into contracts of agreements on behalf of the Corporation;

- 8.11.4 To execute documents;
- 8.11.5 To purchase, lease or otherwise acquire, sell, exchange, or otherwise dispose of real or personal property, securities or any rights or interest for such consideration and upon such terms and conditions as the Members may consider advisable;
- 8.11.6 To borrow on the credit of the Corporation for the purposes of operating expenses, or on the security of the Corporation's real or personal property; and
- 8.11.7 To purchase insurance to protect the property, rights and interests of the Corporation and to indemnify the Corporation, its Members, and Officers from any claims, damages, losses or costs arising from or related to the affairs of the Corporation.

8.12 Remuneration and Expenses: Remuneration of Members will be determined by resolution of the Board of Directors. The Members may be entitled to be reimbursed for travelling, training and other expenses properly and reasonably incurred by them in attending meetings of the Members and Committees and for such other out-of-pocket expenses incurred in respect of the performance of their duties as the Members may from time to time determine.

## **9 DUTIES OF MEMBERS**

- 9.1 Members have a fiduciary duty, a duty of care, and a duty of loyalty to the Corporation. The standard of care set forth provides that all Members and Officers of the Corporation, in exercising their powers and discharging their duties, shall act honestly and in good faith with a view to the best interests of the Corporation, and shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
- 9.2 Every Member and Officer of the Corporation must also comply with the statutes and regulations of the Province of Ontario that govern the Corporation and the By-laws. No provision in a contract or the By-laws relieves a Member or Officer of their duties.
- 9.3 Every Member and Officer of the Corporation must keep Confidential Information confidential. Information obtained for and from in-camera meetings is not for public dissemination. Disclosing information acquired as the result of being a Member has the effect of making non-public information, public. A Member is in breach of such obligation when such disclosure occurs.
- 9.4 Notwithstanding the forgoing, a Member may be required to disclose Confidential Information if required to do so by Law.
- 9.5 Should a Member wish to publicly disclose in-camera discussion or Confidential Information, a resolution of the Board of Directors passed by a two thirds vote of Members at a duly constituted meeting of the Board of Directors is required prior to disclosure.

9.6 Issues discussed in-camera are deemed to be confidential information and cannot be disclosed without the authority of the Members, as prescribed in section 9.5.

## 10 CONFLICT OF INTEREST

10.1 Each Member individually, and the Corporation's Officers shall closely monitor its relationships, arrangements, contracts and agreements, and not engage in any relationships, arrangements, contracts and agreements that may result in a Conflict of Interest. The Members, individually and collectively, as well as the Officers, shall ensure compliance with this requirement.

10.2 Former Members and Officers of the Corporation may not apply for employment with the Corporation or seek to enter into a contract to supply services to the Corporation directly or indirectly until the expiry of twelve (12) months following the date upon which such person ceases to be a Member or Officer.

10.3 A Member shall not participate in that part of any meeting of the Board of Directors in which the Members deliberate, issue a tender, or vote on a contract or employment position for which a Member has a potential or actual Conflict of Interest.

[For matters for which a member has a potential or actual conflict, which are discussed in-camera, the member will leave the room for the duration of the meeting for which they have declared a conflict.](#)

10.4 A Member, Officer or agent of the Corporation must notify the Chair of the Corporation of every potential or actual Conflict of Interest no later than the first meeting of the Board of Directors after the Member, Officer or agent becomes aware that they are in a situation of a potential or actual Conflict of Interest, or request to have entered in the minutes of meetings of Members the nature and extent of their interest.

10.5 The decision of the Members on the existence of a potential or actual Conflict of Interest shall rest with the Members. In the event that the Members are unable to render a decision as to whether or not a Conflict of Interest exists, the Chair shall render a decision, which shall be binding upon the Corporation, Members, and Officers.

10.6 The Members shall have exclusive authority in the determination of a potential or actual Conflict of Interest.

10.7 In situations of potential or actual Conflict of Interest, a Member may proactively seek legal advice respecting such potential or actual Conflict of Interest, and the Board of Directors, by resolution, shall pay the costs incurred by the Member in seeking legal advice.

## 11 OFFICERS OF THE CORPORATION

11.1 The Officers of the Corporation shall be the Chair, Vice Chair, Chief Administrative Officer, Secretary, Treasurer and any such Officers as the Members may, by Law, consider necessary.

11.2 **Appointment:** The Members may from time to time designate the Officers of the Corporation, appoint Officers (and assistants to Officers), specify their duties and delegate

to such Officers powers to manage the day-to-day business and affairs of the Corporation. A Member may be appointed to any office of the Corporation. Except for the Chair of the Corporation, an officer may be, but need not be, a Member. Two or more offices may be held by the same person.

11.3 **Term of Office and Removal:** In the absence of a written agreement to the contrary, the Members may remove any Officer of the Corporation, with or without cause, by resolution of the Board of Directors passed by a two-thirds vote of the Members at a duly constituted meeting of the Board of Directors. Unless so removed, an Officer shall hold office until their successor is appointed or until their resignation, whichever shall first occur. The Chair and Vice-Chair shall hold office for one year from the date of appointment. In the event the Chair resigns, dies, or is determined by a qualified medical practitioner to be incompetent before the expiry of their term, the Members shall appoint another Member to act as Chair for the duration of the unexpired portion of the term.

11.4 **Description of Offices:** Unless otherwise specified by the Members (which may modify, restrict or supplement such duties and powers), the Officers of the Corporation, if designated and if Officers are appointed thereto, shall have the following duties and powers:

11.4.1 **Chair:** The Chair of the Corporation shall be a Member, and may be reappointed in one or more subsequent years as outlined in the Act. The Chair shall, when present, preside at all meetings of the Board of Directors and shall sign all documents which require the Chair's signature and shall possess and may exercise such powers and shall perform all other duties as may from time to time be assigned to the Chair by the Members.

11.4.2 **Vice Chair:** The Vice Chair of the Corporation, if one is appointed, shall be a Member, and may be reappointed in one or more subsequent years. The Vice Chair shall be vested with all powers of the Chair and in the absence or inability of the Chair, shall exercise the duties and functions of the Chair.

11.4.3 **The Chief Administrative Officer:** The Chief Administrative Officer shall be appointed by the Members. The Chief Administrative Officer shall:

- (i) report to the Members;
- (ii) be responsible for all operations of the Corporation;
- (iii) record or delegate accurate minute taking of the Corporation's meetings;
- (iv) ensure that the Corporation's files, records and other relevant written materials are kept, recorded and distributed;
- (v) take a lead role in financial policy development and monitoring of the Corporation's finances; and
- (vi) advise and assist the Members in understanding the Corporation's finances.

Without limiting the generality of the foregoing, the duties and responsibilities of the Chief Administrative Officer shall be as follows:

- 11.4.3.1 To direct and co-ordinate the business of the Corporation in all its branches and departments in accordance with the policy and plans established and approved by the Members;
- 11.4.3.2 To direct and co-ordinate the preparation of plans and programs to be submitted to the Members for approval and to fulfill the mandate of the Corporation;
- 11.4.3.3 To direct and co-ordinate the compilation, consideration and presentation to the Members, recommendations arising from departmental operations, which require the Members' approval and to propose by-laws or resolutions arising from such recommendations;
- 11.4.3.4 To direct the preparation and compilation of and to present to the Members, the annual budget of estimates of revenues and expenditures;
- 11.4.3.5 To exercise general financial control over all departments in terms of the approved appropriation;
- 11.4.3.6 To act as spokesperson and direct collective bargaining with all the Corporation's employees within collective bargaining units, to recommend to the Members agreements concerning wages, salaries and working conditions, and, upon approval by the Members, to administer such agreements and in general to be responsible for wage and salary administration, subject to normal grievance procedures, and to recommend to the Board of Directors or its appropriate Committee, a system of grievance procedures for such employees that are not covered by existing agreements, or included in collective bargaining units;
- 11.4.3.7 To have full control and direction of all employees subject to the human resources policies;
- 11.4.3.8 To appoint, employ, suspend or dismiss employees not covered by collective bargaining agreements according to annual budgets, organizational structures and policies and salary scales as approved by the Members from time to time and to appoint and employ all other employees of the Corporation in accordance with procedures obtained in collective bargaining agreements and to suspend or dismiss such employees for cause, subject to the normal grievance procedures contained in the relevant collective bargaining agreements;
- 11.4.3.9 To present to the Members reports and information regarding progress and accomplishments in programs and projects, the status of revenues and expenditures, and the general administration of the Corporation;

- 11.4.3.10 To have cognizance of all communications to the Corporation and to receive all communications to direct the submission of the same to the Members together with their recommendations thereon;
- 11.4.3.11 To attend all meetings of the Board of Directors;
- 11.4.3.12 The CAO is authorized to seek legal advice and representation where necessary to protect, preserve or assert the best legal interests of the DNSSAB, and is authorized to pay any expenses, disbursements or costs reasonably incurred by or awarded against the DNSSAB within the CAO's delegated authority limits. The CAO will notify the Board of Directors of any legal proceedings against the DNSSAB and of legal advice touching the legal affairs of the Corporation over \$150,000 as soon as is reasonably practicable; and
- 11.4.3.12 To perform such other duties and exercise such other powers as the Members may from time to time lawfully assign to them.

The Chief Administrative Officer shall not be dismissed except by a resolution approved by a majority of the Members at a duly called meeting of the Members; provided that no such resolution shall be presented for consideration at any meeting of the Members unless written notice thereof shall have been given to the Members at least ten (10) days prior to such meeting and the Chief Administrative Officer has been given an opportunity to be heard by the Members.

**11.5.4 Secretary:** The Secretary shall be appointed by the Members. The Secretary, when in attendance, shall be the Secretary of all meetings of the Board of Directors and Committees of the Board of Directors; regardless of whether or not the Secretary attends meetings of the Board of Directors and Committees of the Board of Directors, the Secretary shall enter or cause to be entered in the Corporation's minute book minutes of all proceedings at such meetings. The Secretary shall give, or cause to be given, as and when instructed, notices to Members, auditors and members of Committees; they will ensure custodial care of the corporate seal and of all the books, papers, records, correspondence and documents belonging to the Corporation.

**11.5.5 Treasurer:** The Treasurer shall be appointed by the Members. The Treasurer will ensure that full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account are kept and disburse funds of the Corporation as directed by the Members. The Treasurer shall render to the Members an account of their transactions as treasurer and of the financial position of the Corporation. The Treasurer is authorized to transfer approved budgeted resources between departments in order to effect change pursuant to this by-law.

**11.6 Standard of Care:** Every Officer of the Corporation in exercising their powers and discharging their duties honestly and in good faith with a view to the best interests of the Corporation shall exercise the care, diligence and skill that a reasonable prudent person

would exercise in comparable circumstances. Every Officer of the Corporation shall comply with the By-laws and all applicable Laws.

- 11.7 **Limitation on Liability:** Provided that the standard of care required of them has been satisfied, no Member or Officer shall be liable for the acts, receipts, neglects or defaults of any other Member or Officer or employee, for joining in any receipt of other act for conformity, or any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired for or on behalf of the Corporation, or for the insufficiency or deficiency of any security in or upon which any of the monies of the Corporation shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortious acts of any person with whom any of the monies, securities, or effects of the Corporation have been deposited, or for any loss occasioned by any error of judgment or oversight on their part, or for any other loss, damage or misfortune which shall happen in the execution of their office or in relation thereto, unless the same are occasioned by their own willful neglect or default.
- 11.8 **Indemnification of Members and Officers:** Subject to any applicable laws, the Corporation shall indemnify a Member or Officer of the Corporation, a former Member or Officer of the Corporation or a person who acts or acted at the Corporation's request as a Member or Officer, and their heirs and legal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by them in respect of civil, criminal or administrative action or proceeding to which they were made a party by reason of being or having been a Member or Officer of the Corporation if:
- 11.8.1 They acted honestly and in good faith with a view to the best interests of the Corporation; and
- 11.8.2 In the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, they had reasonable ground for believing that their conduct was lawful.
- The Corporation shall indemnify such person in all such other matters, actions, proceedings and circumstances as may be permitted by Law.
- 11.9 **Insurance:** The Corporation may purchase and maintain such insurance for the benefit of any person entitled to be indemnified by the Corporation pursuant to the immediately preceding section as the Members from time to time may determine.

## **SECTION C – FINANCIAL**

### **12 FINANCIAL YEAR**

- 12.1 The fiscal year-end of the Corporation shall be December 31 of each year.

### **13 BOOKS AND RECORDS**

- 13.1 The Members shall ensure that all necessary books and records of the Corporation required by the By-laws of the Corporation are regularly and properly kept.

### **14 AUDITORS**

14.1 On an annual basis, the Members will appoint an auditor to audit the accounts of the Corporation.

**15 FINANCIAL TRANSACTIONS, ETC.**

15.1 All financial transactions and contracts of the Corporation shall be signed as provided for in the Corporation's purchasing policy.

**16 DISSOLUTION**

16.1 It is specifically provided that in the event of dissolution or winding-up of the Corporation, all its remaining assets after payment of its liabilities shall be distributed to the municipalities in the District, according to a formula to be approved by the Members.

**SECTION D – RESTRICTIONS**

**17 RESTRICTED ACTS AFTER NOMINATION DAY**

17.1 The Members shall not take any action described in subsection 17.3 after Nomination Day.

17.2 Basis for determination

If a determination under section 17.1 is made:

17.2.1 After Nomination Day but before voting day, the determination shall be based on the nominations submitted for re-election by current Members that have been certified and any acclamations made to the new councils or Territory Without Municipal Organization; or

17.2.2 After voting day, the determination shall be based on the declaration of the results of the election including declarations of election by acclamation.

17.3 Restrictions

The actions referred to in section 17.1 are:

- a) the appointment or removal from office of any Officer of the Corporation;
- b) the hiring or dismissal of any non-union management employee of the Corporation;
- c) the disposition of any real or personal property of the Corporation which had a value exceeding Fifty Thousand Dollars (\$50,000) when it was acquired by the Corporation; and
- d) the making of any expenditures or incurring any other liability which exceeds Fifty Thousand Dollars (\$50,000) which had not previously been budgeted for or approved of.

17.4 After election day, Members who are not re-elected may not make substantive decisions as they are no longer elected officials.

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17.5 Exception

Subsection 17.3(c) does not apply if the disposition or liability was included in the most recent budget adopted by the Members before Nomination Day in an election year.

17.65 Powers unaffected

Nothing in this section prevents any person or body exercising authority delegated by the Members. Specifically, Members may continue to act in order to move the day-to-day business of the corporation forward, such as routine business.

17.7 Delegated authority

Should the Board delegate authority during the period of restricted acts after nomination day, those delegated shall report back to the Board on actions performed when the Board returns to its duties.

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**SECTION E – RETENTION PERIOD FOR DOCUMENTS**

**18 RETENTION PERIODS FOR DOCUMENTS, RECORDS AND OTHER PAPERS OF THE CORPORATION**

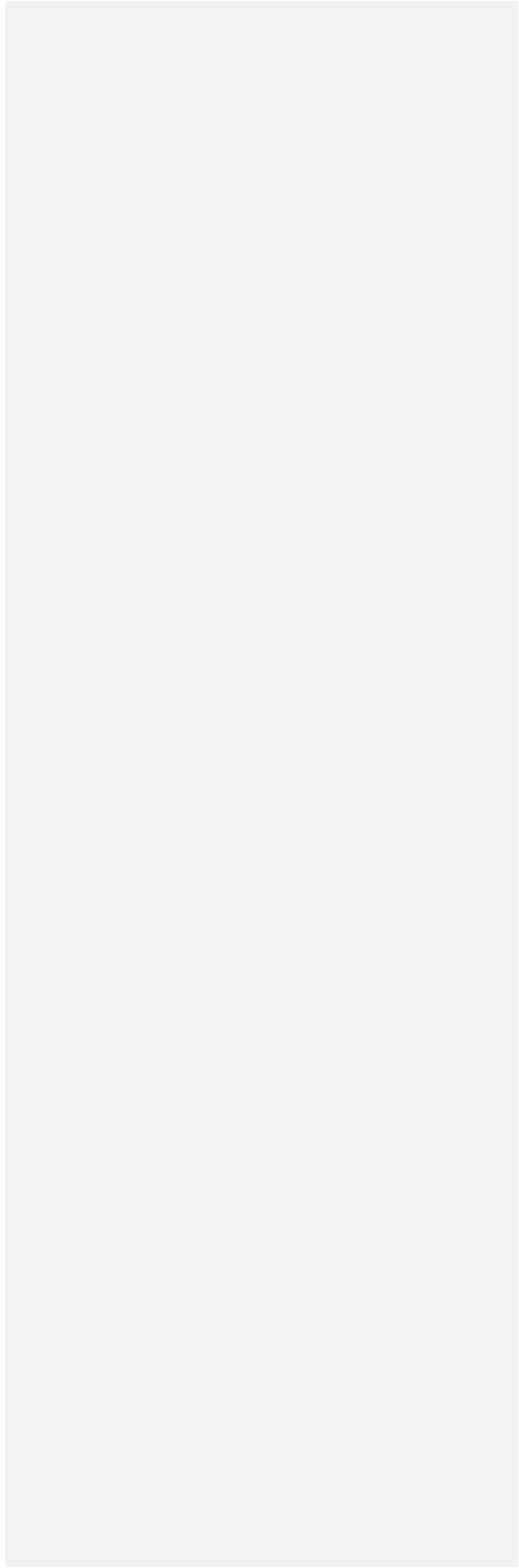
18.1 The Corporation will abide by all standards of the Ministry of Children, Community and Social Services, Ministry of Municipal Affairs and Housing, Ministry of Health and Long Term Care and the Ministry of Labour, Training and Skills Development and all relevant Law with respect to the retention periods during which the receipts, vouchers, instruments, rolls or other documents, records and papers must be kept by the Corporation.

ENACTED AND PASSED THIS XX, Resolution #XX

Dated at North Bay, Ontario this XX and signed by all Members.

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\_\_\_\_\_  
\_\_\_\_\_


April 2021



**BY-LAW NUMBER 2**  
**PROCEDURE BY-LAW**

**SECTION A – INTRODUCTION**

**1 DEFINITIONS**

- 1.1 “Act” means the *District Social Services Administration Act*, R.S.O. 1990 c. D. 15.
- 1.2 “Board” means the Board of Members of the By-law Number 1 of the District of Nipissing Social Services Administration Board.
- 1.3 “By-Laws” By-law Number 1, being the General Business By-law and By-law Number 2, being the Procedure By-law, of the District of Nipissing Social Services Administration Board.
- 1.4 “Chair” is as defined in section 11.4.1 of By-Law Number 1.
- 1.5 “Chief Administrative Officer” is as defined in section 11.4.3 of By-Law Number 1.
- 1.6 “Committee” is as defined in section 2 of By-law Number 2.
- 1.7 “Committee Member” means a member of a Committee.
- 1.8 “Confidential Information” includes any information, either oral, written or recorded in any manner, that one party (disclosing party) furnishes to another party (receiving party) or to which the receiving party has access which is marked as confidential, simply treated as such by the disclosing party or should otherwise be known by the receiving party to be confidential, including but not limited to Intellectual Property Rights, know-how, trade secrets, processes, plans and financial information, data concerning business relationships, strategic objectives and planning, business activities, but excludes information which becomes public knowledge or is in the public domain by reason of becoming public property other than by fault on the part of the receiving party.
- 1.9 “Conflict of Interest” means a situation where:
- 1.9.1 the personal or business interests of a Member, Officer or agent of the Corporation are in conflict with the interests of the Corporation; or
  - 1.9.2 a personal gain, benefit, advantage or privilege is directly or indirectly given to or received by a Member, Officer or agent or a person related to any one of them as a result of a decision by the Corporation;

In addition, includes:

- a. the Corporation giving a direct or indirect gain, benefit, advantage or privilege to a Member, Officer or agent or a person related to any one of them;
- b. a Member, Officer or agent or a person related to any one of them receiving a direct gain, benefit, advantage or privilege from the Corporation as a result of the person's position within the Corporation;
- c. the Corporation, in offering housing accommodation or in setting rents or other occupancy charges, giving any advantage or privilege to Members who are tenants that is not available to tenants who are not Members.

- 1.10 "Corporation" means the District of Nipissing Social Services Administration Board.
- 1.11 "District" means the District of Nipissing.
- 1.12 "Head Office" means the registered head office of the Corporation as from time to time designated by the Members.
- 1.13 "Intellectual Property Rights" means all right, title and interest in and to all intellectual property rights of any kind, whether registered or not, including domestic and foreign trademarks, business names, trade names, domain names, trading styles, patents, trade secrets, software, documentation and copyrights, whether registered or unregistered, and all applications for registration thereof, and all goodwill associated with any of the foregoing;
- 1.14 "Law" means means any domestic or foreign law including any statute, subordinate legislation, and any guideline, directive, rule, standard, requirement, policy, order, judgment, injunction, award or decree of a government authority having the force of law.
- 1.15 "Member" means a person appointed to the Corporation and representing one or more areas of jurisdiction serviced by the Corporation.
- 1.16 "Nomination Day" means the first day during the election for a new municipal council on which it can be determined that one of the following applies to the Members that will take office for the next term:
- A) If the new Board of Directors will have the same number of Members as the outgoing Board of Directors, the new Board of Directors will include less than three-quarters of the Members of the outgoing Board of Directors.
  - B) If the new Board of Directors will have more Members than the outgoing Board of Directors, the new Board of Directors will include less than three-quarters of the Members of the outgoing Board of Directors or, if the new Board of Directors will include at least three-quarters of the Members of the outgoing Board of Directors, three-quarters of the Members of the outgoing Board of Directors will not constitute, at a minimum, a majority of the Members of the new Board of Directors.
  - C) If the new Board of Directors will have fewer Members than the outgoing Board of Directors, less than three-quarters of the Members of the new Board of Directors will have been Members of the outgoing Board of Directors or, if at least three-quarters of the Members of the new Board of Directors will have been Members of the outgoing Board of Directors, three-quarters of the Members of the new Board of Directors will

not constitute, at a minimum, a majority of the Members of the outgoing Board of Directors.

- 1.17 "Officer" is as defined in section 11.1 of By-law number 1.
- 1.18 "Person related to any one of them" means a parent, spouse, same-sex partner, child, household member, sibling, uncle, aunt, nephew, niece, mother-in-law, father-in-law, sister-in-law, brother-in-law or grandparent of a Director, Officer or agent or a person with whom a Member, Officer or agent has a direct or indirect pecuniary interest.
- 1.19 For the purposes of this By-law, the Members may be collectively referred to as the "Board of Directors", and a resolution of the Board of Directors shall be deemed to be a resolution of the Members. A resolution of the Board of Directors may also be referred to herein as a resolution of the Members.
- 1.20 Unless a contrary intention clearly appears in this By-law, words importing the singular include the plural and vice versa.

## **SECTION B – ROLES AND DUTIES**

### **2 COMMITTEES OF THE CORPORATION**

#### **2.1 General**

- 2.1.1 All Committee meetings shall be open to the public, except meetings held in camera.
- 2.1.2 No Committee shall have the authority to bind the Corporation or the Members, unless authorized by resolution of the Board of Directors.

#### **2.2 Duties of the Committees**

The purpose of Committees is to facilitate the business of the Corporation. Committees shall operate with the terms of reference established by and approved by the Members.

#### **2.3 Committees:**

- 2.4.1 The Finance and Administration Committee will be considered a Committee of the whole, and may meet to review the agenda of the Board of Directors and to provide advice to the Chief Administrative Officer concerning the resolution of, or recommendations on financial matters, contract management and strategic priority projects.
- 2.4.2 The Community Services Committee will consider resolutions or recommendations related to program or service delivery such as social services and employment, children's services, emergency medical services, and housing services. The Community Services Committee will be comprised of a minimum of eight (8) Members with equal representation from the municipalities within the District and the City of North Bay.

- 2.4.3 As required, ad hoc Committees may be established by motion of the Board of Directors to deal with matters before the Board. An ad hoc Committee may have any number of Committee Members who are interested in the issues at hand. Ad hoc Committees will report recommendations to the Board of Directors.
- 2.4.4 Election of the Committee Chair: The Chair of a Committee shall be elected by the Committee Members and recommended to the Board of Directors for approval at its next regular meeting. The Chair of a Committee shall hold office for one year from the date of appointment. In the event the Chair of a Committee resigns, dies, or is determined by a qualified medical practitioner to be incompetent before the expiry of their term, the Members of the Committee shall appoint another Member to act as Chair of a Committee for the duration of the unexpired portion of the term. The Chair of a Committee may be elected for multiple consecutive terms.
- 2.4.5 Committee Membership: Membership upon the Community Services Committee or upon ad hoc Committees will be determined by resolution of the Board of Directors. The Chair of the Board of Directors is an ex-officio Member of all Committees.
- 2.4.6 Committees shall make recommendations to the Board of Directors on any matter considered by it, which requires a decision of the Board of Directors, by way of Committee report(s) or a recommended motion.
- 2.4.7 Meetings of standing Committees or ad hoc Committees may be held at any time and place to be determined by the Committee Members provided that forty-eight (48) hours' written notice of such meeting shall be given to each committee member. For special or emergency meetings, such notice periods may be waived, provided two-thirds of the Committee Members agree by telephone/email poll to the waiver. No error or omission in giving notice of any meeting of a Committee or any adjourned meeting of the Committee of the Corporation shall invalidate such meeting or make void any proceedings taken thereat. Any Committee Member may, at any time, waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.

### **SECTION C – MEETING PROCEDURES**

#### **3 MEETINGS**

- 3.1 All Board of Directors meetings shall be open to the public, except meetings held in camera.

#### **4 DURATION**

- 4.1 The duration of a meeting shall not exceed three (3) hours, unless a majority of Members votes otherwise.

## **5 MEETING TIME**

- 5.1 The Chair of the Board of Directors, or in their absence, the Vice Chair shall call Members to order as soon after the meeting time and a quorum is present.
- 5.2 If the Chair of the Board of Directors and Vice Chair are not present within ten (10) minutes after the scheduled meeting time, the Secretary shall call the Members to order if a quorum of Members is present. A Member shall be chosen from among those present to be the presiding officer during the meeting or until the arrival of the Chair or Vice Chair.
- 5.3 In the election of a presiding officer, the Secretary shall call the meeting to order and preside.
- 5.4 If there is no quorum within fifteen (15) minutes after the meeting time, the Secretary shall call the roll, take down the names of the Members present, and declare the meeting cancelled.
- 5.5 The date and time of regular Board of Directors meetings for the upcoming year shall be established by resolution no later than the last regular meeting in each calendar year.
- 5.6 The Members may change the date and time of any regular meeting by resolution, or by notice of the Chair.

## **6 INAUGURAL MEETING**

- 6.1 The inaugural meeting date shall:
  - 6.1.1 be established by the retiring Members in each election year;
  - 6.1.2 be binding upon the new Members; and
  - 6.1.3 be held not later than the end of February of the year immediately following the election year.

## **7 PARTICIPATION BY ELECTRONIC METHODS**

- 7.1 A Member may participate in a meeting of the Board of Directors or in a meeting of a Committee of Members by means of such telephone or other technologies that permits all persons participating in the meeting to communicate with each other simultaneously and instantaneously, and a Member participating in such a meeting by such means is deemed to be present at that meeting.

## **8 CALLING OF MEETING**

- 8.1 Lack of receipt of the notice of a regular meeting shall not affect the validity of holding the meeting or any action taken thereat provided a quorum is established.

## **9 ATTENDANCE**

- 9.1 Members shall notify the Secretary or designate if they are not able to attend the regular meeting of the Board of Directors. Attendance of Members shall be recorded.

## **10 REGULAR MEETINGS OF THE BOARD OF DIRECTORS**

- 10.1 The date and time of regular meetings of the Board of Directors for the upcoming year shall be established by resolution no later than the last regular meeting in each calendar year, with the exception of the inaugural year in which the annual meeting calendar will be established at the inaugural meeting. The annual meeting calendar can be changed at any time with the consent of the majority of the Members for the purposes of ensuring the highest level of Member participation. A copy of any resolution of the Board of Directors fixing the date, place and time of such regular meetings of the Board of Directors shall be sent to each Member forthwith after being passed, but no other notice shall be required for any such regular meetings except where required by legislation.
- 10.2 Any Member wishing to place an item on the agenda may make a request to do so through the Chair or Chief Administrative Officer no later than ten (10) days prior to the meeting.
- 10.3 The meeting package shall be delivered to each Members' designated email address at least five (5) days prior to the upcoming meeting of the Board of Directors, unless special circumstances prevent the package from being distributed within the established timeframe.
- 10.4 The draft agenda of a meeting of the Board of Directors shall be published online in advance of the Board of Directors meeting.
- 10.5 Immediately following the Board of Directors meeting, the meeting package will be published online through the Corporation's website.

## **11 SPECIAL MEETINGS**

- 11.1 Special meetings of the Board of Directors may be held at any time at the call of the Chair. The purpose of the special meeting must be stated in the notice and no other business will be transacted without the consent of the majority of the Members. The meeting notice must be sent to all Members. Lack of receipt of notice of a special meeting shall not affect the validity of holding the meeting or any action taken thereat provided a quorum is obtained.
- 11.2 Notice of special meetings of the Board of Directors shall be given to every Member of the Board of Directors with not less than forty-eight (48) hours' notice (excluding Sundays and holidays) before the date of the special meeting. Notwithstanding the foregoing, notice of a meeting shall not be necessary if all of the Members are present, and none object to the holding of the meeting, or if those absent have waived notice of or have otherwise signified their consent to the holding of such meeting. Notice of a special meeting continuance is not required if the time and place of the forthcoming meeting is established at the original special meeting.
- 11.3 The Notice of special meeting shall be in the form of a written agenda accompanied by its supporting documents. This package is prepared by Chief Administrative Officer in consultation with the Chair. Minutes of the previous regular meeting and any special meetings shall be provided to the Members in the same manner as the agenda. The package shall be delivered to the Members designated email address. Immediately

following the special meeting of the Board of Directors, the package will be distributed to appropriate Officers and employees and it will be posted for the public. The agenda of a special meeting of the Board of Directors shall be published online in advance of the meeting of the Board of Directors.

## **12 EMERGENCY MEETINGS**

- 12.1 Emergency meetings may be called when a decision or response from the Board of Directors is required within forty-eight (48) hours. Notices of an emergency meeting will be sent to all Members by electronic communication and/or by telephone. The purpose of the emergency meeting must be stated in the notice and no other business will be transacted without the consent of the majority of the Board of Directors. Lack of receipt of notice of an emergency meeting shall not affect the validity of holding the meeting or any action taken thereat provided a quorum is obtained.

## **13 QUORUM**

- 13.1 Quorum shall be comprised of the majority, being fifty percent plus one (50%+1), of the Board of Directors, which shall include the Chair.

## **14 DELEGATIONS**

- 14.1 Delegation Wishing to Appear Before the Board and Committees:

14.1.1 Public presentations will be received at both regular and special meetings of the Board of Directors and Committees. Presentations at regular meetings shall be on a subject within the jurisdiction or influence of the Board of Directors. Presentation at the special meeting shall be related to the agenda item.

14.1.2 Persons wishing to make a formal presentation to the Board of Directors or Committees must register with the Secretary two (2) weeks prior to any regular meeting and two days prior to a special meeting, and must provide the Secretary with a copy of the presentation to be included in the Board of Directors or Committee package sent to Members or Committee Members one (1) week in advance of the meeting.

14.1.3 The maximum number of presenters at any presentation (including the spokesperson) shall be two (2).

14.1.4 The Secretary shall inform the presenter of the guidelines affecting the presentation (e.g. 10 minutes maximum time, maximum number of presenters being 2 and adherence to the subject) and to obtain and acknowledgement by the presenter of their understanding of those guidelines.

14.1.5 A public presentation, which has been registered with the Secretary, may address a matter of the Corporation's jurisdiction for up to ten (10) minutes.

14.1.6 No delegation shall be permitted when the subject matter to be addressed is related to a recommendation of any tribunal that has conducted a hearing

under the *Statutory Powers Procedures Act*, R.S.O 1990, c.22, as amended.

- 14.1.7 No person will be permitted to address the Board of Directors with respect to a labour management dispute or issue, unless provided by legislation.
- 14.1.8 Once a delegation has been heard by the Board or a Committee, subsequent presentations by the same delegation on the same or substantially the same matter shall not be heard within one (1) year from the previous delegation.
- 14.1.9 No presenter shall speak disrespectfully of any person; use offensive words or unparliamentarily language; speak on any subject other than the subject for which they received approval to address; or disobey the rules of order or a decision of the Chair.
- 14.1.10 After the presenter has completed the presentation, Members shall each have the opportunity to ask questions for clarification purposes only, and without debate.
- 14.1.11 The Chair may curtail any presenter, any questions of a presenter, or debate during a presentation, for disorder or for any breach of this Procedure By-law and, should the Chair rule that the presentation is concluded, the presenter shall withdraw immediately and shall be given no further audience by the Board of Directors.
- 14.1.12 Presentations are not allowed on employer/employee matters from individuals or unions/organizations representing employees where the matters to be presented are part of a collective agreement or where there is a contractual agreement with the Corporation.
- 14.1.13 Presentations by the Corporation's employees are limited as per above.

## **15 MINUTES AND RECORDING OF MEETINGS**

- 15.1 The Minutes of the meetings of the Board of Directors and Committees shall record:
  - 15.1.1 the place, time and date of the meeting;
  - 15.1.2 the names of the presiding Officer and a record of the Members or Committee Members in attendance; and
  - 15.1.3 the disclosures of a Conflict of Interest.
- 15.2 The minutes of the Board of Directors and its Committees shall be available to the public except where not permitted according to the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, and/or other privacy legislation governing the Corporation's programs.

In order to promote positive interpersonal relations amongst Members, employees, and other stakeholders, and to engender trust amongst same, Members and employees are

prohibited from creating an audio and/or video recording of any proceedings without the expressed knowledge of all other participants. Failure to adhere to this policy, or the belief by any other Member or employee that this policy may have been breached, should be brought to the attention of the Board of Directors, which shall determine the appropriate action. Nothing in this section prohibits the making of personal notes regarding a proceeding and discussions therein.

15.3 For the purposes of MFIPPA, the CAO is the Privacy Head. The CAO may delegate this duty to staff for the purposes of meeting operational requirements.

## **16 CHAIR**

16.1 The Chair of any meeting of the Board of Directors or Committee shall be the first recognized and will officiate the roll call of the meeting. If no such Officer is present, the Members shall choose one of their number to be Chair of such meeting.

## **SECTION D - VOTING & DEBATE PROCEDURES**

## **17 VOTES TO GOVERN**

17.1 At all meetings of the Board of Directors, every question shall be decided by a simple majority of the votes cast on the question and voting is carried out by a show of hands unless otherwise indicated or required by law.

## **18 VOTING**

18.1 Each Member, including the Chair, is entitled to one (1) vote. The Chair shall be entitled to vote at all Committee meetings of the Board of Directors and shall be ex-officio member of all Committees of the Board of Directors and entitled to vote at those meetings, except at the meeting of the Board of Directors, where the Chair shall vote only in the event of an equality of votes, or when a recorded vote has been requested.

## **19 TIE VOTES**

19.1 In the event of a tie vote the motion will be considered lost.

## **20 NEGATIVE VOTES**

20.1 If any Member present refuses to vote for a decision other than a Conflict of Interest, it shall be recorded as a vote in the negative.

## **21 RECORDED VOTE**

21.1 Where required by statute, and whenever any Member, including the Chair, shall request a recorded vote, the names of those who vote for and against the question shall be entered in the minutes, and each Member present shall announce their vote openly.

## **22 TO AMEND A MOTION**

- 22.1 A motion to amend a main motion must be relevant to that motion and properly moved and seconded. An amendment may propose to omit certain words, to insert or add certain words, or to omit certain words in order to insert or add other words.
- 22.3 A sub-amendment may be proposed to an amendment under the same conditions as an amendment is moved to a main motion.
- 22.4 At no time may there be more than one main motion, one amendment and one sub-amendment on the floor. When all three exist, the Chair submits them in the reverse order to which they were moved.
- 22.5 A motion once defeated cannot be re-introduced as an amendment to some other motion. The mover with the consent of their seconder may incorporate a "friendly" amendment into the main motion if the mover and seconder of the amendment are agreeable.

## **23 RECONSIDERATION**

- 23.1 If a motion has been either carried or defeated during a meeting, and at least one Member voted on the winning side wants to have the vote reconsidered, such a Member may make the motion to reconsider.
- 23.2 A Member may move that the motion be reconsidered at the next meeting; however, there shall be no reconsideration unless verbal notice thereof is given at the meeting at which the question was decided.

## **24 INQUIRES**

- 24.1 Inquiries about a matter may be raised by any Member and put to the Chair or through them to the Chair, who may call upon another officer to reply.
- 24.2 No argument of opinion shall be offered or fact stated except as is necessary to explain the inquiry or the answer.
- 24.3 A Member or employee are not to debate the matter.
- 24.4 Inquiries may be in writing or may be made orally.
- 24.5 An Officer shall reply promptly in writing in response to all requests for reports made by a resolution of the Board of Directors.

## **25 RESCISSION**

- 25.1 No matter decided within one (1) year shall be considered for rescission without the prior consent by resolution of two-thirds majority of the whole Board of Directors.

## **26 RULES OF ORDER**

- 26.1 In the event that this By-law does not address an issue, then Robert's Rules of Order shall apply.
- 26.2 All decisions will be made on the basis of motions.
- 26.3 To make a motion, a Member must obtain the floor first.
- 26.4 Every motion must be seconded by another Member.
- 26.5 A motion will not be debated until it has been moved and seconded and put on the floor by the Chair.
- 26.6 There will be only one substantive motion before the meeting at any one time. An amendment may be made to a motion, but may not negate the main motion or materially alter the intent.
- 26.7 After Members debate the motion the Chair shall put the question to a vote and shall announce the results of the vote.
- 26.8 A motion that has been moved and seconded can be withdrawn or modified, if such modifications would not occasion debate if proposed as amendments, with the agreement of the mover.

**27 MEETING OF THE BOARD OF DIRECTORS**

- 27.1 Conduct of the Chair: The Chair will:
  - 27.1.1 call the meeting to order;
  - 27.1.2 determine the presence of a quorum;
  - 27.1.3 announce in proper sequence the business that comes before the Board of Directors;
  - 27.1.4 maintain a list of Members who have signaled the Chair that they wish to speak or ask questions;
  - 27.1.5 recognize Members in order that they have signaled that they wish to speak or ask questions;
  - 27.1.6 state and put to a vote all questions that legitimately come before the Board of Directors as motions, announcing the outcome;
  - 27.1.7 protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them;
  - 27.1.8 expedite business;
  - 27.1.9 decide all questions of order;

27.1.10 respond to inquiries of Members relating to parliamentary procedure bearing on the business of the Board; and

27.1.11 declare the meeting adjourned when the Board of Directors so votes.

27.2 Members who have already spoken may speak again only after all other Members have been given the opportunity to speak. A Member may not speak more than twice on an issue without a resolution of the Board of Directors. The Chair shall not put any matter to the vote, nor shall any Member move a procedural motion to have the vote taken, until every Member who wishes to speak has spoken at least once.

27.3 If the Chair rules that it is beneficial and in the best interests of the Corporation to deal with a question immediately, then this is the action the Board of Directors must take. The Chair's ruling on order or procedure are not debatable, but may be appealed by any Member by motion, duly seconded. If the motion is carried, the Chair's decision is overturned.

27.4 If the Chair rules that a motion is contrary to the rules of the Board of Directors, the Chair will tell the Members immediately before putting the question, and will cite the rule or authority applicable to the case without argument or comment.

27.5 The Chair may place time limits on speeches and such limits must be the same for all Members.

## **28 CONDUCT OF MEMBERS AND COMMITTEE MEMBERS**

28.1 A Member and Committee Member will be courteous and will not engage in any action, which disturbs the meeting.

28.2 A Member and Committee Member will not:

28.2.1 Use unparliamentary or offensive language, including any expressions or statements in debate or in questions that attribute false or undeclared motives to another Member or employee, charge another Member with being dishonest, be abusive or insulting, or cause disorder in compliance with *Occupational Health and Safety Act* and the *Ontario Human Rights Code*;

28.2.2 Make any noise or disturbance that prevents a Member from being able to participate in a meeting;

28.2.3 Interrupt a Member who is speaking, except to raise a point of privilege or a point of order;

28.2.4 Disobey the rules of the Board of Directors, or disobey a decision of the Chair on question of order or practice or on the interpretation of the rules of the Board of Directors.

28.2.5 Speak on any subject other than the subject of debate;

- 28.2.6 Ask a question except for the purpose of obtaining information relating to the matter under discussion, and then only if the previous speaker, except when a Member recognized as the next speaker wishes to ask a question of the presiding Officer or of an employee, and then only for the purpose of obtaining information, after which the Member shall speak;
  - 28.2.7 Speak for more than ten (10) minutes or more than once on the same question without the leave of the Board of Directors, except that a reply shall be allowed to be made only by a Member who has presented the motion to the Board, but not by any Member who has moved an amendment or a procedural motion; and
  - 28.2.8 Disobey the rules of the Corporation or a decision of the presiding Officer on questions of order or practice or on the interpretation of the rules.
- 28.3 A Member and Committee Member who wishes to speak shall signal the Chair by a raised hand, and wait for recognition by the Chair.
- 28.4 All remarks and questions, including questions intended for another Member or Officer will be addressed by the Chair.
- 28.5 The Chair may deny a Member and Committee Member the right to speak on a particular topic if the Member and Committee Member is disruptive or persistently interrupts others.
- 28.6 The Chair may exclude a Member and Committee Member from the meeting who has been given a warning but continues to disregard the rulings from the Chair.

**29 CONDUCT OF THE PUBLIC**

- 29.1 Members of the public will be courteous and will not engage in any action which disturbs the meeting.
- 29.2 Members of the public will not:
- 29.2.1 Make any noise or disturbance that prevents Members from being able to participate in the meeting;
  - 29.2.2 Address the Board of Directors without a prior appointment, or without the permission of the Board of Directors at the meeting; or
  - 29.2.2 Use unparliamentary or offensive language.
- 29.3 The Chair may exclude any member of the public from a meeting for improper conduct or, potential or perceived security risk.

**SECTION E - MINUTES AND AGENDAS**

### **30 DISTRIBUTION**

- 30.1 Board of Directors and Committee agendas and minutes are public information and will be made available to the public. Copies of all the approved Board of Directors and Committee minutes, with the exception of any optional confidential minutes of in-camera sessions, are retained on file for reference by Members or the public. Minutes of all meetings and motions presented are numbered and indexed by the Secretary to facilitate ready reference.

### **31 REGULAR MINUTES OF THE MEETINGS OF THE BOARD OF DIRECTORS**

- 31.1 Minutes are recorded by the appointed recording Secretary for later transcription in draft form, and forwarded to Members before the next meeting. Additions and corrections are brought to the following full meeting of the Board of Directors for adoption in the minutes.

### **32 COMMITTEE MINUTES**

- 32.1 Minutes of Committee meetings are recorded by the appointed recording Secretary or designate of the Chief Administrative Officer. Additions and corrections are brought forward to the following full meeting of the Board of Directors for adoption in the minutes.

### **33 NEW BUSINESS**

- 33.1 At the beginning of any regular meeting the Chair may announce additional items to be added to the agenda.

### **34 AGENDA FOR MEETINGS OF THE BOARD OF DIRECTORS**

- 34.1 The Secretary shall prepare for the use of the Members an agenda as follows:
- 1) Adoption of Agenda
  - 2) Declarations of Conflicts of Interest
  - 3) Chair's Remarks
  - 4) Approval of Agenda
  - 5) Approval of Minutes
  - 6) Public Presentations/Delegations
  - 7) Report from the Chief Administration Officer, Staff Director and Managers
  - 8) Consent Agenda: All matters deemed by the Secretary, Chair or Chief Administrative Officer as routine, administrative, or considered matters not thought to require debate shall be placed on the Consent Agenda and any Member has the option of removing a Consent Agenda Item for discussion by means of a mover and seconder. Items removed from the Consent Agenda would require a separate resolution if approval is required.
  - 9) Managers Reports
  - 10) In-Camera
  - 11) Other Business
  - 12) Adjournment

34.2 The business shall be taken up in the order in which it stands upon the agenda in all cases except where a majority of the Members otherwise agree.

#### 34.3 Notice of Motion

34.3.1 **Prior to a Meeting:** a motion that is not listed on the agenda may be considered at the meeting of the Board of Directors, by providing the Secretary a copy at least two (2) weeks in advance of the meeting they wish the motion to be heard.

34.3.2 **During a Meeting without Notice:** a motion may be submitted during a meeting without notice, and be recorded in the minutes and placed on the agenda for the next regular meeting.

34.3.3 **Motion without Notice:** In circumstances of an urgent nature, a member may request that a member's motion, for which notice has not been provided, be considered immediately if a vote dispensing with notice is supported by a two-thirds majority of members present.

### 35 MOTIONS

35.1 A motion shall be formally moved and seconded before the presiding Officer can put the question to a vote or the motion can be recorded in the minutes.

35.2 Immediately preceding the taking of the vote, the presiding Officer or their designate shall summarize the question and response unless asked to state the question precisely in the form in which it will be recorded in the minutes.

35.3 Any Member may require the question of motion under discussion to be read at any time during the debate but not as to interrupt a person while speaking.

35.4 When a question is under debate, the only motions in order shall be:

35.4.1 To extend the time of the meeting;

35.4.2 To refer to a Committee;

35.4.3 To amend;

35.4.4 To table;

35.4.5 To postpone to a certain time and day; and

35.4.6 To move the previous question.

### 36 INFORMATION REQUESTS TO STAFF

36.1 Any requests of information or reports made by a Member that, in the opinion of staff, will require more than two (2) hours of staff time must receive the consent of the majority of Members present.

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### **376—PUBLIC OR CONFIDENTIAL MEETING**

376.1 In-camera is a legal term which means “in secret”. In-camera meetings are closed and generally open only to Members and certain management personnel. Other individuals may be included if their presence is considered by the Board of Directors as necessary to facilitate its work.

376.2 A meeting of the Board of Directors will move in-camera to discuss intimate financial or personnel matters or where matters may be disclosed at the meeting of such a nature that the desirability of avoiding open discussion outweighs the desirability of adhering to the principle that the meeting be open to the public.

376.3 The Authority and Procedure for Holding In-Camera Meetings:

With regards to the exceptions listed below, in-camera minutes of a general nature shall be taken by the Secretary. Approval of in-camera minutes provided on canary coloured paper, or separately in a confidential electronic document when meetings are held virtually, shall be at the next in-camera meeting of the Board of Directors or the appropriate Committee meeting and shall be voted on in closed session. The minutes shall be collected prior to returning to open session, or in the case where the meeting is held virtually, the Member shall delete the electronic copy. All in-camera minutes and background reports shall be held by the Secretary in a secure location.

376.4 Exceptions to Open Meetings (In-Camera Protocol)

A meeting or part of a meeting may be closed to the public if the subject matter being considered is:

1. the security of the property of the Board of Directors;
2. personal matters about an identifiable individual, including employees of the Corporation;
3. a proposed or pending acquisition or disposition of land by the Corporation;
4. labour relations or employee negotiations;
5. litigation or potential litigation, including matters before administrative tribunals, affecting the Corporation;
6. advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
7. a matter in respect of which a council, board, Committee or other body may hold a closed meeting under another federal or provincial statute;
8. information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;

9. a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
10. a trade secret or scientific, technical, commercial or financial information that belongs to the Corporation and has monetary value or potential monetary value; or
11. a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Board of Directors.

376.5 Other criteria:

A meeting shall be closed to the public if the subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act*.

376.6 Educational or training sessions:

A meeting of the Board of Directors or of a Committee may be closed to the public if the following conditions are both satisfied:

- 36.6.1. The meeting is held for the purpose of educating or training the Members.
- 36.6.2. At the meeting, no Member or Committee Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Board of Directors.

376.7 Open meeting

A meeting shall not be closed to the public during the taking of a vote.

376.8 Record of meeting

The Board of Directors or a Committee thereof shall record without note or comment all resolutions, decisions and other proceedings at a meeting of the body, whether it is closed to the public or not.

376.9 It is clear that both the Act and the By-laws anticipate and allow for certain items to be discussed in-camera. These items again should only be those covered by the By-laws.

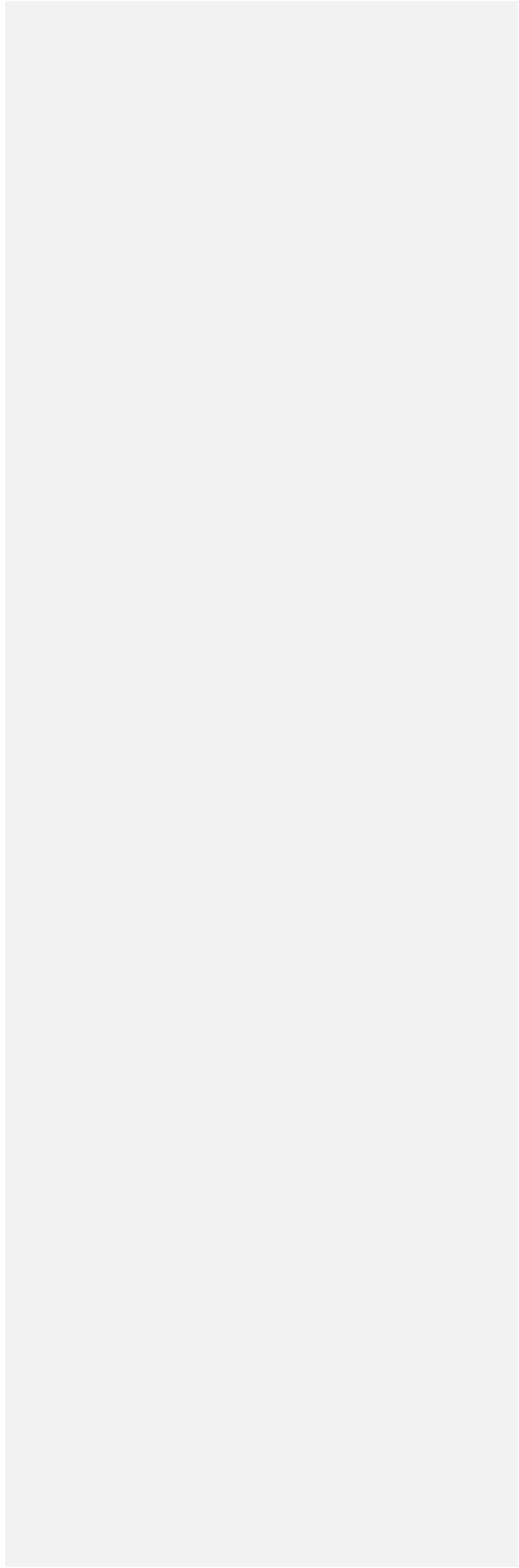
376.10 In order for to proceed in-camera a motion must be made. This motion can be discussed and voted on. Once the Board of Directors or a Committee thereof has voted in favour of going in-camera, the information discussed should not be disclosed except as outlined in this By-law. Before holding a closed meeting or going in camera, the Board of Directors shall state by resolution the fact of the holding of the closed meeting or going in camera and the general nature of the matter to be considered during the closed meeting or in camera portion of the meeting. As per section 7.1, Members may participate in in-camera meetings via electronic methods provided the Member ensures total privacy and confidentiality within their surroundings.

ENACTED AND PASSED THIS XX, Resolution #XX

Dated at North Bay, Ontario this XX and signed by all Members.

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April 2021



## BOARD REPORT B11-23

For Information or  For Approval

**Date:** March 22, 2023

**Purpose:** 2023 Board Service Reimbursement Update

**Prepared by:** Justin Avery, Manager of Finance

**Approved by:** Catherine Matheson, Chief Administrative Officer

### *Alignment with Strategic Plan: Healthy, Sustainable Communities*

Maximize Impact    Remove Barriers    Seamless Access    Learn & Grow

## RECOMMENDATION

That the revisions to the Board Service Reimbursement Policy be approved by the District of Nipissing Social Services Administration Board (DNSSAB) as presented in report B11-23.

## BACKGROUND

- The Board Service Reimbursement Policy (the Policy) was originally adopted under Resolution 2015-105 which stated the Policy will be reviewed every four years.
- The Policy was reviewed and revised in 2016 under Resolution 2016-08 and included honoraria rates.
- The Policy was again reviewed and revised in 2017 under Resolution 2017-23.
- The Policy was updated in 2020 to include Nipissing District Housing Corporation (NDHC), reflect the committee structure changes and make some minor corrections.
- The Policy was updated in 2021 to remove the appendix that displayed the honoraria rates so the Policy will not require annual amendments for new rates.
- The honoraria rates in the Policy are set to increase each year in February in accordance with the Consumer Price Index (CPI) for Ontario based on the year over year change as of January 31st.
- The honoraria is in place to compensate Board members for their attendance at meetings, recognizing that the Chair and Vice-Chair assume additional responsibilities outside of meeting times.

## CURRENT STATUS/STEPS TAKEN TO DATE

The January 2022 to January 2023 CPI change for Ontario was 5.6%. Therefore a 5.6% increase is applied to the 2022 Board honoraria rates to determine the 2023 rates as outlined in Figure 1 below, and in accordance with the Policy's statement on meeting rates being adjusted in February of each year by the Consumer Price Index (Ontario) for the prior year based on Statistics Canada<sup>1</sup>.

Figure 1:

Board Member Rate				
2022	Board Meeting	Committee Meetings	Ad-hoc Meeting	NDHC Board
Board Chair	\$ 569.84	\$ 133.58	\$ 71.64	\$ 133.58
Vice Chair	\$ 427.46	\$ 133.58	\$ 71.64	\$ 133.58
Board Member	\$ 355.82	\$ 133.58	\$ 71.64	\$ 133.58

Statistics Canada Consumer Price Index  
 January 2023 = 5.6% increase  
 (12 month change)

Board Member Rate				
2023	Board Meeting	Committee Meetings	Ad-hoc Meeting	NDHC Board
Board Chair	\$ 601.75	\$ 141.06	\$ 75.65	\$ 141.06
Vice Chair	\$ 451.40	\$ 141.06	\$ 75.65	\$ 141.06
Board Member	\$ 375.75	\$ 141.06	\$ 75.65	\$ 141.06

The cell phone stipend rate for the Chair and Vice-Chair of the DNSSAB Board has also been increased from \$50 to \$65 per month. This change is retroactive to January 1, 2023. This rate had not been updated since the inception of this policy in 2015 and cell phone rates have steadily increased since then.

## RESOURCES REQUIRED

An estimated annual increase to the honoraria rates was included in the 2023 budget. Therefore, no additional resources are required.

<sup>1</sup> Original rates and annual increases based on the Consumer Pricing Index (CPI) approved in Resolution 2011-067

## **CONCLUSION**

These Board/Committee honoraria rates are effective from February 2023 through January 2024.

## **ATTACHMENT**

Board Service Reimbursement Policy

## DNSSAB / NDHC Board Service Reimbursement Policy

### BOARD SERVICE REIMBURSEMENT POLICY AMENDMENT HISTORY

Date	Details	Board Resolution
May 2015	Creation of policy	2015-105
January 2016	Updated language regarding internet reimbursements	2016-08
February 2017	Updated reimbursement rates	2017-23
March 2020	Updated to include NDHC, reflect the committee structure changes and make some minor corrections	2020-39
March 2021	Removed the appendix that displayed the honoraria rates so the Policy would not require annual amendments for new rates	2021-34
March 2023	Updated cell phone stipend rate	

### 1. GENERAL STATEMENT OF POLICY AND PROCEDURE

The District of Nipissing Social Services Administration Board (DNSSAB) and Nipissing District Housing Corporation (NDHC) are committed to ensuring publically funded expenditures are fair, open, accountable, efficient, and transparent.

The purpose of this policy is to provide clarification to the manner the DNSSAB and NDHC Boards will provide reimbursements to Board Members for costs incurred as a result of their service.

The revisions to this policy are guided by the “Broader Public Sector Procurement Directive” issued by the Management Board of Cabinet July 2011, and by the Travel, Meal and Hospitality Expenses Directive of the Management Board of Cabinet dated January 1, 2017.

### 2. SCOPE

This policy applies to all board members of DNSSAB and NDHC in connection with Board business.

### **3. OBJECTIVE**

This policy shall provide members with equitable compensation for time spent on, and reimbursement of costs incurred in doing Board related business.

Expenses must:

- Be Board related,
- Be modest and appropriate, and
- Strike a balance among economy, health & safety, and efficiency in operations.

### **4.0 PROCEDURE/ADMINISTRATION**

#### **4.1 Honoraria**

Honorarium rates are paid on a monthly basis and in accordance with attendance at each meeting. Members will receive payments based on attendance at all Board, Committee and Ad Hoc meetings, whether in person or by teleconference. Members will not be compensated for non-attendance at scheduled meetings, unless otherwise decided by the Chair and/or CAO (Resolution No. 2017-83). A maximum of one Board Meeting per organization (DNSSAB & NDHC) per month will be paid; any other scheduled meetings of the Board shall be paid at the Ad Hoc Meeting rate. Members are required to report absences to the Executive Coordinator forty-eight (48) hours prior to a Regular Board Meeting for quorum purposes.

Board members attending meetings as guests will only be eligible for the honorarium when specifically invited by the Chair.

Meeting rates will be adjusted in February of each year by the Consumer Price Index (Ontario) for the prior year based on Statistics Canada<sup>1</sup>.

#### **4.2 Travelling Expenses**

Please refer to the Travel, Meal and Hospitality Policy FIN/ADM 03.

#### **4.3 Information Technology**

##### **4.3.1 Cell Phones**

The Chair and Vice-Chair of the DNSSAB Board will be offered a stipend of \$65 per month for the duration of their term to cover the cost of the cell phone fees. The stipend will be reimbursed on the monthly honorarium.

If the Chair and Vice Chair subscribe to a cellular service prior to assuming their office on the Board, they may request reimbursement of any additional cell phone charges incurred as a result of doing Board business. Request for additional reimbursements is to be paid through the travel expense claim process.

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<sup>1</sup> Original rates and annual increases based on the Consumer Pricing Index (CPI) approved in Resolution 2011-067

### **4.3.2 Internet**

Access to the internet is required intermittently. Any Board Member who does not subscribe to an internet provider prior to assuming their role on the Board will be offered a stipend of \$60 per month for the duration of their term on the Board to cover the cost of internet access fees. The stipend is not intended to cover the full cost of internet access, but a portion that would fairly represent the estimated cost associated with DNSSAB Board business. The stipend will be reimbursed on the monthly honorarium.

If a Board member subscribes to an internet provider prior to assuming their role on the Board, they may request reimbursement of any additional internet access charges incurred as a result of doing Board business. Request for additional reimbursements is to be paid through the travel expense claim process.

### **4.3.3 Electronic Devices (Tablets/ Laptops/Cell Phones)**

All board correspondence, including committee and board packages shall be electronic. Board members will be permitted to choose from the following options relating to Electronic Devices:

- The Board Member shall be provided with a stipend of \$700 towards the purchase of an Electronic Device that can be used for DNSSAB Board business. This stipend is available once during the 4 year term of the Board (Resolution Number 2017-23);
- The Board Member can choose from a variety of Electronic Device options as determined by DNSSAB staff;
- If a Board Member receives an Electronic Device from their municipal council, DNSSAB will, at the request of the Board Member, reimburse that Council up to the stipend of \$700.

**BOARD REPORT B17-23**

For Information or  For Approval

**Date:** March 22, 2023

**Purpose:** **Need and Demand Study for Affordable Housing Development**

**Prepared by:** Donna Mayer, Manager of Project Development

**Reviewed by:** Justin Avery, Manager of Finance

**Approved by:** Catherine Matheson, Chief Administrative Officer

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***Alignment with Strategic Plan: Healthy, Sustainable Communities***

Maximize Impact    Remove Barriers    Seamless Access    Learn & Grow

**RECOMMENDATION**

WHEREAS there is a need to increase additional affordable housing within the District of Nipissing; and

WHEREAS there is a need for a comprehensive need and demand analysis to identify priority areas for investment and to identify types of affordable housing priorities across the district;

BE IT RESOLVED THAT the Board approves attaining the services of an outside consultant to update the district-wide housing need and demand study; and,

THAT the study be funded from the affordable housing reserve up to a maximum of \$100,000.

**BACKGROUND**

An important aspect of affordable housing development is the business case for a particular project. The business case must demonstrate financial viability for both construction and operations in order to receive financing. A key indicator of financial viability is demonstrating

that there are a sufficient number of people who will live in the housing who are able to pay the rent that will be charged. This is demonstrated by need and demand data specific to where the project is located.

The most recent housing need and demand study for Nipissing District was completed in 2007 as part of the 10 Year Housing and Homelessness Plan. A number of member municipalities have indicated an urgent need for up-to-date data to support land development and housing development proposals in their communities.

## **CURRENT STATUS**

DNSSAB's staffing capacity is insufficient to respond in a timely manner, therefore, staff are recommending procuring consulting services to conduct a district-wide housing need and demand study. The cost shall not exceed \$100,000.

## **RESOURCES REQUIRED**

Based on recent similar quotes for housing need and demand studies, it is recommended that up to \$100,000 be approved for the district-wide housing need and demand study.

It is recommended that these expenditures be funded from the affordable housing reserve fund.

## **RISK AND MITIGATION**

There is little to no risk in advancing this project. Greater risk exists if the need and demand study is not completed, as this will leave housing developers in the district as well as DNSSAB and NDHC at a disadvantage, and may delay the creation of much needed affordable housing.

## **CONCLUSION**

Conducting a district-wide housing need and demand analysis will assist member municipalities and housing developers, both private and non-profit, to advance their respective business cases and project proposals.