



Municipality of Calvin

Regular Meeting Agenda

October 11, 2022
Changed to October 12, 2022
at 7:00 P.M.

Electronic Meeting Livestreamed on YouTube

1. Call to Order
2. Appoint Clerk Pro Tempore
 - a. Resolution 2022-315 to Appoint Peggy Yong-Lovelace as Clerk Pro Tempore
3. Approve Agenda
 - a. Resolution 2022-316
4. Declarations of Disqualifying Interest (Pecuniary)
5. Approval of the Minutes of the Most Recent Meeting
 - a. September 27, 2022, Meeting Minutes – not available -deferred
6. Council Direction from the Previous Meeting(s)
 - a. Presentation - Report From E4m Regarding Fees (Resolution 2022-317)
7. Delegations (None)
8. Legislative Matters
 - a. Consent to Sever 2022-17 – Robert Bush (Resolution 2022-320)
 - b. Consent Agenda (includes items of correspondence not requiring administrative reports/action, committee reports not requiring any action by Council - matters that are for information purposes only). (Resolution 2022-321)

- c. Bylaws for Consideration
 - i. Bylaw 2022-056 Being A Zoning Bylaw Amending Bylaw 2022-056 (Resolution 2022-322)
 - ii. Bylaw 2022-058 Being a Bylaw to appoint an Interim Clerk (Resolution 2022-323)
- d. Committee (Internal/External Reports) (Resolution 2022-324)
 - i. DNSSAB
 - 1. Board Package September 28, 2022
 - 2. Finance and Administration Committee Package September 28, 2022
 - 3. Community Services Committee Meeting Minutes June 22, 2022
 - 4. Regular Board Meeting Minutes June 22, 2022
 - 5. NDHC
 - a. Meeting Package September 28, 2022
 - b. Media Release – NDHC Selling Property to Raise Funds for More Affordable Housing

9. Administrative Matters

New Business/Reports from Officers/Employees on Various Issues
(Including reports from Departments which require Council approval)

- a. Building Report (Resolution 2022-325)
- b. Request for reconsideration - Direction to Amend the Procedure Bylaw (Resolution 2022-326)
- c. Request for reconsideration - Direction to Amend the Record Retention Bylaw (Resolution 2022-327)

10. Leadership Issues (None)

11. Closed Session (None)

- a. Purpose

- b. Return to Open Meeting and Report Nature of Discussion in Closed Session.
- 12. Confirmatory Bylaw
 - a. Bylaw 2022-059 Being a Bylaw to Confirm the Proceedings of (Resolution 2022-328)
- 13. Adjournment
 - a. Resolution 2022-329



Corporation of the Municipality of Calvin Council Resolution

Date: October 12, 2022

Resolution Number: 2022-315

Moved By: Choose a name.

Seconded By: Choose a name.

NOW THEREFORE BE IT RESOLVED THAT:

“Council for the Corporation of the Municipality of Calvin hereby appoint Peggy Young-Lovelace as Clerk Pro Tempore for the purpose of this Regular Council meeting October 12, 2022.”

Result Options.

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Brooker	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijn	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input type="checkbox"/>	<input type="checkbox"/>



Corporation of the Municipality of Calvin Council Resolution

Date: October 12, 2022

Resolution Number: 2022-316

Moved By: Choose a name.

Seconded By: Choose a name.

NOW THEREFORE BE IT RESOLVED THAT:

“Council for the Corporation of the Municipality of Calvin hereby adopts the Agenda as presented.”

Result Options.

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Brooker	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijn	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input type="checkbox"/>	<input type="checkbox"/>



Corporation of the Municipality of Calvin Council Resolution

Date: October 12, 2022

Resolution Number: 2022-320

Moved By: Choose a name.

Seconded By: Choose a name.

WHEREAS an application for Consent No. 2022-17 in the name of Robert Bush has been filed with the East Nipissing Planning Board affecting property described as Concession 03 Lot 15, Municipality of Calvin along Homestead Rd, to sever one (1) approximately two (2) acre lot (application 2022-17) from the approximately thirty (30) acres of property described as Con 3 lot 15 for the purpose of creating a residential lot and to retain approximately twenty-eight (28) acres in the Municipality of Calvin, where Homestead Road is a year-round maintained road;

NOW THEREFORE BE IT RESOLVED THAT:

Council for the Corporation of the Municipality of Calvin hereby:

1. Recommends that the East Nipissing Planning Board give provisional consent to this application;
2. A copy of the completed survey for the new lot and right of way shall be provided to the municipality, in both digital format and hard copy, and;
3. That the 5% Cash In Lieu is payable in full to the municipality as a requirement of consent.

Result Options.

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Brooker	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijm	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input type="checkbox"/>	<input type="checkbox"/>



Corporation of the Municipality of Calvin Council Resolution

Date: October 12, 2022

Resolution Number: 2022-317

Moved By: Choose a name.

Seconded By: Choose a name.

NOW THEREFORE BE IT RESOLVED THAT:

“Council for the Corporation of the Municipality of Calvin hereby receives the report from E4m outlining fees billed to the Municipality from 2018 to July 31, 2022.”

Result Options.

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Brooker	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijn	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input type="checkbox"/>	<input type="checkbox"/>

APPLICATION FOR CONSENT

The Planning Act, Section 53(2), Ontario Regulation 197/96 as amended

1.0 APPLICANT INFORMATION		
Complete the information below. All communication will be directed to the Primary Contact with a copy to the Owner.		
1.1 Name of Owner(s). An owner's authorization is required in Section 8, if the applicant is not the owner.		
Name of Owner ROBERT BUSH	Home Telephone No. 226 932 2779	Business Telephone No. —
Address 1458 Hwy 630	Postal Code R0H 1V0	Fax No.
Email roberthbush@yahoo.com		Cell No. 226-932-2779
1.2 Agent/Solicitor/Applicant: Name of the person who is to be contacted about the application. If different than the owner. (This may be a person or firm acting on behalf of the owner. See Section 8)		
Name of Contact Person/Agent	Home Telephone No.	Business Telephone No.
Address	Postal Code	Fax No.
Email:		Cell No.
1.3 Indicate to whom correspondence is to be sent (check one please)		
<input checked="" type="radio"/> Owner <input type="radio"/> Authorized Agent <input type="radio"/> Solicitor		

2.0 LOCATION OF THE SUBJECT LAND (COMPLETE APPLICABLE BOXES IN 2.1)			
2.1 Municipal Address (mailing address)			Postal Code R0H 1V0
Concession Number(s) 3	Lot Number(s) 15	Registered Plan No. 97835 (MTO file P2027-10)	Lot(s)/Block(s) 15
Reference Plan No. 36R-10753	Part Number(s) 1	Parcel Number(s) 21257 NIP	Former Township: CALVIN
Assessment Roll No. 000 00109200.0000			

3.0 PURPOSE OF APPLICATION	
3.1	Type and Purpose of the proposed transaction (check appropriate space): <input checked="" type="checkbox"/> Creation of a new lot <input type="checkbox"/> Addition to a lot <input type="checkbox"/> Right-of-way <input type="checkbox"/> Easement <input type="checkbox"/> Other purpose (please specify)
3.2	Name of person(s), if known, to whom land or interest in land is to be transferred, leased or changed:
3.3	If a lot addition, identify/describe the lands to which the parcel will be added (Also illustrate on the required sketch):

4.0 DESCRIPTION OF SUBJECT LAND AND SERVICING INFORMATION	
4.1 Lands to be Severed	
Frontage(m): 200' Depth (m): 400' Area (hec/acre): 2 ac.	Existing Use: BUSH Proposed Use: HOUSE - RESIDENTIAL. Existing Buildings/Structures: — Proposed Buildings/Structures:
4.2 Lands to be Retained	
Frontage(m): 300' ON HOMESTEAD Depth (m): Area (hec/acre): 28 ac.	Existing Use: — RESIDENTIAL. Proposed Use: — Existing Buildings/Structures: — Proposed Buildings/Structures: —

4.3 Are there any easements or restrictive covenants affecting the subject lands? Yes No
 If yes, please describe the easement or covenant and its effect.

4.4 Type of Access (Check appropriate box and state road name):

Severed	Retained	
<input type="checkbox"/>	<input type="checkbox"/>	Provincial Highway (#):
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Municipal Road, Maintained Year Round: - <i>HOMESTEAD RD.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Municipal Road, Seasonally Maintained:
<input type="checkbox"/>	<input type="checkbox"/>	County/District Road (#):
<input type="checkbox"/>	<input type="checkbox"/>	Private Road:
<input type="checkbox"/>	<input type="checkbox"/>	Right-of-way:
<input type="checkbox"/>	<input type="checkbox"/>	Water Access:

4.5 If located on a Municipal Road or Provincial Highway, is there an existing Municipal Road or Provincial Highway approved entrance to the proposed severed lot? Yes No
 If no, please indicate on sketch, location of proposed entrance for Public Works Manager's inspection purposes.

4.6 If located on water:
 a) What is the name of the water body?
 b) Describe the location of parking and docking facilities to be used and the distance from the subject lands. Indicate whether parking is public or private

4.7 Water Supply for Retained land shall be provided by:

<input type="checkbox"/>	Municipal piped water	<input checked="" type="checkbox"/>	Privately owned & operated individual wells for each lot
<input type="checkbox"/>	Privately Owned and Operated Communal Well	<input type="checkbox"/>	Other (specify, e.g., lake, bottled):

4.8 Water Supply for Severed Parcel(s) shall be provided by:

<input type="checkbox"/>	Municipal piped water	<input checked="" type="checkbox"/>	Privately owned & operated individual wells for each lot
<input type="checkbox"/>	Privately Owned and Operated Communal Well	<input type="checkbox"/>	Other (specify, e.g., lake, bottled):

4.9 Sewage Disposal for Retained land shall be provided by:

<input type="checkbox"/>	Municipal sanitary sewers	<input checked="" type="checkbox"/>	Privately owned individual septic system for each lot
<input type="checkbox"/>	Privately owned communal collection	<input type="checkbox"/>	Other (specify):

If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4,500 litres of effluent produced per day as a result of the development being completed, a servicing options report and a hydrogeological report is required.
 Title and date of servicing options report and/or hydrogeological report:

4.10 Sewage Disposal for Severed Parcel(s) shall be provided by:			
<input type="checkbox"/>	Municipal sanitary sewers	<input checked="" type="checkbox"/>	Privately owned individual septic system for each lot
<input type="checkbox"/>	Privately owned communal collection	<input type="checkbox"/>	Other (specify):
<p>If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4,500 litres of effluent produced per day as a result of the development being completed, a servicing options report and a hydrogeological report is required.</p> <p>Title and date of servicing options report and/or hydrogeological report:</p>			
4.11 Storm Drainage (Indicate the proposed storm drainage system)			
<input type="checkbox"/>	Storm Sewers	<input checked="" type="checkbox"/>	Ditches
<input type="checkbox"/>	Swales	<input type="checkbox"/>	Other (please state)
4.12 Other Services (Check if the service is available)			
<input checked="" type="checkbox"/>	Electricity	<input checked="" type="checkbox"/>	School Bussing
<input type="checkbox"/>	Garbage Collection		

5.0 LAND USE AND HISTORY OF THE SUBJECT LAND	
5.1	<p>Has the subject land ever been the subject of an application for approval of a plan of subdivision or a consent under the Planning Act? Yes <input type="radio"/> No <input type="radio"/> Unknown <input checked="" type="radio"/></p> <p>If Yes and if known, provide below, the application file number and the decision made on the application.</p>
5.2	<p>Has any land been severed from the parcel originally acquired by the current owner of the subject land? Yes <input checked="" type="radio"/> No <input checked="" type="radio"/> Unknown <input type="radio"/> ?</p> <p>If yes and if known, indicate previous severances on the required sketch and supply the following information for each lot severed.</p> <p>Date of transfer:</p> <p>Name of Transferee:</p> <p>Land use of parcel:</p>
5.3	<p>Has any land been severed from the parcel by the prior owner(s)? Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown <input type="radio"/></p> <p>If yes and if known, please provide below any names & if possible, current addresses of prior owners of which you may be aware:</p>
5.4	<p>Did the current owner acquire the subject land as a result of a consent (i.e. was a lot severed and transferred to the current owner)? Yes <input type="radio"/> No <input checked="" type="radio"/></p> <p>If yes, prior owner should be noted in 5.3 above.</p>
5.5	Current Zoning (Specify zone symbol): RURAL
5.6	Current Official Plan Land Use Designation: RESIDENTIAL

5.7 Is the subject land currently the subject of a proposed official plan or official plan amendment that has been submitted for approval? Yes No If yes, specify the file number and status of the application:

5.8 If the subject lands are the subject of any other application under the *Planning Act*, please fill out required fields on page 1.

5.9 Has the property ever been subject to an application under the *Planning Act*? Yes No
 If the answer was yes, please indicate the file number and status of the application:

Has any land been severed from the parcel originally acquired by the owner of the subject land? Yes No
 If the answer was 'yes', please indicate the date of the transfer, the name of the transferee and the uses of the severed land:

5.10 Is the application consistent with policy statements issued under subsection 3(1) of the *Planning Act*?
 Yes No If yes, please explain how the application is consistent with the Provincial Policy Statement, reference section numbers:

5.11 Land Use Features

ARE THERE ANY OF THE FOLLOWING USES OR FEATURES ON THE SUBJECT LANDS AND/OR WITHIN 500 METRES OF THE SUBJECT LANDS	ON THE SUBJECT LANDS	WITHIN 500 METRES OF SUBJECT LANDS
An agricultural operation (any livestock facility, occupied or vacant, including manure storage). If yes, please submit a Minimum Distance Separation (MDS) calculation with application (<i>contact Secretary Treasurer for More Information</i>)	<input type="checkbox"/>	Not <input checked="" type="checkbox"/>
A landfill site (active or non-operating)	<input type="checkbox"/>	<input type="checkbox"/>
A sewage treatment plant or waste stabilization pond	<input type="checkbox"/>	<input type="checkbox"/>
A Municipal or Federal Airport (including an aerodrome)	<input type="checkbox"/>	<input type="checkbox"/>
A municipal wellhead within 1000 m	<input type="checkbox"/>	<input type="checkbox"/>
An operating mine site within 1000 m (specify mine site)	<input type="checkbox"/>	<input type="checkbox"/>
A rehabilitated or abandoned mine site or mine hazards	<input type="checkbox"/>	<input type="checkbox"/>
An operating pit within 150 m or quarry within 500 m.	<input type="checkbox"/>	<input type="checkbox"/>
Any industrial use	<input type="checkbox"/>	<input type="checkbox"/>
Provincial Park or Crown Lands	<input type="checkbox"/>	<input type="checkbox"/>
An active or abandoned rail line and/or trail	<input type="checkbox"/>	<input type="checkbox"/>
A natural gas or petroleum pipeline	<input type="checkbox"/>	<input type="checkbox"/>
A floodplain	<input type="checkbox"/>	<input type="checkbox"/>
Significant wildlife habitat and/or significant habitat of Species at Risk (including but not limited to endangered and threatened species)	<input type="checkbox"/>	<input type="checkbox"/>
Fish habitat	<input type="checkbox"/>	<input type="checkbox"/>

A contaminated site	<input type="checkbox"/>	<input type="checkbox"/>
Utility Corridor, electricity generating station, transformer (high voltage electric transmission line)	<input type="checkbox"/>	<input type="checkbox"/>
An active railway line, railway yard or Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>

5.12 Is there a Provincially Significant Wetland (Class 1, 2 or 3) on or within 120 metres of the subject lands?

Yes No

5.13 Do the subject lands contain any known cultural heritage, archaeological resources and/or areas of archaeological potential?

Yes No Unknown

5.14 If yes to 5.13, does the application propose to develop lands within the subject lands that contain known cultural heritage, archaeological resources and/or areas of archaeological potential?

Yes No Unknown

Note: If yes to 5.13 or 5.14, please contact the Ministry of Tourism and Culture to determine the need for any additional information or reports.

5.15 a) Has there been an Industrial Use, Commercial Use or an Orchard, on the subject lands or adjacent lands?

Yes No Unknown

b) If yes, specify the use(s):

c) Has the grading of the subject lands been changed by adding/removing earth or other material(s)?

Yes No Unknown

d) Has a gas station been located on the subject lands or adjacent lands at any time?

Yes No Unknown

e) Has there been petroleum or other fuel stored on the subject land or adjacent lands?

Yes No Unknown

f) Is there any reason to believe the subject lands may have been contaminated by former uses on the site or adjacent lands?

Yes No Unknown

g) If yes to any of 5.15 a) to f), has an Environmental Site Assessment (ESA) been conducted under the Environmental Assessment Act or has a Record of Site Condition (RSC) been filed?

Yes No Unknown

6.0 OTHER INFORMATION

6.1 Is there any other information that you think may be useful to the East Nipissing Planning Board or other agencies in reviewing this application? If so, explain below or attach a separate sheet if necessary.

7.0 AFFIDAVIT OR SWORN DECLARATION

Declaration for the prescribed information: I (we) Bob Bush of the Township of Calvin in the District of Nipissing make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true. Furthermore, I (We) agree to allow the Municipality, its employees and agents to enter upon the subject land for the purpose of conducting a site inspection that may be necessary to process the application.

Sworn (or Declared) before me at the District Township of Calvin in the District of Nipissing, this 8 day of August, 20 22.

Teresa Scoopes
Commissioner of Oaths (include stamp below)
Clerk Municipality of Calvin

Bob Bush
Signature of Applicant/Solicitor or Authorized Agent

8.0 AUTHORIZATION (if applicable)

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed. I _____, am the owner of the land that is the subject of this application for consent and I authorize _____ to make this application on my behalf.

Signature of Owner _____ Date _____

10.0 AGREEMENT TO INDEMNIFY

AGREEMENT TO INDEMNIFY

The applicant hereby agrees to indemnify and save harmless the East Nipissing Planning Board from all costs and expenses that the Board may incur in connection with the processing of the applicant's application for approval under the Planning Act. Without limiting the foregoing, such costs and expenses will include all legal, engineering, planning, advertising and consulting fees and charges incurred or payable by the Board to process the application together with all costs and expenses arising from or incurred in connection with the Board being required, or...

requested by the applicant, to appear at the hearing of any appeal to the Local Planning Appeal Tribunal from any decision of the Board, as the case may be, approving the applicant's application.

The applicant acknowledges and agrees that if any amount owing to the Board in respect of the application is not paid when due, the Board will not be required to process or to continue processing the application, or to appear before the L.P.A.T. in support of a decision approving the application until the amount has been paid in full. The applicant further acknowledges and agrees that any amount owing by the applicant to the Municipality is, when due, a debt of the applicant and the Board may, in addition to any other remedies available to it at law, recover the amount owing together with interest from the applicant by action.

Aug 8 / 2022
Date

Bob Bush
Signature of Owner

ROBERT H BUSH
Owner's Name: Printed

11.0 COLLECTION OF INFORMATION

Personal information collected on this form is collected under the authority of the Planning Act, R.S.O. 1990, as amended and will be used to assist in making a decision on this matter. All names, Addresses, opinions and comments will be made available for public disclosure.

Questions Regarding this collection should be forwarded to:

Secretary of the East Nipissing Planning Board _____, Ontario _____,
Phone: _____.

- 11.1 All information requested in this form is mandatory and is either prescribed under Ontario Regulation 197/96 as amended or is required by the Committee of Adjustment.
- 11.2 If an application is deemed to be incomplete, it will be returned, and the time period referred to in subsection 53 (14) of the *Planning Act* for an appeal to the Ontario Municipal Board for failure to make a decision does not begin.
- 11.3 Please indicate on the enclosed key map, the location of the subject property.
- 11.4 In order to enable the required personnel to inspect the property, please provide on Page 10, clear & concise directions to the subject land. If property is not located on a highway or municipal road, please provide a sketch below or on the reverse. Please note it is very important that the directions are adequate. If the inspectors are unable to locate the subject lands because of poor directions, your application may be delayed.
- 11.5 It is required that two (2) copies of the application along with the prescribed fee be filed with the Secretary Treasurer of the _____ of _____ accompanied by the prescribed fee in cash or by cheque payable to the _____ of _____.

LOT 16

LOT 16

SECONDRY ROAD

PLAN NO 97855 (H-1064)
(MTO FILE P-7077-10)

LOT 15
CONCESSION

CONCESSION

LOT 15
CONCESSION

LOT 15

LOT 15

LOT 2
HOMESTEAD

PUBLIC ROAD TRAVELLED

CONCESSIONS

AND HOMESTEAD ROAD

AND HOMESTEAD ROAD

HOMESTEAD



WOODED X
 260'
 400'
 WOODED AREA
 CREEKS

AGRICULTURAL

WOODED AREA



PART OF TOWN

17523

3

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 ACT
 2. INC

Public Notice of Application for Consent

Clause 53(5) (a) of the Planning Act

The East Nipissing Planning Board has received the following consent application:

Application No: 2022-17

Applicant: Robert Bush

Agent:

Subject Lands: 1458 Hwy 630 Concession 3 Pt Lot 15 Part 1 Municipality of Calvin

Purpose: To create one residential lot of approximately 2 acres

See Sketch Attached

Other Applications

Inquires and written submission about the application can be made to JoAnne Montreuil, Secretary of the East Nipissing Planning Board, PO Box 31, Mattawa ON P0H 1V0 Telephone (705) 825-2523 or, by email: admin@enpb.ca

The meeting to hear this application will be on **September 28, 2022 at 7 pm, at the Municipality of Mattawan Hall located at 947 Hwy 533, Mattawa ON.**

Need to Make Submissions:

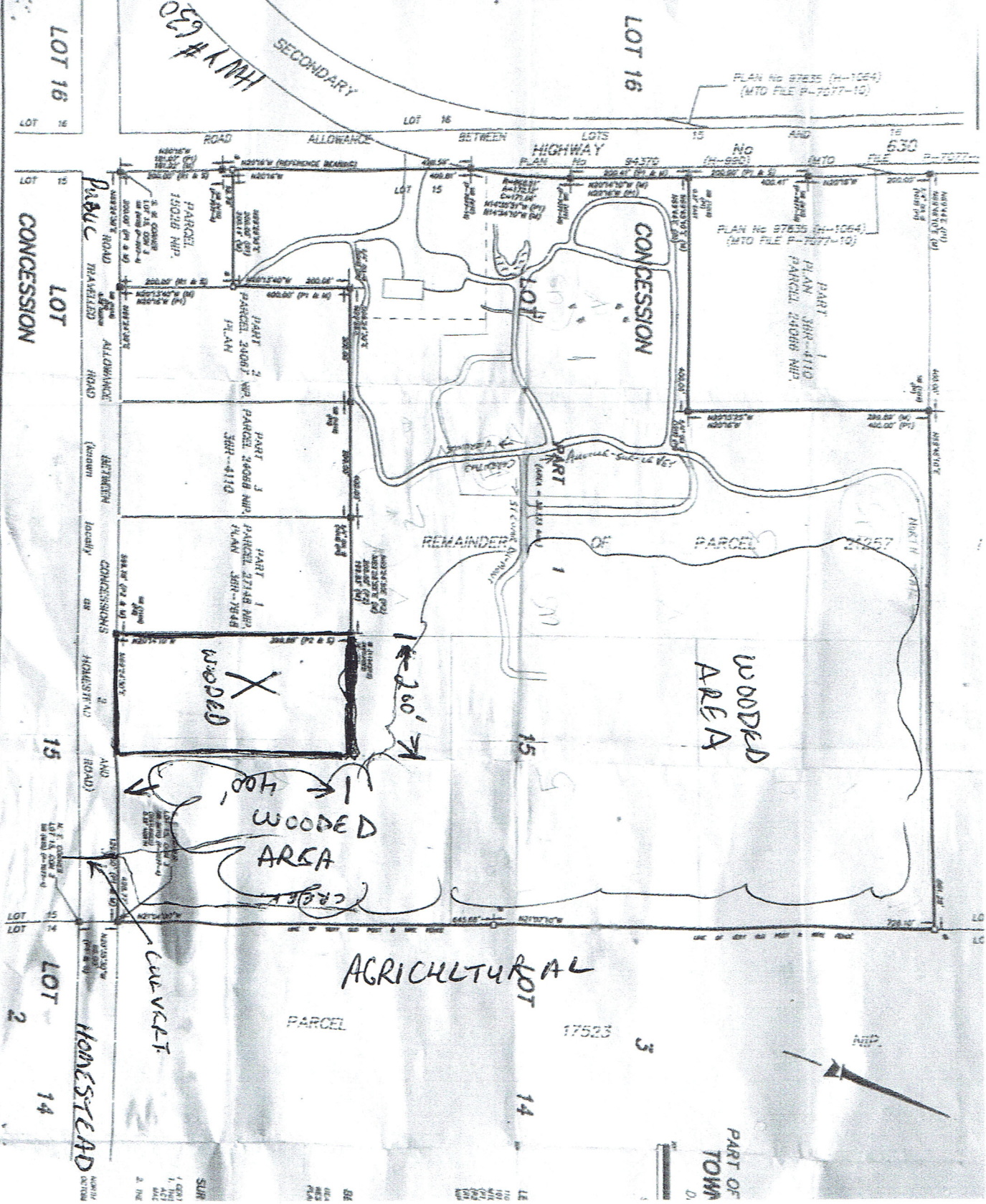
If a person or public body that files an appeal of the decision to the East Nipissing Planning Board, in respect of the proposed consent does not make written submissions to the Board, before the Board give or refuses to give a provisional consent, the Local Planning Appeal Tribunal may dismiss the appeal.

Requesting Notice of Decision:

Any person or public body may appeal a decision of the East Nipissing Planning Board, not later than 20 days after the notice of decision is given. If you wish to be notified of the decision of the Board, in respect to the propose consent, you must make written request to the Board at the address shown below.

Getting Additional Information:

Additional information about the application is available by contacting the numbers listed above.





Corporation of the Municipality of Calvin Council Resolution

Date: October 12, 2022

Resolution Number: 2022-321

Moved By: Choose a name.

Seconded By: Choose a name.

NOW THEREFORE BE IT RESOLVED THAT:

"Council for the Corporation of the Municipality of Calvin hereby receive the Consent Agenda Items of October 12, 2022, as circulated, less any items requested for separate review and discussion."

Result Options.

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Brooker	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijn	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input type="checkbox"/>	<input type="checkbox"/>

Clerk

From: Searle, Bryan (MMAH) <Bryan.Searle@ontario.ca>
Sent: October 5, 2022 8:59 AM
Subject: Local Government Week 2022

Every year, Ontario celebrates Local Government Week during the third week of October to increase public awareness of the important roles local governments play in our communities. This year, **Local Government Week is October 16 – 22**. The Ministry of Municipal Affairs and Housing plans to promote Local Government Week primarily through social media. Check out the ministry's [Facebook](#), [LinkedIn](#) and [Twitter](#) accounts.

We encourage your municipality to post Local Government Week messages or activities on social media using the hashtag **#LocalGovWeek**. Please use the hashtag **#LocalGovWeek** on any postings you are doing so that we can help to promote your municipality's activities, and the importance of local government in your community.



Bryan Searle
Municipal Advisor
Municipal Services Office - North (Sudbury)
Ministry of Municipal Affairs
Ministry of Housing
705-564-6861

Clerk

From: RPRA Consultations <consultations@info.rpra.ca>
Sent: October 4, 2022 2:10 PM
To: Mary
Subject: Provide your feedback on CIF's Windup Plan Amendment Proposal



Between October 4, 2022, and November 4, 2022, the Continuous Improvement Fund (CIF) and the Resource Productivity and Recovery Authority (RPRA) will jointly consult on CIF's Windup Plan (WUP) Amendment Proposal.

The proposal outlines details for an early windup of CIF at the end of 2022 instead of 2023 and the transfer of its resources and assets, including approximately \$9.64M in surplus funds currently designated for disbursement to individual municipalities, recycling associations and First Nations communities, to the Association of Municipalities of Ontario (AMO).

AMO is proposing to use CIF surplus funds to continue some of the current activities undertaken by CIF and otherwise use the funds to continue supporting municipalities, recycling associations, and First Nations communities in the transition to Ontario's extended producer responsibility framework, as well as post-transition support.

More information on the [CIF WUP Amendment Proposal can be found here](#) or by visiting [CIF's website](#).

How to participate

CIF and RPRA staff will be hosting a joint presentation and facilitated discussion on the proposal. Follow the links to register for the webinars:

- [Session 1: Wednesday, October 5, 2022, 9:00 a.m. to 11:30 a.m.](#)
- [Session 2: Thursday, October 6, 2022, from 9:00 a.m. to 11:30 a.m.](#)
- Session 3: To be scheduled in mid-October

[Note: The consultation webinars scheduled for October 5 and October 6 are previously scheduled CIF working group sessions that are being repurposed for the CIF WUP Amendment Proposal consultation.]

Recordings of the webinars and presentation slides will be posted to both RPRA and CIF's website the day after they are held.

Stakeholders can also submit written feedback on the CIF WUP Amendment Proposal by email to communications@thecif.ca or consultations@rpra.ca. All feedback is due to CIF or RPRA on or before Friday, November 4, 2022.

For questions about the CIF WUP Amendment Proposal or the consultation process, please contact either: Carrie Nash at cnash@cif.ca or Barbora Grochalova at bgrochalova@rpra.ca



You are receiving this message because you have been identified as a Datacall participant.

Resource Productivity and Recovery Authority
4711 Yonge Street, Suite 408, Toronto, ON M2N 6K8 Canada
rpra.ca

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Clerk

From: AMO Communications <Communicate@amo.on.ca>
Sent: October 4, 2022 2:33 PM
To: Mary
Subject: AMO Policy Update - Proposed Regulations under The Strong Mayors, Building Homes Act and Federal Cannabis Act Review

AMO Policy Update not displaying correctly? [View the online version](#)
Add Communicate@amo.on.ca to your safe list



POLICY UPDATE

October 4, 2022

AMO Policy Update – Proposed Regulations Under The Strong Mayors, Building Homes Act, and Federal Cannabis Act Review

Proposed Regulations Under The Strong Mayors, Building Homes Act

The Ministry of Municipal Affairs and Housing has released regulatory proposals under the *Strong Mayors, Building Homes Act, 2022*. The legislation, given Royal Assent on September 8th, 2022, provides new authorities to the Mayors of Toronto and Ottawa, including the ability to appoint Council Committee Chairs and Vice Chairs, set Budgets, veto council bylaws if they conflict with designated provincial priorities, direct, hire and fire certain staff. Comments are due by October 13, 2022 and the regulations are proposed to be in effect by November 15, 2022.

The regulatory proposals released this week outlined the province's proposed areas of provincial priority and outline other requirements for exercising the new Head of Council powers included in the Act. The proposed [provincial priorities](#) are:

1. Building 1.5 million new residential units by 2031
2. The construction and maintenance of infrastructure to support accelerated supply and availability of housing including, but not limited to, transit, roads, utilities, and servicing

An accompanying [Minister's Regulation](#) proposal sets out many of the requirements for exercising the new Head of Council powers included in the Act. The proposed regulations require:

- that a Head of Council veto of a council decision and direction to staff must be provided in writing to the Clerk and CAO;
- that powers related to municipal organization and hiring and firing division heads can only be delegated to Council and the CAO;
- that the Head of Council propose a Budget by February 2 of each year,
 - allowing council 30 days to propose by-laws to amend the proposed Budget,
 - after which the Head of Council would have 10 days from the Council review period to veto Council amendments, and
 - Council would then have 15 days to overturn a veto with a 2/3 majority.

The Minister's Regulation proposal also extends the Head of Council's veto power to Council by-laws made under Section 2 of the *Development Charges Act*, 1997.

The AMO Board of Directors was unable to gauge support for nor evaluate the merits of the *Strong Mayors, Building Homes Act*, 2022 at its August 2022 board meeting, and has not taken a position on the new legislation. However, the Board did come to consensus in urging strong consultation with municipal political and professional organizations and the public before the powers in the legislation are extended to municipalities beyond the City of Toronto and the City of Ottawa.

AMO also urged the government to consider carefully the powers related to hiring and firing the CAO and to remove from the Bill the ability of a Head of Council to hire and fire department heads. You can read AMO's feedback on the legislation [here](#). AMO also notes that the decision to use any of the powers contained in the *Strong Mayors, Building Homes Act*, 2022 by the Head of Council is discretionary.

AMO members are encouraged to review the regulatory proposals on the [Ontario Regulatory Registry](#). AMO will review the regulatory proposals and AMO's Board will discuss any necessary actions related to the legislation and regulations.

Federal Cannabis Act Review

The federal government has [announced](#) a review of the Canadian *Cannabis Act*, as required by the legislation. An independent Expert Panel will provide advice to the federal Ministers of Health and Mental Health and Addictions on progress made towards achieving the Act's objectives and will help identify priority areas for improving the functioning of the legislation. The Panel's focus is broader than what is outlined in the Act and includes considerations of economic impacts and access to cannabis for medical purposes, among others.

As an initial step in the legislative review, an online engagement process has been launched. This includes a [discussion paper](#) and associated [questionnaire](#) for all Canadians, and a specific [discussion paper and feedback process](#) for First Nations, Inuit, and Métis peoples. Both consultations are open until November 21, 2022. AMO

will continue our advocacy on cannabis throughout this 18-month process and will share further consultation opportunities with members as they arise.

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



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Association of Municipalities of Ontario
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6
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Clerk

From: MPAC <intouch@mpac.ca>
Sent: October 4, 2022 11:52 AM
To: Mary
Subject: September 2022 - InTouch

Can't read or see images? [View this email in a browser](#)



[La version française](#)

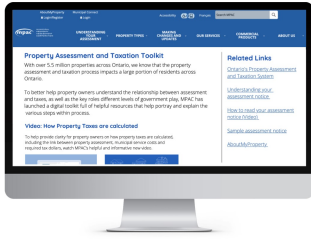
Important updates

2022 Enumeration Update

MPAC has successfully delivered all legislated enumeration deliverables to support the October 2022 Municipal and School Board elections. The Preliminary List of Electors (PLE) were delivered before the August 2 and 22 deadlines, based on the preferred date choice of each municipality or school board. Following this milestone, MPAC delivered Exceptions files on September 8, to support current data for municipal voters' lists.

[READ MORE](#)

 [Our stories](#)



Property Assessment and Taxes - Municipal Toolkit

MPAC has created a digital toolkit to support municipal staff and elected officials as they provide information and support to property taxpayers to educate them about the relationship between property assessment and taxation.

In this new toolkit, you will find the following:

- MPAC's **new video** on How Property Taxes are calculated
- Information on MPAC's **Myth vs Fact** education campaign related to the relationship between property assessment and taxation
- **Key Messages And Frequently Asked Questions** to share with your customer service and frontline staff. This useful information is designed to offer support in responding to inquiries received from property owners.
- **Shareable content** to post on your website, and include in newsletters and social media channels.

The full toolkit is available on mpac.ca.

Read more



Events Round-up

Following many great discussions at the August AMO Annual Conference, MPAC was pleased to continue our fall outreach in September with update sessions and an exhibit presence at the Ontario Municipal Tax and Revenue Association (OMTRA) conference and the Municipal Finance Officers Association (MFOA) Conference.

We were also pleased to be present at the Ontario East Municipal Conference for some great discussions with municipal leaders. In October we look forward to attending the Ontario Municipal Administrator's Association Conference.

Read more

Partnerships in action



VoterLookUp in Central Ontario

With less than one month left until the 2022 Municipal Election, we know that municipalities are continuing to work hard on their voters' lists.

With all MPAC enumeration deliverables out the door, we want to acknowledge and thank our municipal partners for their efforts to help promote the VoterLookUp platform. We saw some creative examples of partner advertising, including a variety of print, digital and physical signage promotion across the province.

The City of Kawartha Lakes for example, leveraged all advertising platforms available, and saw over 6,000 searches in their database. This included print ads in the local paper, large display boards in 13 different communities, as well as a physical presence at local events, such as Farmers Markets, to host over 500 face-to-face conversations.

[Read more](#)

Webinar recap

In case you missed it – Property Tax and Assessment Webinar

On September 19, 2022, MPAC hosted a Municipal Webinar focused on our role in the property tax and assessment system, current areas of focus and some operational highlights. Hosted by Carmelo Lipsi, Vice-President and COO, and Mary Dawson-Cole, Director of Municipal and Stakeholder Relations, this event echoed a number of key messages and updates that were delivered as part of our annual MPAC update at the August 2022 AMO Conference. As part of his remarks, Carmelo Lipsi confirmed that MPAC's Board of Directors again approved a total provincial levy of 0% for 2023.

There were over 200 municipal representatives in attendance at the webinar and the Q+A session that followed. We thank municipal staff for taking time out of their days to join us for these important MPAC updates, and so we can hear what's on your mind. The full recording is available on mpac.ca.

[WATCH NOW](#)

View the schedule of upcoming municipal webinars on mpac.ca and view recordings of all past webinars on our [YouTube channel](#).

As COVID-19 continues to impact communities across Ontario, we continue to be available to take your calls and assist you online. Our offices are open to the public by appointment only. To arrange an appointment, please [contact us](#).



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This email was sent by intouch@mpac.ca to administration@calvintownship.ca

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MPAC | 1340 Pickering Pkwy, Pickering, ON L1C 3C0

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



234-2022-3909

October 3, 2022

Dear Municipal Partner:

I would like to personally thank you for the contributions your organization has made and the support you have offered to the Ministry of Municipal Affairs and Housing during our first four years under the leadership of Premier Ford.

Our government was re-elected to a second mandate that will rely on strong collaboration with all stakeholders to be successful.

That is why I am asking you for your continued collaboration throughout this new 43rd Parliament to make it the most successful one yet. We will continue to work closely with you and our other key stakeholders to further build on the progress we made during our first mandate.

If you would like to continue the conversation, please reach out to Stephanie DiNucci, my Senior Manager for Stakeholder Relations at Stephanie.DiNucci@ontario.ca.

Thank you in advance for your contributions.

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark".

Steve Clark
Minister

Clerk

From: SOLGENinput <SOLGENinput@ontario.ca>
Sent: October 4, 2022 2:58 PM
Subject: Ministry of the Solicitor General: Update - Community Safety and Policing Act, 2019 and OPP Detachment Boards

Solicitor General

Office of the Solicitor General

25 Grosvenor Street, 18th Floor
Toronto ON M7A 1Y6
Tel: 416 326-5000
Toll Free: 1-866-517-0571
SOLGEN.Input@Ontario.ca

Solliciteur général

Bureau du solliciteur général

25, rue Grosvenor, 18^e étage
Toronto ON M7A 1Y6
Tél. : 416 326-5000
Sans frais : 1-866-517-0571
SOLGEN.Input@Ontario.ca



DATE: October 04, 2022

MEMORANDUM

TO: Heads of Council and First Nations Chiefs

SUBJECT: Update - Community Safety and Policing Act, 2019 and OPP Detachment Boards

Good afternoon,

I am writing to share an update on the Community Safety and Policing Act, 2019 (CSPA) and the new Ontario Provincial Police (OPP) detachment board framework under the CSPA.

For municipalities and First Nations receiving OPP policing services, detachment boards will replace current police services boards and Community Safety Advisory Committees, expanding opportunities for civilian input on local OPP policing and encouraging a coordinated and collaborative approach to community safety. In spring 2021, the Ministry of the Solicitor General (the ministry) requested that these communities work together to develop proposals for the composition of their detachment boards, based on minimum requirements provided by the ministry. I would like to thank you for your work on the proposals to date.

The ministry is working towards an in force date for the CSPA between fall 2023 and winter 2024. The in-force window will narrow and be communicated to stakeholders, partners, and First Nations over the coming months. We understand that municipalities and First Nations require time to plan for implementation of OPP detachment boards and will work to ensure that sufficient time is provided between proclamation and the in-force date of the CSPA.

At this time, we are working to finalize proposed compositions for OPP detachment boards by **November 30, 2022**. Our team will be following up in the coming days with respect to the status of proposals and any related questions.

If you have any questions or concerns, please contact Joanna Reading, Team Lead, Public Safety and Policing Policy at Joanna.Reading@Ontario.ca.

Kind Regards,

Sarah Caldwell
A/Assistant Deputy Minister
Strategic Policy, Research and Innovation Division
Ministry of the Solicitor General

Clerk

From: Bernardo, Miriam (IO) <Miriam.Bernardo@infrastructureontario.ca>
Sent: October 4, 2022 2:12 PM
Subject: Connections IO Newsletter
Attachments: image003.emz



Updates from Your Loan Operations and Customer Relations Team

In this Issue

NOTABLE TIMELINES

IO LENDING TEAM UPDATES

UPCOMING CONFERENCES

Questions?

Contact your Relationship Manager for any questions, or to find out how we can help make your next project happen.

EASTERN ONTARIO
[Michael Guglielmi](#)
(Interim until January)

NOTABLE TIMELINES

As we edge closer to the end of the year, please take note of the following dates:

- **Friday, October 21, 2022:** last date to submit your loan application if you have a new loan request
- **Thursday, November 17, 2022:** last day to notify IO of your intent to debenture in 2022
- **Wednesday, November 30, 2022:** last date for an IO rate issuance
- **Thursday, December 8, 2022:** last date your debenture by-law can be passed at a council meeting
- **Thursday, December 15, 2022:** final advance date of 2022

If you have any questions about these timelines, please contact [Jennifer Tang](#) or [Rose Yao](#).

2023) Sr. Relationship
Manager
Phone: 647-264-3219

*Please note Nofel is on leave until
January 2023.*

GTA/CENTRAL ONTARIO
[Sadaf Khan](#)
Sr. Relationship Manager
Phone: 647-264-3255

SOUTHWESTERN ONTARIO
[Michael Dorman](#)
Sr. Relationship Manager
Phone: 416-997-7144

NORTHERN ONTARIO
[Miriam Bernardo](#)
Relationship Manager
Phone: 647-264-0835

IO LENDING TEAM UPDATES

Thank you for your partnership and collaboration with the Infrastructure Ontario Loans team. While we are in regular touch with many of our borrowers, with the return of municipal-focused conferences, we hope that we might cross paths in-person with many more. In the meantime, this communication is to provide an update on the team and to inform you of lending deadlines leading up to the end of the year.

TEAM UPDATES

Leadership Team

Please welcome Christine Tekker and Bernadette Chung as new members of the IO lending leadership team.

- [Christine Tekker](#), SVP Lending. Christine joined IO in 2021 from the private sector and brings extensive leadership experience in lending and project financing.
- [Bernadette Chung](#), VP Customer Relations and Loan Operations. Known to many of our clients as a member of IO internal legal team, Bernadette joins the Loans Team as our new head of the loan operations and customer relations team.
- [Michael Leong](#), VP Loan Underwriting. Michael continues to lead our team of underwriters who work with our clients on loan due diligence and underwriting.

Customer Relations Team

Please find below the names and contact details for members of IO's Customer Relations team and welcome Michael Dorman and Sadaf Khan to their new roles within this team.

Eastern Ontario Region:

- [Nofel Alam](#)
647-264-0827
[Note: Nofel is on leave until January 2023. Please contact [Michael Guglielmi](#) in the interim at 647-264-3219]

Northern Ontario Region:

- [Miriam Bernardo](#)
647-264-0835

Southwestern Ontario:

- [Michael Dorman](#)
Michael previously covered the Central Region and is now covering Southwestern Ontario.
416-997-7144

GTA/Central Ontario:

- [Sadaf Khan](#)
Newly appointed to Senior Relationship Manager, Sadaf previously served as an IO Senior Commercial Underwriter.
647-264-3255

LOAN OPERATIONS TEAM

Jennifer and Rose remain your senior contacts for the Loan Operations Team. Key contacts for Loan Operations Team are:

- [Jennifer Tang](#) – Manager, Loan Administration
- [Rose Yao](#) - Senior Loan Operations Officer

UPCOMING CONFERENCES

IO is pleased to once again be attending key conferences in-person to share more information about our loan program. We were pleased to reconnect with several municipal partners at the recent [Association of Municipalities Ontario Conference](#), and [Municipal Finance Officers Association Annual Conference](#) and will be attending the upcoming [Ontario Non-Profit Housing Association Conference](#) (Nov 3-5). If you have any questions, please contact [Bernadette Chung](#).



We look forward to connecting with you.

Sincerely,

Bernadette Chung

Vice-President, Loan Operations and Customer Relations

Bernadette.chung@infrastructureontario.ca

Christine Tekker

Senior Vice-President, Lending

Christine.tekker@infrastructureontario.ca

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Clerks and Bylaw

September 26, 2022

SENT VIA E-MAIL TO:

The Honourable Doug Ford
Premier of the Province of Ontario
doug.fordco@pc.ola.org

Dear Premier Ford:

Re: Draven Alert

On behalf of the Council of the Corporation of Norfolk County, please be advised that Council passed the following resolution at the September 20, 2022 Council meeting:

Resolution No. 2

Moved By: Councillor Rabbitts

Seconded By: Councillor Vandendriessche

THAT the Information Memo regarding the Draven Alert be received as information;

AND THAT Council approve forwarding the following resolution to the Premier, the Solicitor General, the Commissioner of Ontario Provincial Police, the local MPP and the Association of Municipalities of Ontario:

AND THAT the Council of the Corporation of Norfolk County directs staff to circulate a letter to the Minister of the Solicitor General, the Commissioner of the Ontario Provincial Police and the Premier 's Office, to request necessary changes be made to the Amber Alert system and / or the creation of a new alert called the Draven Alert, which will protect vulnerable persons who have not been abducted but are at high risk of danger, injury or death and alert the public that they are missing;

AND FURTHER THAT this motion be sent to all municipalities across Ontario and the Association of the Municipalities of Ontario (AMO) for endorsement.

Carried.

Should you have any questions regarding this matter or should you require additional information, please contact the Office of the County Clerk at 519-426-5870 x. 1261, or email: Clerks@norfolkcounty.ca.

Sincerely,

Teresa Olsen
County Clerk
Norfolk County

CC:

- Honourable Michael Kerzner, Solicitor General
Michael.Kerzner@pc.ola.org
- Thomas Carrique, Commissioner, Ontario Provincial Police
Thomas.Carrique@opp.ca
- Bobbi Ann Brady, M.P.P., Haldimand-Norfolk
BABrady-CO@ola.org
- All Ontario municipalities
- Association of Ontario Municipalities
resolutions@amo.on.ca

October 5th, 2022

Township of Lucan Biddulph
270 Main Street
PO Box 190
Lucan, ON N0M 2J0

BY EMAIL

RE: STRONG MAYORS BUILDING HOMES ACT

Please be advised that at the Regular Council Meeting held on October 3rd, 2022, the Council of the Municipality of Thames Centre passed the following motion, supporting the resolutions from the Councils of the Township of Lucan Biddulph, Town of Kingsville and Town of Wasaga Beach regarding the *Strong Mayors, Building Homes Act*:

Resolution: 253-2022

Moved by: K. Elliott

Seconded by: C. Patterson

THAT Council of the Municipality of Thames Centre support the following resolutions regarding opposition to Bill 3, Strong Mayors, Building Homes Act, 2022:

- Township of Lucan Biddulph, dated September 14, 2022
- Town of Kingsville, dated September 1, 2022
- Towns of Wasaga Beach, dated August 19, 2022

AND THAT a copy of this resolution be forwarded to Steve Clark, Minister of Municipal Affairs and Housing of Ontario, Rob Flack, MPP for Elgin-Middlesex-London, the Association of Municipalities of Ontario (AMO) and all Ontario municipalities.

Carried.

Municipality of Thames Centre

October 5, 2022

Page 2

Should you have any questions regarding the above, please advise.

Sincerely,

A handwritten signature in black ink that reads "Sara Henshaw". The signature is written in a cursive, slightly slanted style.

Sara Henshaw

Deputy Clerk

cc: The Honourable Steve Clark, Minister of Municipal Affairs and Housing
Rob Flack, MPP - Elgin–Middlesex–London
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities



Township of Lucan Biddulph

270 Main Street
P.O Box 190, Lucan, Ontario N0M 2J0
Phone (519) 227-4491; Fax (519) 227-4998; E-mail (info@lucanbiddulph.on.ca)

September 14, 2022

Town of Wasaga Beach
30 Lewis Street
Wasaga Beach, ON
L9Z 1A1
eamc@wasagabeach.com

AND TO:

Town of Kingsville
2021 Division Road North
Kingsville, ON
N9Y 2Y9
jsettington@kingsville.ca

RE: STRONG MAYORS BUILDING HOMES ACT

Please be advised that at the Regular Council Meeting on September 6, 2022, the Township of Lucan Biddulph Council passed the following motion, supporting the resolutions from the Council of the Town of Wasaga Beach and Town of Kingsville regarding *Strong Mayors, Building Homes Act*.

Resolution No. 2022 - 203

Moved by D. Regan

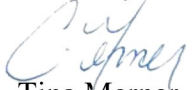
Seconded by D. Manders

That Council of the Township of Lucan Biddulph supports the following resolutions regarding opposition to Bill 3, Strong Mayors, Building Homes Act, 2022:

- *Town of Kingsville dated September 1, 2022*
- *Town of Wasaga Beach dated August 19, 2022*

Should you have any questions regarding the above motion, please do not hesitate to contact our office.

Sincerely,



Tina Merner
Deputy Clerk

cc: The Honourable Steve Clark, Minister of Municipal Affairs and Housing (Steve.Clark@pc.ola.org)
Monte McNaughton, MPP – Lambton, Kent, Middlesex (Monte.McNaughtonco@pc.ola.org)
Association of Municipalities of Ontario (AMO) (amo@amo.on.ca)
All Ontario Municipalities



2021 Division Road North
Kingsville, Ontario N9Y 2Y9
Phone: (519) 733-2305
www.kingsville.ca
kingsvilleworks@kingsville.ca

COPY VIA EMAIL (Premier@ontario.ca)

September 1, 2022

The Hon. Doug Ford, Premier of Ontario
Legislative Building
1 Queen's Park
Toronto, ON M7A 1A1

Dear Premier Ford:

**RE: Town of Kingsville Council Resolution #336-08292022 in opposition to
Bill 3, Strong Mayors, Building Homes Act, 2022**

At its Special Meeting held August 29, 2022 Council of The Corporation of the Town of Kingsville passed a Resolution against Bill 3 as follows:

Resolution #336-08292022

Moved by Councillor Kimberly DeYong
Seconded by Councillor Laura Lucier

“WHEREAS the Government of Ontario, through the Minister of Municipal Affairs and Housing, has introduced Bill 3 which is described as "An Act to amend various statutes with respect to special powers and duties of heads of council";

AND WHEREAS this Bill, if enacted, will initially apply to the City of Toronto and City of Ottawa, but will later be expanded to include other municipalities according to a statement made by the Premier at the 2022 AMO annual conference;

AND WHEREAS this Bill, if enacted, will give Mayors additional authority and powers, and correspondingly take away authority and powers from Councils and professional staff, and will include giving the Mayor the authority to propose and adopt the Municipal budget and to veto some decisions of Council;

AND WHEREAS this Bill, if enacted, will give authority over professional staff to the Mayor, including that of the Chief Administrative Officer;

AND WHEREAS these changes will result in a reduction of independence for professional staff including the CAO, who currently provide objective information to the Council and public and will now take direction from the Mayor alone when the Mayor so directs;

AND WHEREAS these are surprising and unnecessary changes to the historical balance of power between a Mayor and Council, and which historically gave the final say in all matters to the will of the majority of the elected Council.

THEREFORE, this Council of the Town of Kingsville, passes this resolution to petition the Government of Ontario that:

1. These changes to the *Municipal Act, 2001*, are unnecessary and will negatively affect the Town of Kingsville;
2. That if the Ontario Government deems these changes necessary in large single-tier municipalities such as Toronto and Ottawa, that such changes should not be implemented in smaller municipalities;
3. That the Ontario Government should enact legislation clarifying the role of Mayor, Council and Chief Administrative Officer, similar to those recommended by the Ontario Municipal Administrator's Association and those recommended by Justice Marrocco in the Collingwood judicial inquiry of 2020; and
4. That if the stated goal of this legislation is to construct more housing in Ontario that this can be accomplished through other means including amendment of the *Planning Act* and funding of more affordable housing.

Council further directs the Clerk to ensure that a copy of this resolution be provided to the Premier of Ontario, the Minister of Municipal Affairs and Housing, the "Standing Committee on Heritage, Infrastructure and Cultural Policy", Kingsville's MPP, the Association of Municipalities of Ontario, and other Municipalities in Ontario."

RECORDED VOTE – Carried Unanimously

	YEA	NAY
Deputy Mayor Gord Queen	X	
Councillor Kimberly DeYong	X	
Councillor Tony Gaffan	X	
Councillor Laura Lucier	X	
Councillor Thomas Neufeld	X	
Councillor Larry Patterson	X	
Results	6	0

If you have any questions or comments please contact Paula Parker at pparker@kingsville.ca.

Yours very truly,



Paula Parker
Town Clerk, on behalf of Kingsville Council

cc: The Honourable Steve Clark, Minister of Municipal Affairs and Housing
(Steve.Clark@pc.ola.org)
Standing Committee on Heritage, Infrastructure and Cultural Policy; Attn.: Committee Clerk
Isaiah Thorning (schicp@ola.org)
Anthony Leardi, MPP – Essex (Anthony.Leardi@pc.ola.org)
Association of Municipalities of Ontario (AMO) (amo@amo.on.ca)
All Ontario Municipalities



August 19, 2022

The Honourable Steve Clark
Minister of Municipal Affairs and Housing
777 Bay Street
17th Floor
Toronto ON
M7A 2J3

Dear Minister Clark:

Re: Strong Mayors, Building Homes Act

Please be advised that the Council of the Town of Wasaga Beach, during their August 18, 2022 Council meeting adopted the following resolution:

“That Council receive the letter dated August 10, 2022 from the Ministry of Municipal Affairs and Housing pertaining to Strong Mayors, Building Homes Act, for information;

And further that a letter be sent to the Minister of Municipal Affairs and Housing outlining these proposed powers are not appropriate and to outline other ways for the province to institute housing and other matters, and that the motion be circulated to all Ontario municipalities.”

The Town of Wasaga Beach Council does not support the Strong Mayors, Building Housing Act as the proposed changes will not demonstratively speed up the construction of housing and will erode the democratic process at the local level where members of Council have to work together to achieve priorities. What is needed to speed up construction of housing is greater authority for local municipalities to approve development without final clearances from outside agencies after they have been given reasonable time to provide such clearances.

Your favourable consideration of this matter is appreciated.

Should you have any questions, please contact me at mayor@wasagabeach.com or (705) 429-3844 Ext. 2222.

Yours sincerely,

Nina Bifulchi
Mayor

c. Members of Council
All Ontario Municipalities

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



234-2022-3540

August 10, 2022

Dear Head of Council:

As Ontarians face the rising cost of living and a shortage of homes, our government was re-elected with a strong mandate to help more Ontarians find a home that meets their needs.

Our government also made an election promise to build 1.5 million new homes for the people of Ontario over the next 10 years to address the housing supply crisis.

I am pleased to inform you that our government introduced the proposed Strong Mayors, Building Homes Act on August 10, 2022, that, if passed, would make changes to the *Municipal Act, 2001*, *City of Toronto Act, 2006*, and the *Municipal Conflict of Interest Act*. These amendments would empower mayors in the City of Toronto and City of Ottawa to deliver on shared provincial-municipal priorities and get more homes built faster.

If passed, the proposed changes impacting the City of Toronto and City of Ottawa are intended to take effect on November 15, 2022, which is the start of the new municipal council term. Other growing municipalities could follow at a later date.

If you have any comments or feedback regarding these proposed changes, you may submit them to the Ministry of Municipal Affairs and Housing at:
StrongMayors@ontario.ca.

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark".

Steve Clark
Minister



Corporation of the Municipality of Calvin Council Resolution

Date: October 12, 2022

Resolution Number: 2022-322

Moved By: Choose a name.

Seconded By: Choose a name.

NOW THEREFORE BE IT RESOLVED THAT:

“Bylaw 2022-056 being a Bylaw to Amend the Zoning Bylaw be read a second and third time and adopted.”

Result Options.

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Brooker	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijn	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input type="checkbox"/>	<input type="checkbox"/>

Municipality of Calvin

REPORT DATE: September 27, 2022
ORIGINATOR: Colleen Hannigan – E4m Municipal Governance and Planning Consultant
SUBJECT: Zoning By-Law No. 2022-19 Background for a discussion of an amendment By-law No. 2022-056 at first reading, re Compatibility between Extractive Industrial (Aggregate) and Sensitive Land Uses

RECOMMENDATION:

That Council proceed with first reading tonight followed by a public meeting and possible adoption of this proposed amendment to Zoning By-law 2022-19 at the Oct 11th Council meeting.

EXECUTIVE SUMMARY:

This report follows the update brought to Council on September 13th regarding the new Zoning By-law No. 2022-19 which was passed by Council and subsequently came into effect on July 12, 2022. Serious concerns have arisen with:

- the wording in the first paragraph of Section 4.12 entitled “Minimum Distance Separation and Special Setbacks, and
- the wording in Section 4.12.2 regarding the influence area and the minimum distance separation from sensitive land uses both being set at 1,000m with respect to pits and quarries.

In recent discussion with a Ministry of Natural Resources representative and further review of the guidelines, it has been confirmed that some flexibility could be included particularly with respect to properties that would become effectively undevelopable under the existing wording, possibly even where studies have been undertaken to reduce those setbacks.

Staff are proposing a rewording of Section 4.12 that would meet the intent of the provincial Aggregate Resources Act as well as the guidelines referred to in D-1: Land Use and Compatibility, and D-6: Compatibility Between Industrial Facilities and Sensitive Land Uses. The new wording would also remain consistent with Calvin’s East Nipissing Official Plan (OP) while providing options for those properties falling within the 1,000 metre setbacks noted in the OP.

The MX Zone that was included on the zoning map covering a potential aggregate resource to the east of Donald Rd,

There were also a number of other items that were not included in the final version of the current by-law that have been added to this general amendment by-law. These include:

- the 500m influence area respecting waste management facilities
- permitting a detached private garage as a principal use in the R and LSR Zones, and
- the MX zoning of a licensed property that had been taken off the zoning map

FINANCIAL/STAFF CONSIDERATIONS: E4m’s time in assisting staff with the preparation of this newest amendment particularly due to staff’s workload in this peak building season.

BACKGROUND: The protection of our natural resources and land to accommodate our waste management facilities and other industrial uses with inherent off-site impacts are an important aspect of long-term land use planning. In an attempt to protect both *industrial uses* and *sensitive uses* from one another as set out in provincial guidelines and the Official Plan, the current wording in the zoning by-law became extremely restrictive with respect to minimum separations with little flexibility to allow

forms of mitigation similar to those included in the wording of the previous zoning by-law and in the intent of the new Official Plan.

(Note: The pertinent wording in the following OP excerpts (italicized) has been bolded and in some cases underlined as well, for the purposes of this report.)

Section 6.0 Resource Management, of the **East Nipissing Official Plan** adopted by the Calvin Council in 2021, reads as follows.

6.1 Keynote Resource Management Policy

*To protect agricultural, mineral, **mineral aggregate**, forestry, water, cultural heritage, and archaeological resources for their economic, environmental and social benefits.*

6.4 Mineral Aggregates

1. The intent of the Plan is to recognize and protect mineral aggregate resources and existing extraction operations from development and land uses that could interfere with the current or future development of these resources...

*2. **Incompatible land uses will not be permitted within the influence area or separation distances set out in Section 2.9 and Table 2 of the Plan including development and activities which would preclude or hinder the establishment of new operations or access to mineral aggregate resources except where:***

- **The resource use would not be feasible; or***
- **The proposed land use or development serves a greater long-term public interest; and***
- **Issues of public health, public safety and environmental impact are addressed.***

The matters set out in sub-clause 2 shall be addressed through a technical study (Mineral Aggregate Resource Assessment) conducted by a qualified professional.

2.9 Land Use Compatibility

***All development including major facilities shall be planned to ensure that land uses are appropriately designed, buffered and/or separated from each other to prevent or mitigate adverse effects from odour, noise and other contaminants and to minimize the risk to public health and safety.** Major facilities include airports, transportation infrastructure corridors, rail lines and facilities, sewage treatment facilities, waste management systems, industries, energy generation facilities and transmission systems, resource extraction activities such as mineral aggregate and mining operations, and livestock facilities.*

***Table 2 sets out a list of major facilities and other land uses, the influence area where exposure to nuisance factors by residents and other sensitive land uses should be minimized and the minimum separation distances designed to ensure land use compatibility.** All standards shall be applied on a reciprocal basis between land uses to ensure that whether the major facility or the sensitive land use is constructed first, that the alternative land use or use which is installed secondly is appropriately separated and protected from any adverse effects.*

Due to some unavoidable off-site impacts and the resultant push back from adjacent sensitive uses, policies have been strengthened across the province to help minimize these impacts. Separation is a cost-effective (would avoid a technical study) solution. The intent of the provincial guideline and the local Official Plan is to not allow “**development and activities which would preclude or hinder the establishment of new operations or access to mineral aggregate resources.**”

Justification for Reduced Minimum Distance Separation (MDS)

The **Provincial Guideline D-1** referred to in Table 2 of the OP provides some flexibility in interpretation by stating the following:

Compliance with Existing Zoning and Official Plan Designation (2.3.2)

This guideline does not normally affect a change in land use, an expansion, or new development, for either a facility or a sensitive land use which is in compliance with existing zoning, and the official plan designation, except for plans of subdivision and condominium and/or severances. In these exceptional situations, Ministry staff may require studies (see Guideline D-6, "Compatibility Between Industrial Facilities and Sensitive Land Uses, Sections 4.6, "Studies" and 4.7, "Mitigation"), and the identification of any necessary mitigative measures to prevent or minimize any potential 'adverse effects'.

The Aggregate Resources Act contains specific setbacks that are a requirement for Pits and Quarry Permits as shown in the following table.

Aggregate Resources Act Relevant Permit Requirements for Mitigation of Off-site Impacts by Permit Holder

Within 15m	Excavation shall not occur within 15 metres from any part of the boundary of the site, except for the following
Within 30m	Excavation shall not occur within 30 metres from any part of the boundary of the site that abuts, <ul style="list-style-type: none"> • the highway, • land that is used for residential purposes at the time the licence or permit is issued, or • land that is restricted to residential use by a zoning by-law in place when the licence or permit is issued, or • any body of water that is not the result of excavation below the water table.
Within 90m of a sensitive use existing at the time of permit issue	A stockpile of aggregate, topsoil or overburden, a processing plant or area or a building or structure shall not be located within the 90m setback from an existing sensitive use
Within 300m of a sensitive use	Equip any processing equipment that creates dust with dust suppressing or collection devices
	The holder of a wayside permit shall mitigate the amount of dust generated at the site of the pit or quarry to minimize any off-site impact
Within 500m of a sensitive use	Must mitigate the amount of noise emitted at the source with appropriate noise attenuation devices and site design
Within 1,000m of a sensitive use	Apply water or other approved dust suppressant on roads and processing areas
	Shall mitigate the amount of dust generated at the site of the pit or quarry to minimize any off-site impact
	Shall monitor all blasts for ground vibration and blast overpressure and prepare blast monitoring reports in accordance with provincial guidelines on limits on blast overpressure and ground vibration for blasting operations
Within 2,000m of a sensitive use	No blasting shall occur on a holiday, or between 6 p.m. and 8 a.m.

According to the provincial guidelines and the current Official Plan, the preference is the simple distance compliance with the guideline, which is laid out at the 1,000m for both the Influence Area and the Minimum Distance Separation (MDS) in Section 2.9 and Table 2 of the Official Plan unless a study has determined otherwise. This distance basically allows a pit or quarry to operate without any required mitigation on their part as outlined in the Aggregate Resources Act.

However, these documents do provide options for technical studies or development design features to ensure compatibility. An example given in guideline D-6 says that if the sensitive use property is large enough an increased yard setback for the actual sensitive use on that property could be included in the required separation distance. Or, in other words, if the area within the MDS wasn't used for a sensitive use even though it was zoned for such a use, development could occur on that property. Rewording of how distance can be measured needs to be clear in the rewording.

All Rural (R), Limited Service Rural (LSR) and Commercial Recreational (CR) zoned properties in the Township of Calvin are currently zoned for some form of sensitive use and many of them are already developed. To say that without doing a study these properties cannot be developed at all because they lie within the 1,000m influence area and can't comply with the MDS is often not practical or fair to the Township or the property owners.

In order to remain consistent with current provincial and local OP policy, and to protect property owners from an incompatible adjacent use they may or may not have been aware of, or from not being able to develop at all, options for mitigation and minimization of off-site impacts of the MX uses, now or in the future, need to be incorporated back into the wording of the new Zoning By-law.

A purchaser or developer can then be aware of exactly what their development options are. Properties within the Influence Area could easily be flagged and purchasers/developers would be aware up front and asked to acknowledge this at building permit stage. Permit applicants could also be encouraged to incorporate some design features that attempt to mitigate or minimize the negative impacts from the existing or potential future MX zone uses.

The Minimum Distance Separation (MDS) could be reduced in Calvin from the guideline of 1,000m set in the provincial policy statement and the OP to something that better reflects the Aggregate Resources Act. For example, a 300m MDS for a quarry which involves blasting to operate, would tell the current or future aggregate permit holder that they would be looking at specific mitigating measures in order to develop their operation at less than those distances. The same could apply to the development of a sensitive use at less than the MDS.

When MX zoned boundaries abut a property where a sensitive use would normally be allowed, the shared lot line equals 0m separation between the two properties. Therefore, it is impossible to meet any required setbacks for new use/development on either of the lands as specified in the by-law. By allowing the required Ministry setback in the MX zone (15 or 30m for example) and the distance from the lot line to the actual sensitive use on the adjacent property, to be added together to meet the 70m MDS for a pit or 300m for a quarry, would enable adjacent properties to be developed. If the 70m still cannot be met, then a study could be required, or Council approval could be sought through a by-law amendment. In these circumstances mitigation measures and maximum possible separation on the sensitive land use property are the only ways that the impacts of their incompatibility can be minimized. Since these properties already permit certain uses it is not the intent of the guideline to render one entirely undevelopable for a sensitive use unless there is an exceptional reason to do so.

With respect to subdivision, condominium or severance applications, the municipality or the Ministry may or may not require a study and new lots within the MDS may not be approved by the Committee of Adjustment. These would be dealt with on a site-by-site basis.

Waste Management Facilities – Section 4.21.1

In the new zoning by-law, the 500m Influence Area was deleted, leaving only 30m setback with respect to Waste Management Zones. The Influence Areas are still indicated on the By-law's map schedule and it is recommended the former wording be re-instated in this amendment.

Proposed Re-wording for Pits and Quarries

Each section below shows the existing By-law wording in italics, crossed out, followed by the proposed wording indented and in bold print for Council's consideration.

4.21 Minimum Distance Separation (MDS) and Special Setbacks

Despite the zoning regulations in this By-law, no person shall use any land, building or structure unless the use, building or structure complies with the following:

The following apply despite the zoning regulations found in this By-law.

4.21.2 Pits and Quarries (MX Zone)

1. No sensitive land use shall be ~~permitted~~ within 1,000 m [3,280.8 ft.] of the ~~zone~~ boundary of a ~~pit~~ measured as the shortest horizontal distance between the ~~lot line~~ of the ~~sensitive land use~~ and the ~~zone~~ boundary of the ~~pit~~ or the nearest face of the excavation, whichever is the closest.

2. No sensitive land use shall be permitted within 1,000 m [3,280.8 ft.] of a quarry measured as the shortest horizontal distance between the lot line of the sensitive land use and the zone boundary of the quarry or the nearest face of the excavation, whichever is the closest.

1. When applying to develop a property where the proposed sensitive use (e.g. residential use, daycare centre, educational or health facility) on that property is located within the Influence Area of 1,000m of an MX zone boundary, the owner shall, on the Township form provided, acknowledge the existence of the nearby MX Zone and its potential impact on the development being applied for, on the building permit application.

2. No sensitive land use shall be permitted within 70m [230ft.] of a pit or 300m [984ft.] of a quarry measured as the shortest horizontal distance between the location on the lot of the sensitive land use building being applied for and including the required setback of the MX use of the pit or quarry, unless a technical study is undertaken by a qualified professional concluding:

- *the resource use would not be feasible; or*
- *the proposed land use or development serves a greater long-term public interest; and*
- *issues of public health, public safety and environmental impact are addressed, and appropriate measures have been undertaken to mitigate adverse or potential adverse impacts such as visual impacts, noise, dust, traffic or ground water quality or quantity.*

3. In the case of applications for subdivision, condominium or severance, further studies as outlined in the Official Plan, may be required. A covenant shall be registered on the title deed of any approved lots within the Influence Area of an MX Zone to ensure future owners are aware of potential offsite impacts of licensed aggregate extraction activities.

Proposed Map Schedule Changes

The zoning map schedule in relation to current property development has also been reviewed by Staff. Portions of some of the designated areas for aggregate potential in the OP lie in environmentally sensitive areas including wetlands, streams, and adjacent water bodies. Staff are therefore recommending that these MX zones that are not currently licenced for extraction be reduced in size. This will in turn will minimize the setback impacts to sensitive land use development in the surrounding area.

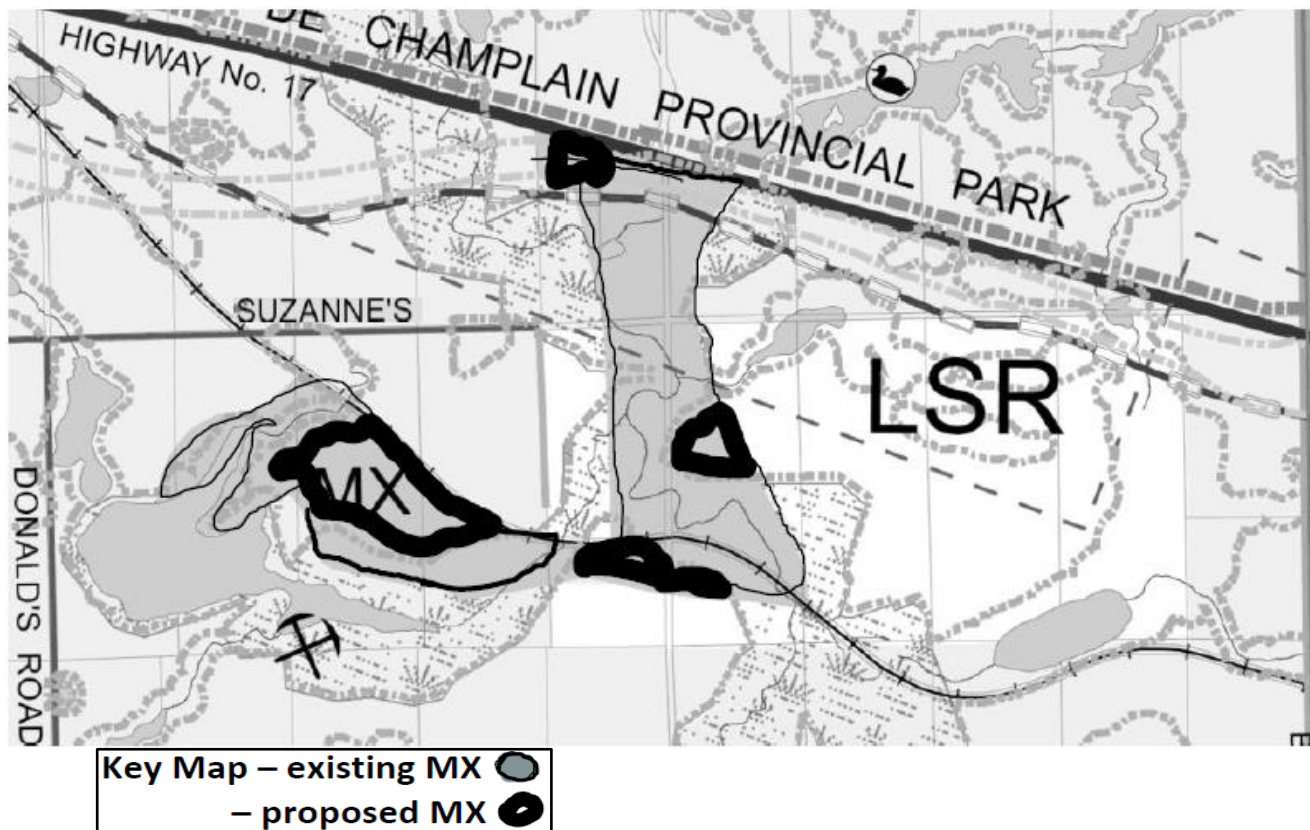
In addition, the licensed MX zone just north of Smith Lake, on Lots 18 & 19, Concession 8, was deleted from the current mapping and is recommended to be put back into the MX Zone so that people are aware there is an existing license on this area.

ANALYSIS/RATIONALE FOR RECOMMENDATION: These changes appear to address the concerns brought forward with respect to overly restrictive wording in the newly adopted Calvin Township By-law respecting development compatibility.

ALTERNATIVES FOR CONSIDERATION: Alternatives recommended for consideration will be based on discussion during this Special Council meeting.

NEXT STEPS: First Reading to be passed at this Council meeting. Notice was given to owners of MX-zoned properties on September 21st and advertised in the Mattawa Recorder the same week. A Public Meeting is scheduled for the October 11th Council meeting.

APPENDICES: Proposed eastern MX Zone Map Schedule changes



**THE CORPORATION OF THE MUNICIPALITY
OF CALVIN
By-Law No. 2022-056**

**BEING A BY-LAW TO AMEND
ZONING BY-LAW BY-LAW No. 2022-019**

WHEREAS pursuant to the provisions of the Planning Act, RSO 1990, Section 34, the Council of a Municipality may enact by-laws regulating the use of lands and the erection of buildings and structures thereon;

AND WHEREAS Council requested a further review of changes made in the new by-law.

NOW THEREFORE, the Council of the Corporation of the Municipality of Calvin enacts the following amendments to By-law No. 2022-19, as follows:

1. That the wording in the introduction of **Section 4.21 Minimum Distance Separation and Special Setbacks**, be replaced by the following:

“The following apply despite the zoning regulations found in this By-law.”

2. That the following wording be added to **Section 4.21.1 Waste Management Facility** as 1. with the remaining numbering being adjusted accordingly:

“1. The influence area shall be 500 m [1,640 ft] from a sensitive land use (e.g. residential use, daycare centre, educational or health facility) measured as the shortest horizontal distance between the location on the lot of the sensitive land use building being applied for and the licenced waste management facility. Within the influence area, no sensitive land use shall be permitted unless the appropriate study is undertaken, to the satisfaction of the approval authority, to demonstrate that the proposed development will not negatively be impacted by the waste management facility (e.g., leachate migration, methane gas, rodents, vermin, odour, litter, noise, etc.);”

3. That the wording in **Section 4.21.2 Pits and Quarries**, of By-law 2022-019 be replaced by the following:

“1. When applying to develop a property where the proposed sensitive use (e.g. residential use, daycare centre, educational or health facility) on that property is located within the Influence Area of 1,000m of an MX zone boundary, the owner shall, on the Township form provided, acknowledge the existence of the nearby MX Zone and its potential impact on the development being applied for, on the building permit application.

2. No sensitive land use shall be permitted within 70m [230ft.] of a pit or 300m [984ft.] of a quarry measured as the shortest horizontal distance between the location on the lot of the sensitive land use building being applied for and including the required setback of the MX use of the pit or quarry, unless a technical study is undertaken by a qualified professional concluding:

- *the resource use would not be feasible; or*

- *the proposed land use or development serves a greater long-term public interest; and*
- *issues of public health, public safety and environmental impact are addressed, and appropriate measures have been undertaken to mitigate adverse or potential adverse impacts such as visual impacts, noise, dust, traffic or ground water quality or quantity.*

3. In the case of applications for subdivision, condominium or severance, further studies as outlined in the Official Plan, may be required. A covenant shall be registered on the title deed of any approved lots within the Influence Area of an MX Zone to ensure future owners are aware of potential offsite impacts of licensed aggregate extraction activities.”

4. That **the aggregate licence area of** Lots 18 & 19, Concession 8, be rezoned MX.
5. That the changes to the MX zone boundaries on Lots 5, 6, 7, 8, & 9 Concession 6 and Lots 5 & 6 Concession 7, as shown on the **Key Map** attached hereto and being part of this By-law, replace the associated MX zone involving the same lots, shown on the map schedule for Zoning By-law 2022-019.
6. That **Detached Private Garage** be added to the principal **Permitted Uses** in **Rural (R) and Limited Service Rural (LSR) Zones**.
7. That By-law No. 2022-056 shall come into effect subject to the requirements of the *Planning Act*.

Read a first time this 27th day of September, 2022.

Public Meeting held the _____ day of _____ 2022.

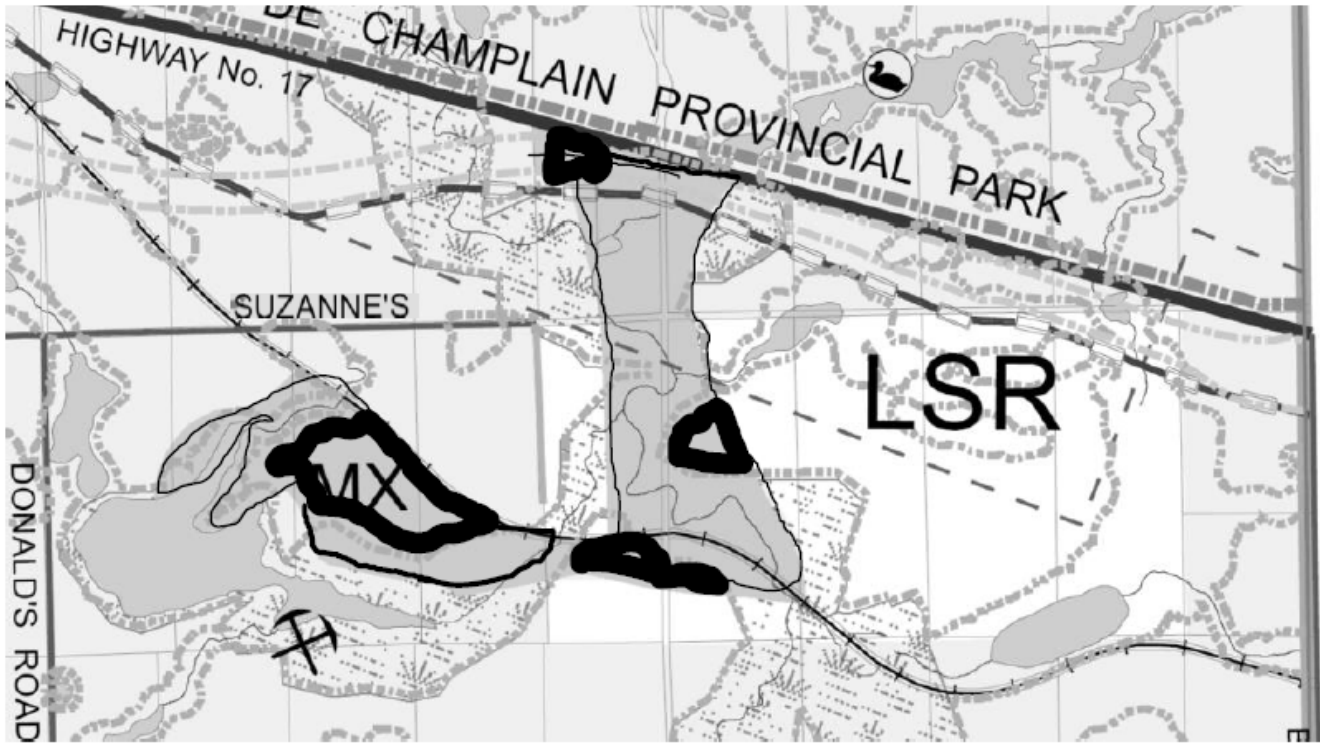
Read a second, third and finally passed this _____ day of _____, 2022.



Mayor

Clerk

Certified that the above is a true copy of By-law No. 2022-050 as enacted and passed by the Council of the Corporation of the Municipality of Calvin on the _____ day of _____, 2022.

Clerk



Key Map – existing MX 
– proposed MX 



Corporation of the Municipality of Calvin Council Resolution

Date: October 12, 2022

Resolution Number: 2022-323

Moved By: Choose a name.

Seconded By: Choose a name.

NOW THEREFORE BE IT RESOLVED THAT:

“Bylaw 2022-058 being a Bylaw to Appoint an Interim Clerk be read and adopted.”

Result Options.

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Brooker	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijn	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input type="checkbox"/>	<input type="checkbox"/>

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BYLAW NUMBER 2022-058

BEING A BY-LAW TO APPOINT AN INTERIM MUNICIPAL CLERK

Legal Authority

Scope of Powers

Section 8(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, (“*Municipal Act*”) as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues.

Powers of a Natural Person

Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

Powers Exercised by Council

Section 5(1) of the *Municipal Act* provides that the powers of a municipality shall be exercised by its Council

Powers Exercised by By-law

Section 5(3) of the *Municipal Act* provides that a municipal power, including a municipality’s capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise.

Municipal Administration

Section 227 of the *Municipal Act* provides it is the role of the officers and employees of the municipality to implement Council’s decisions and establish administrative practices and procedures to carry out Council’s decisions.

Municipal Clerk

Section 228 of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended (“*Municipal Act*”) provides that Council shall appoint a clerk whose duty is,

- a) To record, without note or comment, all resolutions, decisions and other proceedings of the council;
- b) If required by any member present at a vote, to record the name and vote of every member voting on any matter in question;
- c) To keep the originals or copies of all by-laws and of all minutes of the proceedings of the council;
- d) To perform the other duties required under this Act or a under any other

- Act; and
e) To perform such other duties as are assigned by the municipality.

Preamble

In 2019 Council for the Corporation of the Municipality of Calvin appointed Cindy Pigeau as Clerk-Treasurer for the Municipality. Ms. Pigeau ended her employment with the Municipality effective February 18, 2022.

The *Municipal Act* requires municipalities to appoint a Clerk.

A recruitment process was undertaken to fill the position of Clerk. Teresa Scroope participated in the process and was selected as the top candidate for the position and Mary Stock was appointed as Deputy Clerk.

Subsequently, Teresa Scroope and Mary Stock have ended their employment with the Municipality.

Decision

Council of the Corporation of the Municipality decides it in the best interest of the Corporation to appoint a Municipal Clerk.

Direction

NOW THEREFORE the Council of the Corporation of the Municipality of Calvin directs as follows:

1. That Peggy Young-Lovelace is hereby appointed as the Interim Municipal Clerk for the Corporation of the Municipality of Calvin.
2. That the powers and duties of the Clerk shall be those powers and duties as set forth in the *Municipal Act* and every other Act.
3. That Bylaw 2022-037 appointing Teresa Scroope as Clerk-Treasurer is hereby repealed.
4. That Bylaw 2022-038 appointing Mary Stock as Deputy Clerk is hereby repealed
5. This by-law takes effect on the day of its final passing.

Read and adopted by Resolution XXX this 12th Day of October 2022.

Mayor

Clerk



Corporation of the Municipality of Calvin Council Resolution

Date: October 12, 2022

Resolution Number: 2022-324

Moved By: Choose a name.

Seconded By: Choose a name.

NOW THEREFORE BE IT RESOLVED THAT:

"Council for the Corporation of the Municipality of Calvin hereby receive the Committee/Board Reports as circulated."

Result Options.

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Brooker	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijn	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input type="checkbox"/>	<input type="checkbox"/>



REGULAR BOARD MEETING AGENDA

Healthy, Sustainable Communities

Date: Wednesday, September 28, 2022

Time: DNSSAB Board Meeting at 12:30 PM (or directly following the Finance and Administration Committee)

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

<https://us06web.zoom.us/j/82419379485?pwd=UXdLdkRPd05pNG1Eellwa1Q0cThNdz09>

Meeting ID: 824 1937 9485

Passcode: 77588898

One tap mobile

+16132093054,,82419379485#,,,,*77588898# Canada

+16473744685,,82419379485#,,,,*77588898# Canada

Dial by your location

+1 613 209 3054 Canada

+1 647 374 4685 Canada

Members: Councillor Mark King (Chair), Councillor Dan Roveda (Vice-Chair), Mayor Dean Backer, Councillor Mac Bain, Mayor Jane Dumas, Councillor Terry Kelly, Councillor Chris Mayne, Councillor Dave Mendicino, Mayor Dan O'Mara, Councillor Scott Robertson, Representative Amanda Smith, Councillor Bill Vrebosch.

Item	Topic
1.0	1.1 Call to Order MOTION: #2022-65 <i>Resolved</i> THAT the Board of Directors accepts the Roll Call as read by the Recording Secretary for the Regular Board meeting of September 28, 2022 at ____ PM. 1.2 Declaration of Conflict of Interest
2.0	Opening remarks by the Chair

Item	Topic
3.0	<p>Approval of Agenda for September 28, 2022</p> <p>MOTION: #2022-66 THAT Board members accept the Agenda as presented.</p>
4.0	<p>Approval of Minutes (June 22, 2022)</p> <p>4.1 MOTION: #2022-67-A THAT the Board adopt the minutes of the proceedings of the Regular Board meeting of June 22, 2022.</p> <p>4.2 MOTION: #2022-67-B THAT the Board adopt the minutes of the proceedings of the Community Services Committee meeting of June 22, 2022.</p>
5.0	<p>Delegation-</p> <ol style="list-style-type: none"> 1. Nipissing Wellness Ontario Health Team Strategic Plan 2022-24 – Wendy Smith, NWOHT 2. Harm Reduction Services – Louise Gagne, NDPSHU
6.0	<p>6.1 CAO VERBAL UPDATE:</p> <p>MOTION: #2022-68 THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives the CAO Verbal Report for September 28, 2022.</p>
7.0	<p>CONSENT AGENDA - <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>MOTION: #2022-69 THAT the Committee receives for information or approval, Consent Agenda item 7.1 to 7.3.</p> <p>7.1 B17-22 Political Elections Policy THAT the District of Nipissing Social Services Administration Board approve the Political Elections Policy as presented.</p> <p>7.2 B18-22 Revisions to the Travel, Meal, and Hospitality Policy THAT the District of Nipissing Social Services Administration Board approve the changes to the Travel, Meal, and Hospitality Policy as presented.</p> <p>7.3 CS08-22 Canada-Wide Early Learning and Child Care System & Children’s Services Policies – Update THAT the District of Nipissing Social Services Administrative Board (DNSSAB) accepts and endorses the following updated policy as described</p>

Item	Topic
	<p>in briefing note CS08-22:</p> <ul style="list-style-type: none"> •Policy 5CS-ADM-13 Canada-Wide Early Learning and Child Care System (Appendix A); and <p>THAT the District of Nipissing Social Services Administration Board (DNSSAB) revoke the following policy that was approved by the Board on June 22, 2022 for reasons described in the briefing note CS08-22:</p> <ul style="list-style-type: none"> •Policy 5CS-ADM-14 Child Care Maximum Profits, Surpluses and Reserves (Appendix B)
8.0	MANAGERS REPORTS
	<p>8.1 PS05-22 Response Time Standard 2023 Plan</p> <p>MOTION: #2022-70 THAT the District of Nipissing Social Services administration Board approves the Response Time Standard (RTS) plan for calendar year 2023, and approves submission of the plan to the Ministry of Health (MOH) by October 1, 2022.</p>
	<p>8.6 Move in Camera</p> <p>MOTION: #2022-71 THAT the Board move in-camera at _____ to discuss a matter of negotiation and labour relations.</p>
	<p>8.7 Adjourn in Camera</p> <p>MOTION: #2022-72 THAT the Board adjourn in-camera at _____.</p>
	<p>8.8 Approve in Camera</p> <p>MOTION: 2022-73 THAT the Board approves the direction/action agreed to in the in-camera session.</p>
9.0	OTHER/NEW BUSINESS
10.0	<p>NEXT MEETING DATE Wednesday, October 26, 2022</p>
11.0	<p>ADJOURNMENT</p> <p>MOTION: #2022-74 THAT the Board meeting be adjourned at _____.</p>

DISTRICT OF NIPISSING SOCIAL SERVICES ADMINISTRATION BOARD MEETING

MINUTES OF PROCEEDINGS

6/22/2022 at 1:00:00 PM

IN PERSON IN DNSSAB BOARDROOM OR VIRTUALLY VIA ZOOM

MEMBERS PRESENT:

BILL VREBOSCH (North Bay)

CHRIS MAYNE (North Bay)

MARK KING (North Bay) - Chair

MAC BAIN (North Bay)

DAVE MENDICINO (North Bay)

SCOTT ROBERTSON (North Bay)

DAN ROVEDA (West Nipissing) – Vice-Chair

DEAN BACKER (East Nipissing)

JANE DUMAS (South Algonquin)

TERRY KELLY (East Ferris)

AMANDA SMITH (Unincorporated)

CATHERINE MATHESON (CAO)

REGRETS

DAN O'MARA (Temagami)

STAFF ATTENDANCE:

Melanie Shaye, Director of Corporate Services

Michelle Glabb, Director of Social Services and Employment

Lynn Demore-Pitre, Director Children's Services

Stacey Cyopeck, Director, Housing Programs

Tracy Bethune, Manager, Housing Operations

Robert Smith, EMS Chief

Dawn Carlyle, Project Manager

David Plumstead, Manager Planning, Outcomes & Analytics

Donna Mayer, Manager of Project Development

MEDIA:

Stu Campaigne (Bay Today)

1.1 Call to Order

CARRIED

RESOLUTION #2022-51

MOVED BY: MAC BAIN

SECONDED BY: AMANDA SMITH

RESOLVED THAT the Board of Directors accepts the Roll Call as read by the Recording Secretary for the Regular Board meeting of June 22, 2022 at 1:06 PM.

1.2 Declaration of Conflict of Interest

COUNCILLOR MAC BAIN declared a conflict of interest with Item SSE07-22 Funeral Policy Review as his

business receives funding under the program.

2.0 Opening remarks by the Chair

Chair welcomed members, staff and guests. Chair reminded the board that there will be a summer recess, therefore, there will be no board meetings for July and August and the board will reconvene again in September 2022. In the opening remarks, Chair emphasized the work that DNSSAB is doing to ensure equal access and opportunity to its services and programs to all residents within the district. From access to child care, social assistance support, geared to income housing, paramedic services, and homelessness prevention programming, DNSSAB is taking a district-wide approach to ensure residents receive the help they need when they need it. The Chair highlighted the work that Housing Services, through its Service Provider Crisis Centre of North Bay, as well as community agencies that are part of the CAB, are doing to work together to make sure that location is not a deterrent to shelter, support or programming for the District’s most vulnerable citizens. On behalf of the Board, the Chair thanked the services and agencies who are reaching out to persons where they are and helping them address their crisis.

3.0 Approval of Agenda for June 22, 2022 CARRIED

RESOLUTION #2022-52

MOVED BY: DAN ROVEDA
SECONDED BY: DAVE MENDICINO

RESOLVED THAT Board members accept the Agenda as presented

4.0 Approval of Minutes (May 25, 2022)

4.1 Approval of Minutes (Regular Board) CARRIED

RESOLUTION #2022-53-A

MOVED BY: JANE DUMAS
SECONDED BY: SCOTT ROBERTSON

RESOLVED THAT the Board adopt the minutes of the proceedings of the Regular Board meeting of May 25, 2022.

4.2 Approval of Minutes (Finance and Administration Committee) CARRIED

RESOLUTION #2022-53-B

MOVED BY: TERRY KELLY
SECONDED BY: CHRIS MAYNE

RESOLVED THAT the Board adopt the minutes of the proceedings of the Finance and Administration Committee meeting of May 25, 2022.

5.0 Delegations (David Plumstead on Census 2021 Age and Sex)

David Plumstead presented to the Board the 2021 Census Data on Age and Sex (April 27, 2022) which looked at the age structure for Ontario and Nipissing District and the general age groups for Nipissing municipalities and areas.

The Board discussed the presentation and noted that as the population decreases, the District may have excess (or demand taper off) services (i.e., child care and schools) and housing on hand which will need to be addressed; it is possible that the Board may have to address this within 10 years. Board discussed the impacts that immigration will have on boosting population numbers however David confirmed that the District is experiencing a higher death-to-birth ratio so as deaths outnumber births, immigration is needed to achieve population growth.

The Board also discussed the impacts of the population information on employment prospects and noted that inflation may be impacting the choices of the baby boomer generation to work longer - however David noted that the census data presented was not correlated to inflation and its impact on the longevity of employment. David confirmed that the data is a point-in-time snapshot of the District and therefore is not predictive but informative.

6.1 CAO VERBAL UPDATE

CARRIED

RESOLUTION #2022-54

MOVED BY: BILL VREBOSCH
SECONDED BY: DAN ROVEDA

RESOLVED THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives the CAO Verbal Report for June 22, 2022.

CAO updated the Board on the Paramedic Services transition and that as of July 9, 2022 the Paramedic Services management team will be DNSSAB employees. Northern Pines - Phase I second floor has opened with eight (8) rooms available. Phase II is scheduled to open later in the summer of 2022 and Phase III in 2023. For Children Services, applications for child care licenses are due September 1, 2022. Staff are promoting the application and offering assistance to service providers.

7.0 CONSENT AGENDA

CARRIED

RESOLUTION #2022-55

MOVED BY: JANE DUMAS
SECONDED BY: AMANDA SMITH

RESOLVED THAT the Committee receives for approval, Consent Agenda items 7.1 and 7.2.

7.1 B12-22 Lame Duck Restrictions

WHEREAS Section D 17 of the District of Nipissing Social Services Administration Board (DNSSAB) Procedural By-law restricts the actions of the Board if the Board meets the "lame duck" threshold; and

WHEREAS the By-Law states that nothing is preventing any person or body from exercising authority delegated by the Board;

THAT the restricted acts listed in the By-law be delegated to the Chief Administrative Officer (CAO), as described in this report; and

THAT the delegation of authority would be effective the date the Board is confirmed to be in lame duck and would continue to the day after election day or end of the Board's term, depending on the outcome of the election.

7.2 B16-22 Revisions to the Travel, Meal, and Hospitality Policy

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

Board asked for confirmation if the B12-22-Lame Duck Restriction follows the Municipal Act and/or DNSSAB Act. Department confirmed that the Lame Duck Restrictions were created consistent with the Municipal Act due to the language within the Nipissing By-Law.

Board directed Department to strengthen language in the Travel, Meal, and Hospitality Policy so that it clearly restricts claims for mileage for attendance at regularly scheduled meetings and/or meetings that are within the city limits of the attendee.

8.0 MANAGERS REPORTS

8.1 HS30-22 Reaching Home Allocation RFP

CARRIED

RESOLUTION #2022-56

MOVED BY: CHRIS MAYNE
SECONDED BY: DAVE MENDICINO

RESOLVED THAT the District of Nipissing Social Services Administration Board (DNSSAB) receive and approve Report HS30-22, regarding the outcome of Request for Proposals RFP 2022-18: Reaching Home – Homelessness Services and authorizing the CAO to consider such recommendations from the Community Advisory Board (CAB), and enter into negotiations and subsequent contracts with the successful proponents.

Furthermore, that the District of Nipissing Social Services Administration Board authorizes staff to reallocate funds throughout the 2022/23 fiscal year to qualifying initiatives, up to the CAO delegated authority based on emerging priorities in the district.

8.2 HS31-22 Overflow Policy

CARRIED

RESOLUTION #2022-57

MOVED BY: SCOTT ROBERTSON
SECONDED BY: DAN ROVEDA

RESOLVED THAT the District of Nipissing Social Services Administration Board receive, for approval, the Emergency Shelter Overflow Policy attached as Appendix A, and set out in report HS31-22.

8.3 HS27-22 Social Housing Regulation Changes

CARRIED

RESOLUTION #2022-58

MOVED BY: AMANDA SMITH
SECONDED BY: DAN ROVEDA

RESOLVED THAT the District of Nipissing Social Services Administration Board (DNSSAB) receive for approval report HS27-22 regarding the Housing Services Act Regulatory Changes and the recommended updates to Local Housing Income Policy 2020-02 and Local Housing Asset Policy 2020-07.

Board requests confirmation if the changes will add more people to the service level count. Department expects that this will add more persons to the service level count however staff have sent a clarifying question to the ministry and will report back to the Board once received.

8.4 CS07-22 Children's Services Policies

CARRIED

RESOLUTION #2022-59

MOVED BY: AMANDA SMITH
SECONDED BY: JANE DUMAS

RESOLVED THAT the District of Nipissing Social Services Administrative Board (DNSSAB) accepts and endorses the following policies as described in briefing note CS07-22:

- 1) Policy 5CS-ADM-13 Canada-Wide Early Learning and Child Care System (Appendix A)
- 2) Policy 5CS-ADM-14 Child Care Maximum Profits, Surpluses and Reserves (Appendix B)

8.5 SSE07-22 Funeral Policy Review

CARRIED

RESOLUTION #2022-60

MOVED BY: AMANDA SMITH
SECONDED BY: TERRY KELLY

RESOLVED THAT the District of Nipissing Social Services Administration Board (DNSSAB) receive report SSE07-22 on the Ontario Works local funeral policy review, recommending Option 3, for approval.

8.6 Move-in Camera

CARRIED

RESOLUTION #2022-61

MOVED BY: DEAN BACKER
SECONDED BY: DAVE MENDICINO

RESOLVED THAT the Board move in-camera at 2:20 PM to discuss a matter of negotiation.

8.7 Adjourn in Camera

CARRIED

RESOLUTION #2022-62

MOVED BY: TERRY KELLY
SECONDED BY: MAC BAIN

RESOLVED THAT the Board adjourn in-camera at 2:39 PM.

8.8 Approve in Camera

CARRIED

RESOLUTION #2022-63

MOVED BY: DAVE MENDICINO
SECONDED BY: JANE DUMAS

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

9.0 OTHER/NEW BUSINESS

There was no new business.

10.0 NEXT MEETING DATE

Wednesday, September 28, 2022

11.0 ADJOURNMENT

CARRIED

RESOLUTION #2022-64

MOVED BY: TERRY KELLY
SECONDED BY: BILL VREBOSCH

RESOLVED THAT the Board meeting be adjourned at 2:41 PM.

MARK KING
Chair

CATHERINE MATHESON
Secretary

Minutes of Proceedings Recorder
Matthew Campbell, Contract and Purchasing Specialist

COMMUNITY SERVICES COMMITTEE MEETING

MINUTES OF PROCEEDINGS

6/22/2022 at 12:00:00 PM

IN PERSON IN DNSSAB BOARDROOM OR VIRTUALLY VIA ZOOM (AS PER INSTRUCTION BELOW)

MEMBERS PRESENT:

BILL VREBOSCH (North Bay)

CHRIS MAYNE (North Bay)

MARK KING (North Bay)

MAC BAIN (North Bay)

DAVE MENDICINO (North Bay) – Vice-Chair

SCOTT ROBERTSON (North Bay)

DAN ROVEDA (West Nipissing) - Chair

DEAN BACKER (East Nipissing)

JANE DUMAS (South Algonquin)

AMANDA SMITH (Unincorporated)

CATHERINE MATHESON (CAO)

REGRETS

DAN O'MARA (Temagami)

TERRY KELLY (East Ferris)

STAFF ATTENDANCE:

Melanie Shaye, Director of Corporate Services

Michelle Glabb, Director of Social Services and Employment

Lynn Demore-Pitre, Director Children's Services

Stacey Cyopeck, Director, Housing Programs

Tracy Bethune, Manager, Housing Operations

Robert Smith, EMS Chief

Dawn Carlyle, Project Manager

David Plumstead, Manager Planning, Outcomes & Analytics

Donna Mayer, Manager of Project Development

GUESTS:

Bryce Gartner (Community Paramedicine)

MEDIA:

Stu Campaigne (Bay Today)

1.1 Call to Order - Roll Call

The Community Services Committee was called to order at 12:04 PM

1.2 Declaration of Conflict of Interest

None were declared

2.0 Opening remarks by the Chair

Chair Dan Roveda welcomed members and guests and informed the committee that today's meeting will be the last before the summer break.

3.0 Approval of the Agenda for June 22, 2022

CARRIED

RESOLUTION #CSC22-2022

MOVED BY: MARK KING
SECONDED BY: DAVE MENDICINO

RESOLVED THAT the Community Services Committee accepts the Agenda as presented.

4.0 DELEGATIONS (Rob Smith and Commander Bryce Gartner on Community Paramedicine)

Commander Bryce Gartner presented to the committee details about the Community Paramedicine program which began in 2014 with one paramedic to current four full-time positions and one commander. The original mandate of diverting frequent 911 calls has since been expanded to address the increasing long-term care home waitlist and to provide remote patient monitoring care with a 300 patient roster and 250 visits each month. He outlined some future trends and opportunities for the program, including new provincial funding opportunities that may enhance programming, new collaboration with Ontario Health, expansion of remote patient monitoring and on-going collaboration with community partners (North Bay Police Services, City of North Bay Wellness Coordinator, nurse practitioner and Northern Pines).

After the presentation, Commander Gartner addressed questions from the committee, explaining the referral process and bilingual service delivery.

5.0 CONSENT AGENDA

CARRIED

RESOLUTION #CSC23-22

MOVED BY: DEAN BACKER
SECONDED BY: SCOTT ROBERTSON

RESOLVED THAT the Committee receives for information, Consent Agenda items 5.1 to 5.4.

Items 5.2, 5.3 and 5.4 in the consent agenda were pulled for discussion and all items were voted on collectively.

5.1 SSE05-22 Modernization Update - an update on the Ministry of Children, Community and Social Services (MCCSS) modernization initiatives.

5.2 CS05-22 Licensed Child Care Services & Services for Children with Exceptional Needs

In response to a Board request in May about daycare services for children aged 12 and over who have exceptional needs. Children's Services provided a report, confirming that the children's needs can be met through current legislation and through local services providers and community agencies. Children's Services indicated staff will continue to coordinate support and services for families in need when referrals are received.

5.3 HS26-22 Homelessness Action Plan Quarterly Update

Department provided a verbal summary of progress made in the plan to date detailing the Community Homelessness Prevention Initiative (CHPI) and Social Service Relief Fund (SSRF) Phase 3 and 4 – 2021-22 Year End as outlined in Briefing Note HS26-22.

5.4 HS29-22 CHPI/SSRF Final Report

Department provided a verbal summary of Briefing Note HS29-22.

In response to a committee member's question, Department confirmed that the full \$7.3M was provincial funding.

6.0 MANAGERS REPORTS

6.1 CS06-22 Children's Services Policies

CARRIED

RESOLUTION #CSC25-22

MOVED BY: DAVE MENDICINO
SECONDED BY: MARK KING

RESOLVED THAT the Community Services Committee accept and endorse the updated policies as listed below and described in briefing note CS06-22:

- 1) Policy: Wage Enhancement Grant and Home Child Care Enhancement Grant (Appendix A)
- 2) Policy: Fee Subsidy Waitlist Management (Appendix B)

Children's Services provided a verbal summary of Briefing Note CS06-22..

6.2 SSE06-22 Ontario Works Caseload Infographic (for information) - an infographic that highlights a selection of Ontario Works caseload data by community in Nipissing District.

An infographic on the Ontario Works caseload was presented, providing key information and demographic data on the local caseload grouped into four catchment areas and informing decision-making.

6.3 HS28-22 Annual Update to 10-Year Housing and Homelessness Plan (for information) - outlines the annual report on the 2021 implementation of "A Place to Call Home: Nipissing District 10-Year Housing and Homelessness Plan 2014-2024" and attached Appendix A "2021 Annual Report Implementation Update", and is for information purposes.

Committee requested confirmation as to the amount of one-time funding received; to which the department confirmed it was 47%.

7.0 OTHER BUSINESS

There was no other business

8.0 NEXT MEETING DATE

Wednesday, September 28, 2022

9.0 ADJOURNMENT

CARRIED

RESOLUTION #CSC24-22

MOVED BY: MAC BAIN
SECONDED BY: AMANDA SMITH

RESOLVED THAT the Community Services Committee meeting be adjourned at 12:51 PM.

DAN ROVEDA

Chair

CATHERINE MATHESON

Secretary

Minutes of Proceedings Recorder
Matthew Campbell, Contract and Purchasing Specialist

BRIEFING NOTE B17-22

For information or For Decision or For Approval

Date: September 28, 2022
Purpose: Political Elections Policy
Prepared by: Melanie Shaye, Director of Corporate Services
Reviewed by: Justin Avery, Manager of Finance
Reviewed by: Catherine Matheson, CAO

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 approve the Political Elections Policy as presented.

BACKGROUND

This is a new policy that has been created to establish consistency with the Municipal Elections Act, 1996, which outlines rules and regulations governing the financing of municipal election campaigns in Ontario. This policy is not intended to limit freedom of expression.

PROPOSED POLICY HIGHLIGHTS

Considering the best practice of other municipalities, including the City of North Bay, the policy was created to include:

- A policy which covers all DNSSAB and NDHC employees and Board members, as well as candidates, political parties, constituency associations and registered third parties considering the use of DNSSAB or NDHC resources for election related purposes.
- No DNSSAB or NDHC resource shall be used during an election period to promote or provide advantage.

- Employees and Board members are prohibited from using DNSSAB or NDHC resources for the benefit of a candidate or campaign.
- No candidates are permitted to campaign either directly or indirectly at DNSSAB or NDHC corporate properties.

NEXT STEPS

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

ATTACHMENT

Political Elections Policy

BRIEFING NOTE B18-22

For information or For Decision or For Approval

Date: September 28, 2022

Purpose: Revisions to the Travel, Meal, and Hospitality Policy

Prepared by: Melanie Shaye, Director of Corporate Services

Reviewed by: Justin Avery, Manager of Finance

Reviewed by: Catherine Matheson, CAO

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 approve the changes to the Travel, Meal, and Hospitality Policy as presented.

BACKGROUND

This policy was originally created in February 2010. Since then, a series of amendments have been made to clarify the intent of the policy, and to ensure reimbursement 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 June 22, 2022.

PROPOSED CHANGES

At the June 22, 2022 Board meeting, it was requested that additional language be added to the Policy to prevent unnecessary mileage related expenses.

The policy has been amended to ensure there is advance approval of Board member travel and itineraries. This approval would come through the Chair of the Board or Vice-Chair. The policy has also amended the definition of travel:

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.

NEXT STEPS

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

BRIEFING NOTE CS08-22

For Information or For Approval

Date: September 28, 2022

Purpose: **Canada-Wide Early Learning and Child Care System & Children's Services Policies - Update**

Prepared by: Lynn Démoré-Pitre, Director Children's Services

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

RECOMMENDATION:

THAT the District of Nipissing Social Services Administrative Board (DNSSAB) accepts and endorses the following updated policy as described in briefing note CS08-22:

- Policy 5CS-ADM-13 Canada-Wide Early Learning and Child Care System (Appendix A); and

THAT the District of Nipissing Social Services Administration Board (DNSSAB) revoke the following policy that was approved by the Board on June 22, 2022 for reasons described in the briefing note CS08-22:

- Policy 5CS-ADM-14 Child Care Maximum Profits, Surpluses and Reserves (Appendix B)

BACKGROUND:

DNSSAB is the designated child care and early years service system manager responsible for the planning and managing of licenced child care services and EarlyON Child and Family Centres throughout the District of Nipissing.

DNSSAB's policies, practices and guidelines are planned and implemented to reflect legislation, regulations, directives and best practices, which include the *Ontario Child Care and EarlyON Child and Family Service Management Funding Guideline for Consolidated Municipal Managers and District Social Service Administration Boards*.

On March 23, 2022, the DNSSAB's Community Services Committee received Briefing Note CS03-22 related to Canada's Early Years and Child Care Plan which described the investment towards a national early learning and child care plan, starting in 2021-2022 as part of initial five-year agreements between the federal and provincial governments.

On March 28, 2022, the Governments of Ontario and Canada signed the Canada-Wide Early Learning and Child Care (CWELCC) Agreement. The Province of Ontario reached a \$13.2 billion commitment over six years with the federal government on a national child care plan.

In April 2022, the Ministry of Education released an addendum to the Child Care and EarlyON Child and Family Centres Services Management and Funding Guidelines (2022) that provided guidance with the implementation of the Canada-Wide Early Learning and Child Care (CWELCC) System.

On April 27, 2022, the DNSSAB's Community Services Committee received Briefing Note CS04-22 related to Canada-Wide Early Learning and Child Care (CWELCC) Plan, which provided an update regarding the reached agreement. Furthermore, the DNSSAB Board directed staff to develop an expansion plan to address the early years and licensed child care needs in the district to be brought back to the Board in Fall 2022.

On June 22, 2022, the DNSSAB Board received Briefing Note CS07-22 related to Children's Services Policies, which provided an update regarding the implementation of the Canada-Wide Early Learning and Child Care (CWELCC) System as well as related policies for consideration and approval.

CURRENT STATUS/STEPS TAKEN TO DATE:

On August 17, 2022, the Ministry of Education released updated guidelines related to the implementation of the CWELCC System across the province.

To address concerns raised by the sector and to better support participation in the CWELCC system, the ministry made the following changes:

- Extension to opt-in/out date from September 1st to November 1st.
- Sample CWELCC service agreement must be made available to service providers by August 29, 2022.
- Service Providers may withdraw their application at any time, or terminate their participation in the CWELCC System without penalties.
- CWELCC applications must be processed to confirm eligibility within 10 calendar days and both parties are required to execute an agreement within 30 days of application.
- The Service Provider must issue rebates/credits to eligible families within 20 days from receiving CWELCC funding (down from 60 days).
- Service Provider requirements related to undue profits, ineligible and eligible expenses and additional parameters for expenditure categories have been removed.

- Service System Managers to develop a plan to increase access to licensed child care services for children in receipt of fee subsidy and children with exceptional needs.
- As the base fee continues to be reduced as part of the phased approach, the ministry will develop a new long-term, sustainable funding model for the CWELCC System.

In addition to the above-mentioned changes, the ministry added key principles, additional information, and clarification to the guidelines to further support with the implementation of the system.

The Canada-Wide Early Learning Child Care System Policy (please refer to Appendix A) has been updated to reflect current guidelines, practices and local priorities. The overarching policy continues to provide guidance related to the implementation of the CWELCC system and to set service standards.

On June 22, 2022, the Board received Briefing Note CS07-22 which included the Child Care Maximum Profits, Surpluses and Reserves Policy (please refer to Appendix B). The requirements included in this policy have since been removed from the guidelines therefore the policy is no longer required and should be revoked.

As the ministry continues to respond to feedback from the sector, additional updates are anticipated. DNSSAB policies and practices will be amended to align with updated legislation, guidelines, and best practices as required.

Implementation of the CWELCC system in Nipissing

DNSSAB's Children's Service [website](#) has been updated to include information related to the implementation of the CWELCC System in the Nipissing district, including service provider guidelines, sample agreement, opt-in/out form, etc.

As of September 12, 2022, nine licensed child care agencies (or 24 licensed child care sites) have opted-into the CWELCC System in Nipissing. In addition, two licensed home child care agencies have also opted into the CWELCC System. Most agencies who have not yet opted-in, have informally advised DNSSAB of their intent to participate in the system.

As agencies opt-into the CWELCC system, families will begin to benefit from the reduced child care rates and reimbursements.

In most instances, RECEs will not see changes to their compensation until the annual wage increase takes place in January 2023.

RESOURCES REQUIRED, RISKS AND MITIGATION:

Funding provided for the implementation of the CWELCC System continues to be 100% federal funding and does not require any municipal contributions.

CMSMs/DSSABs will continue their role as designated early years and child care service system managers. As previously reported, additional administrative funding has been received in order to support with the implementation of the CWELCC System.

CONCLUSION:

In order to ensure stability and sustainability of the licensed child care sector, the province is planning a phased approach to the implementation of the CWELCC System. DNSSAB will continue to work closely with the early years and child care service providers to ensure that the sector is well supported as the CWELCC System is implemented across the province.

Consultations with the Minister's Advisory Group have begun. Furthermore, the ministry has indicated that additional consultation with the early years and child care will take place in late summer/early fall.

Ongoing collaboration between the Ministry of Education, licensed child care service providers, school boards, municipalities, community partners and stakeholders will be required to meet local needs and meet desired outcomes.

The Board will continue to receive updates as additional information becomes available.

BRIEFING NOTE PS05-22

For Information or For Approval

Date: September 28, 2022

Purpose: Response Time Standard 2023 Plan

Prepared by: Robert Smith; Chief of EMS (Paramedic Services)

Reviewed by: Justin Avery, Manager of Finance

Approved by: Catherine Matheson, CAO

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 approves the Response Time Standard (RTS) plan for calendar year 2023, and approves submission of the plan to the Ministry of Health (MOH) by October 1, 2022.

EXECUTIVE SUMMARY

The purpose of this report is to provide the District of Nipissing Social Services Administration Board with a Response Time Standard (RTS) plan for calendar year 2023, and to obtain approval for submission of the plan to the Ministry of Health (MOH) by October 1, 2022. Additionally, this report will provide the Board of Directors with specific information related to response capacity in order that future strategic planning can be managed in an informed manner.

BACKGROUND:

The 2023 Provincial Ambulance Response Time Standard plan has grown out of previous years' plans, capturing incremental improvements since program implementation. Next year will mark the eleventh year for this model of reporting, one that requires submission of both annual target times and resulting target compliance.

The RTS plan submission sets out Paramedic Service's response goals, based upon patient acuity and deployment planning. The information helps to inform stakeholders of the service levels and permits discussion regarding the delivery of Paramedic Services in any community.

RTS PLAN STRUCTURE

The RTS plan target times are specified by patient acuity, with the goal being to arrive to those patients in the greatest need in the shortest time. One of the most serious of conditions encountered by Paramedics is a patient who has suffered Sudden Cardiac Arrest (SCA), and while a cardiac arrest is a condition familiar to most people, there are a number of other call types captured when developing the plan. The annual RTS reporting is based upon the ability to get a paramedic to each patient, specified by each patient's condition presentation. Patient severity is important and will be referenced throughout this document.

The Canadian Triage and Acuity Scale (CTAS) of 1 to 5 measures patient acuity and is the accepted tool to be used when determining the Paramedic Service's response time targets.

The following information defines CTAS scoring criteria.

CTAS 1: Critically ill/injured and requires resuscitation to prevent an immediate threat to life, or imminent risk of deterioration. Such patients require immediate and aggressive interventions. Examples include cardiac/respiratory arrest, major trauma, or myocardial infarction.

CTAS 2: Patient requires emergent care and rapid medical intervention to prevent a potential mortality/morbidity threat. Patients require rapid medical intervention. Examples include closed head injury, chest pain, or internal bleeding.

CTAS 3: Patients require urgent care, and included conditions that could potentially result in deterioration. Examples include mild/moderate asthma, less severe trauma, pediatric protracted vomiting/diarrhea.

CTAS 4: Patients require non-urgent care, and includes conditions related advanced age, ongoing distress, where there is a potential for deterioration, or where the patient might benefit from one or more interventions. Examples include urinary tract symptoms, mild abdominal pain, or an earache.

CTAS 5: Patients require non-urgent care, and includes conditions in treatments and investigations could be delayed, or where patients may be better managed in other areas of the health care system. Examples include sore throat, conditions related to chronic problems.

Target response times are set out in Legislation for Sudden Cardiac Arrest calls at 6 minutes. The Legislation an 8-minute response to CTAS 1 events. The DNSSAB must establish how often Paramedic Services can meet the response time.

The DNSSAB is also responsible to set both the target times and percent compliance for CTAS 2, 3, 4 and 5 events. This allows Upper Tier Managers/Direct Delivery Agents (UTMs/DDAs) to customize their deployment plans. Unfortunately, it results in multiple variables that challenges the ability to effectively compare community response times.

REPORT SUBMISSION TIMELINES/DESIGN

RTS submissions times are set out in Regulation. By October 1st of each year, UTM/DDAs are responsible to design and submit their RTS plan for the following calendar year. The plan brought forward today will cover the 2023 calendar year.

By 31st of March each year, UTM/DDAs are required to report to the MOH the community's RTS target performance from the previous year. 2022 results will be submitted in March of 2023. It is important to note that Paramedic Services is a rapidly evolving system and the RTS target successes are based on a plan that is nearly eighteen months old. Planning beyond the horizon generally results in a more conservative plan, but despite this approach, staff continuously monitor response compliance. The transition of Paramedic Services to direct delivery and the ongoing work to examine service enhancement opportunities has allowed for a more progressive approach that historically submitted.

CHALLENGES TO TARGET COMPLIANCE

There are a number of challenges to response time success. These relate to geography and to staffing patterns in the District of Nipissing and the Province's regionalized health care design. These challenges exist across Northern Ontario.

A paramedic response to sudden cardiac arrest events, set at six minutes from the time of notification or eight minutes to a CTAS event, is challenged by geography as a best case scenario would limit target success to no more than 8KM from any station. Additionally, the on-call model used in parts of the district result in delayed response times. Paramedics who are in their station have two minutes to become mobile, while those on call have 10 minutes.

Response time compliance in Nipissing District was negatively impacted by resource loss due to an inefficient deployment plan that permitted extensive use of Paramedic Services for nonurgent activities, including transport out of the district. This practice left communities with little or no emergency coverage and resulting in much longer response times.

In 2022, staff revised the Paramedic Services Deployment Plan, limiting the ability of paramedics to be used for the transportation of medically stable patients between facilities, a service provided through a variety of other means. This work was done in collaboration with Timiskaming, Cochrane and Manitoulin-Sudbury DSSABs. Staff also engaged with the district hospitals, the Ministry of Health and the Ontario Health Team to assist in the development of a nonurgent patient transport model. This outcome will significantly improve Paramedic Services emergency response capacity. Staff are working to prioritize emergency capacity to residents of the District. The plan is to implement the new Deployment Plan in the fall of 2022.

SCA and CTAS 1 events are infrequent, representing one percent of the total Paramedic Services responses. As such, response target compliance is heavily influenced by each call. Outliers can each alter target success by 1 to 2%. In 2021, Paramedic Services responded to 280 SCA or CTAS1 events, representing only 1.5% of the service's workload.

2023 RTS PLAN

Historically, the RTS plans prepared and submitted by DNSSAB have been stagnant. They were set to meet requirements set out by the MOH in 1996. The efforts under way by staff in areas of Community Paramedicine, deployment planning, service design and

transition to direct delivery have allowed for a 2023 RTS plan that is reflective of these changes. Specifically, staff have reviewed the above identified strategies to determine how such planning will reduce resource loss, thus permitting improved response times to urgent and emergent service requests. The Northeast Ontario Deployment Plan will reduce the time to arrive to serious events while limiting resource loss for nonurgent service requests, ensuring patients in the greatest need receive paramedic care rapidly. Strategies to mitigate further challenges around on-call deployment are being assessed by staff and solutions will be brought forward to the Board through established processes, specifically as part of budget deliberations for 2023.

CONCLUSION:

DNSSAB staff will, following Board direction submit the final version of the 2023 Response Time Standard plan to the Ministry of Health as included below in this report. The plan had been established based upon data available to date and represents overall achievable goals. Staff believe the above noted goals to be attainable given the commitment. There is an expectation by the Ministry of Health that the DNSSAB review and amend the RTS Plan to help improve district-wide Paramedic Services. The approach being brought forward will meet the government’s requirement for the plan to evolve, while ensuring that it incorporates the DNSSAB Strategic Plan and works to meet the community expectations.

District of Nipissing Social Services Administration Board, Paramedic Services - Response Time Standard Performance Plan 2023

This performance plan sets out response time targets for the calendar year of 2023. The design of the 2023 RTS Plan will see a reduced target response time to the more serious incidents, while allowing for longer response times to less acute events.

Service Number	772	Service Name	District of Nipissing Social Services Administration Board Paramedic Services
Community Name	District of Nipissing Social Services Administration Board		
Mailing Address	200 McIntyre Street East North Bay , Ontario P1B 8J8		
Telephone	705-474-2151 ext. 3135	Facsimile	705-474-7155
Chief Administrative Officer/ Band Chief/ Manager]	Catherine Matheson CAO	Email	Catherine.matheson@dnssab.ca
		Telephone	705-474-2151 ext.63116
Name & Title of Party Responsible for	Robert Smith; Chief of EMS	Email	Rob.smith@dnssab.ca
		Telephone	705-474-2151 ext. 53135

Completing Submission			
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i. Sudden Cardiac Arrest (SCA)

The service will endeavour to have a responder equipped and ready to use an AED at the location of a patient determined to be in SCA within 6 minutes from the time ambulance dispatch conveys the call information to the paramedic 42% of the time an improvement of 2%.

ii. CTAS 1

The service will endeavour to have a paramedic as defined by the Ambulance Act and duly equipped at the location of a patient determined to be CTAS 1 within 8 minutes from the time ambulance dispatch conveys the call information to the paramedic 72% of the time an improvement of 2%.

iii. CTAS 2, 3, 4, 5

The service will endeavour to have a paramedic as defined by the Ambulance Act and duly equipped at the location of a patient determined to be CTAS 2, 3, 4, 5 within the time specified in the table below. The percentage of time the target time will be achieved is also specified in the table below.

CTAS	Target time	% of target
2	11.00	72%
3	12.00	72%
4	20.00	90%
5	25.00	90%



FINANCE AND ADMINISTRATION COMMITTEE MEETING AGENDA

Healthy, Sustainable Communities

Date: Wednesday, September 28, 2022

Time: 12:00 PM

Location: In person in DNSSAB Boardroom or virtually via link below:

Join Zoom Meeting

<https://us06web.zoom.us/j/82419379485?pwd=UXdLdkRPd05pNG1Eellwa1Q0cThNdz09>

Meeting ID: 824 1937 9485

Passcode: 77588898

One tap mobile

+16132093054,,82419379485#,,,,*77588898# Canada

+16473744685,,82419379485#,,,,*77588898# Canada

Members: Councillor Mark King Councillor (Chair), Councillor Dan Roveda (Vice Chair), Councillor Dave Mendicino, Mayor Dean Backer, Councillor Mac Bain, Mayor Jane Dumas, Councillor Terry Kelly, Chris Mayne, Mayor Dan O'Mara, Councillor Scott Robertson, Representative Amanda Smith, Councillor Bill Vrebosch.

Item	Topic
1.0	1.1 Call to Order - Roll Call 1.2 Declaration of Conflict of Interest - none declared
2.0	Opening remarks by the Chair
3.0	Approval of the Agenda for September 28, 2022 MOTION #FA08-2022 THAT the Finance and Administration Committee accepts the Agenda as presented.

Item	Topic
4.0	None at this time
5.0	<p>CONSENT AGENDA - <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>MOTION: #FA09-2022</p> <p>THAT the Board receives for information, Consent Agenda item 5.1.</p> <p>5.1 FA07-22 Q2 Financial Report - an update on the YTD financial performance of the organization relative to the budget set for the same period and the forecast to year-end.</p>
6.0	MANAGERS REPORTS
	<p>6.1 FA09-22 2023 Preliminary Budget Issues Report - a preliminary update on the issues that will impact the 2023 budget.</p> <p>6.2 F08-22 - Annual Reserves Report</p> <p>MOTION #FA10-2022</p> <p>THAT the District of Nipissing Social Services Administration Board (DNSSAB) approves the reserves recommendations as outlined in briefing note FA08-22.</p>
7.0	OTHER BUSINESS
8.0	<p>NEXT MEETING DATE</p> <p>Wednesday, October 26, 2022</p>
9.0	<p>ADJOURNMENT</p> <p>MOTION: #FA11-22</p> <p><i>Resolved</i> THAT the Finance and Administration Committee meeting be adjourned at ___ PM.</p>

BRIEFING NOTE FA07-22

For Information or **For Approval**

Date: September 28, 2022

Purpose: **Year-to-date (YTD) Financial Report, January 1 to June 30, 2022**

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**

FOR INFORMATION:

Report FA07-22 provides The District of Nipissing Social Services Administration Board (DNSSAB) with an update on the YTD financial performance of the organization relative to the budget set for the same period and the forecast to year-end

YTD Overall Financial Results – January 1 to June 30, 2022

	YTD Actual	YTD Budget	Variance	Available Budget to YE	Budget 2022	Forecast to YE	Variance to Budget
Revenues:							
Municipal Levies	\$ 10,855,698	\$ 10,848,468	\$ 7,230	\$ 10,854,978	\$ 21,710,676	\$ 21,710,676	\$ -
Province of Ontario	30,803,296	29,519,105	1,284,192	25,210,596	56,013,892	59,475,881	3,461,989
Federal Funding	281,876	455,968	(174,092)	598,938	880,814	809,233	(71,581)
Interest	100,766	80,087	20,679	59,409	160,175	201,531	41,356
Repayments	157,509	227,996	(70,487)	298,491	456,000	368,902	(87,098)
Lease and Other	240,446	251,844	(11,398)	269,164	509,610	510,190	580
Deferred Revenue	2,060,566	184,414	1,876,152	(1,717,152)	343,414	1,764,041	1,420,627
Total Revenues	\$ 44,500,156	\$ 41,567,882	\$ 2,932,275	\$ 35,574,425	\$ 80,074,581	\$ 84,840,455	\$ 4,765,874
Expenditures:							
Ontario Works	\$ 8,331,913	\$ 9,618,587	\$ (1,286,674)	\$ 11,339,543	\$ 19,671,456	\$ 16,818,947	\$ (2,852,509)
OW Program Delivery	2,496,434	2,788,947	(292,513)	3,046,718	5,543,152	5,195,383	(347,769)
Children's Services	6,560,691	7,682,777	(1,122,086)	9,581,786	16,142,477	20,612,871	4,470,394
CS Program Delivery	413,372	494,088	(80,716)	453,637	867,009	1,065,590	198,581
Housing Services	10,731,704	11,901,697	(1,169,993)	12,294,444	23,026,148	21,478,436	(1,547,712)
HS Program Delivery	732,798	852,545	(119,747)	858,737	1,591,535	1,636,332	44,797
EMS - Land Ambulance	5,791,409	6,390,021	(598,612)	6,363,983	12,155,392	12,171,783	16,391
EMS Program Delivery	157,172	221,751	(64,579)	309,724	466,896	466,896	-
Community Paramedicine	468,731	474,975	(6,244)	481,232	949,963	1,195,228	245,265
Corporate Services	1,485,288	1,610,244	(124,956)	1,750,102	3,235,390	3,198,375	(37,015)
Board	45,446	59,039	(13,593)	59,717	105,163	94,856	(10,307)
Healthy Communities Fund	235,000	150,000	85,000	65,000	300,000	300,000	-
Gateway Hub	-	10,002	(10,002)	20,000	20,000	20,000	-
Total Expenditures	\$ 37,449,959	\$ 42,254,673	\$ (4,804,714)	\$ 46,624,622	\$ 84,074,581	\$ 84,254,696	\$ 180,115
Surplus (Deficit)	\$ 7,050,197	\$ (686,791)	\$ 7,736,989	\$ (11,050,197)	\$ (4,000,000)	\$ 585,758	\$ 4,585,758
Provincial Settlements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (796,157)	\$ (796,157)
Transfer From (To) Reserves	-	-	-	-	2,000,000	817,477	(1,182,523)
Net Surplus (Deficit)	\$ 7,050,197	\$ (686,791)	\$ 7,736,989	\$ (11,050,197)	\$ (2,000,000)	\$ 607,078	\$ 2,607,078

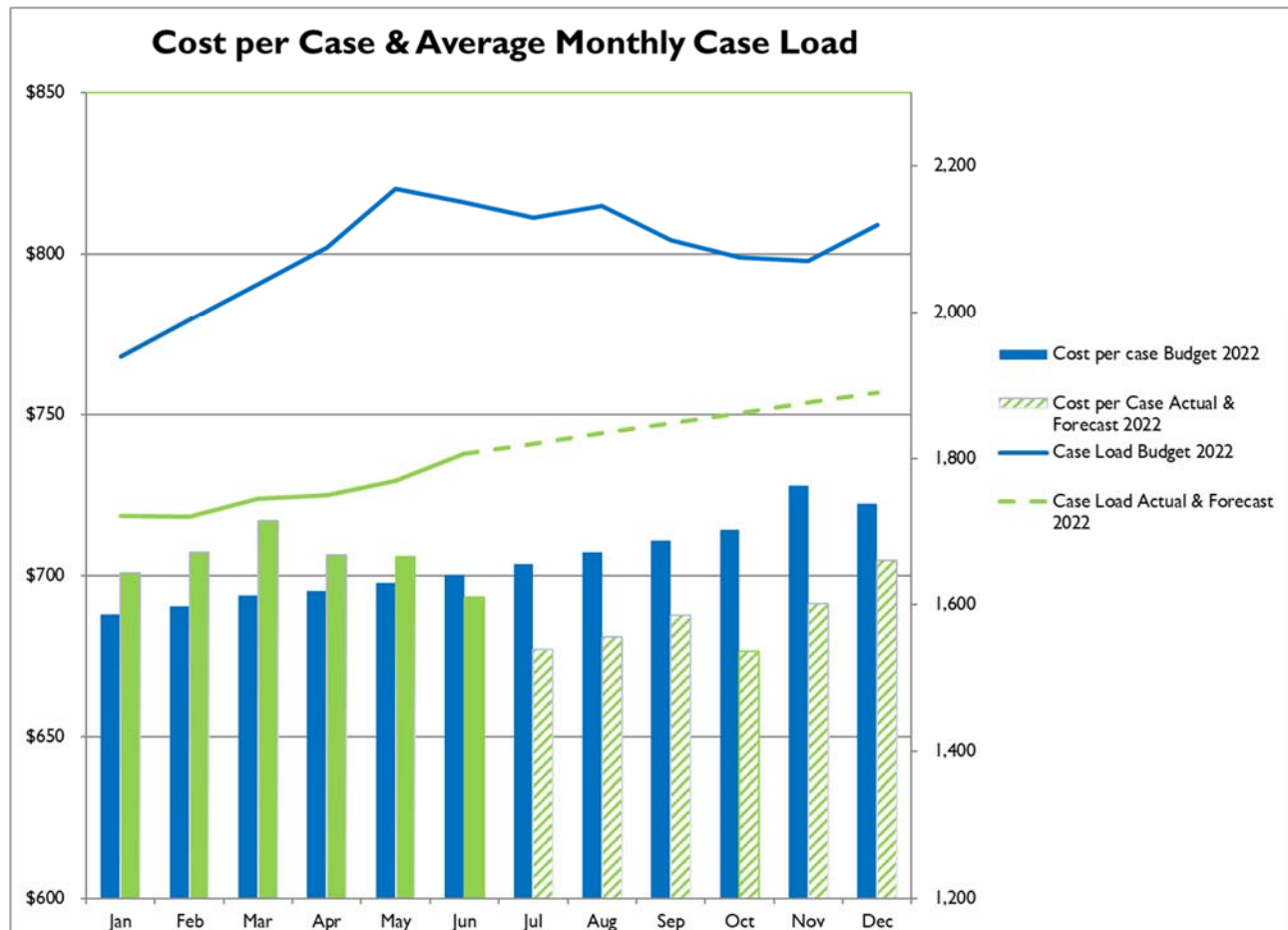
- The forecast to year-end is showing an operating surplus of approximately \$607,000.
- The YTD actual financial status of the DNSSAB shows an operating surplus of approximately \$7 million. This is primarily associated with timing differences between receipt of funding and expenditures.
- The variances between the total YTD actual expenditures and those budgeted show expenditures lower than expected by approximately \$4.8 million.
- Expenditures in all departments are lower than expected YTD. These variances are primarily attributable to timing differences between when expenditures were planned and when they will occur.
- Other variance factors are noted below by program area.

**Ontario Works Programs
For the Period 1/1/22..06/30/22
Statement of Operations**

	YTD Actual	YTD Budget	Variance	Available Budget to YE	Budget 2022	Forecast to YE	Variance to Budget
Revenues:							
Municipal Levies	\$ 124,532	\$ 124,532	\$ -	\$ 124,532	\$ 249,064	\$ 249,064	\$ -
Province of Ontario	8,092,523	9,266,059	(1,173,536)	10,873,869	18,966,392	16,353,902	(2,612,490)
Repayments	155,928	227,996	(72,068)	300,072	456,000	365,740	(90,260)
Total Revenues	\$ 8,372,983	\$ 9,618,587	\$ (1,245,604)	\$ 11,298,473	\$ 19,671,456	\$ 16,968,706	\$ (2,702,750)
Expenditures:							
OW Financial Assistance	\$ 7,410,542	\$ 8,592,991	\$ (1,182,449)	\$ 10,209,714	\$ 17,620,256	\$ 15,050,808	\$ (2,569,448)
OW Discretionary Benefits	414,367	417,502	(3,135)	420,633	835,000	828,734	(6,266)
OW Mandatory Benefits	227,437	287,498	(60,061)	347,563	575,000	454,874	(120,126)
Funerals and Burials (Type B)	48,517	60,000	(11,483)	71,483	120,000	97,035	(22,965)
OW Employment Assistance Program	231,050	260,596	(29,546)	290,150	521,200	387,496	(133,704)
Total Expenditures	\$ 8,331,913	\$ 9,618,587	\$ (1,286,674)	\$ 11,339,543	\$ 19,671,456	\$ 16,818,947	\$ (2,852,509)
Surplus (Deficit)	\$ 41,069	\$ -	\$ 41,069	\$ (41,069)	\$ -	\$ 149,759	\$ 149,759
Provincial Settlements	-	-	-	-	-	-	-
Accumulated Surplus	\$ 41,069	\$ -	\$ 41,069	\$ (41,069)	\$ -	\$ 149,759	\$ 149,759

- The financial assistance forecast to year-end suggests a lower than budgeted variance in expenditures of approximately \$2.5 million. With the OW Financial Assistance expenditures now being 100% uploaded to the Ministry, there is no impact on the municipal levy.
- The YTD actual average cost per case of \$705.02 is above the budgeted average of \$694.22
- The YTD actual average monthly caseload was 1,752 compared to the budgeted average of 2,063. The caseload figures and cost per case have been steadily growing since the federal pandemic related supports have expired such as the CRB. Although the caseload is not rising as quickly as anticipated, it is expected that the caseload will gradually return to pre-pandemic levels. See Fig. 1 below.

Fig. 1



- Type B funerals for non-social assistance recipients are not cost shared and are funded 100% through municipal dollars. To date, expenditures in this area are under budget by \$11,483.
- The trend of employment related underspends has continued since the start of the pandemic. Employment opportunities/programs had been limited during the first two years of the pandemic. Job opportunities have been rebounding for some time now, but the demographic of the caseload appears to have shifted to fewer job ready participants. This, in combination with the fact that caseloads have also still not returned to pre-pandemic levels as expected, have resulted in lower than expected employment related costs.
- OW Program delivery (next page):
 - Forecasting for an OW program delivery surplus of approximately \$247,000 due to staffing vacancies.

Ontario Works Program Delivery
For the Period 1/1/22..06/30/22
Statement of Operations

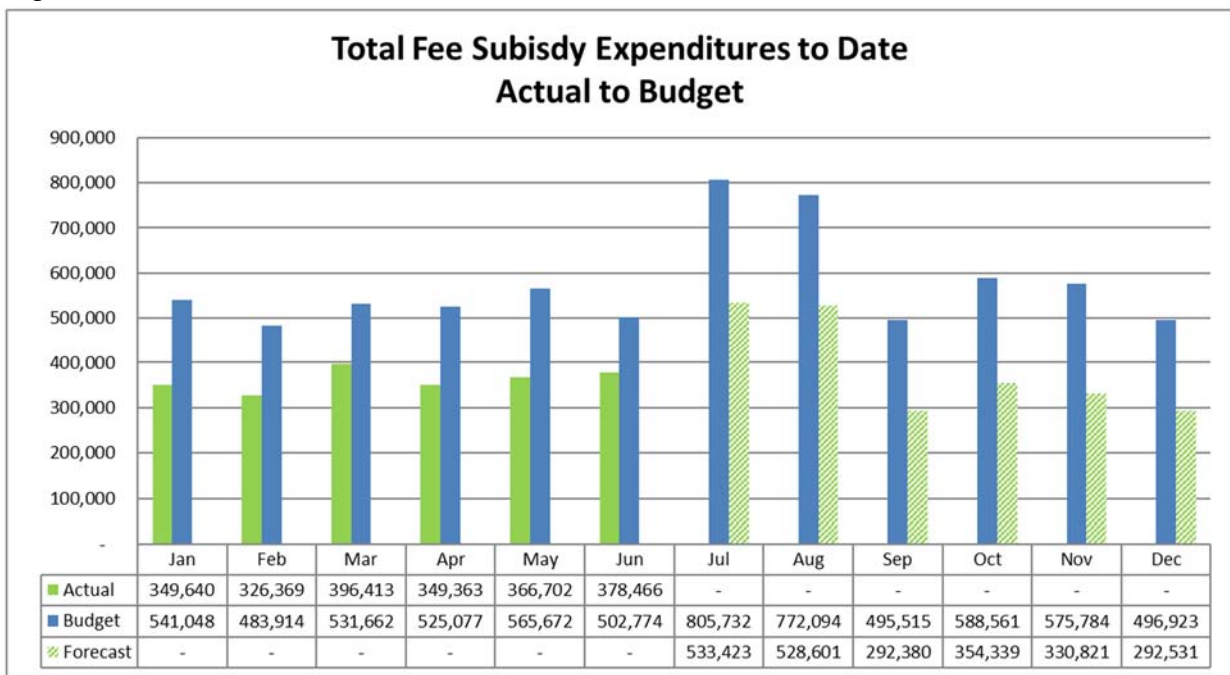
	YTD Actual	YTD Budget	Variance	Available Budget to YE	Budget 2022	Forecast to YE	Variance to Budget
Revenues:							
Municipal Levies	\$ 1,353,266	\$ 1,353,266	\$ -	\$ 1,353,270	\$ 2,706,536	\$ 2,706,536	\$ -
Province of Ontario	2,189,936	2,189,930	6	2,189,928	4,379,864	4,379,864	-
Repayments	1,581	-	1,581	(1,581)	-	3,162	3,162
Lease and Other	135	-	135	(135)	-	269	269
Total Revenues	\$ 3,544,917	\$ 3,543,196	\$ 1,721	\$ 3,541,483	\$ 7,086,400	\$ 7,089,831	\$ 3,431
Expenditures:							
Salaries and Benefits	\$ 2,313,634	\$ 2,600,397	\$ (286,763)	\$ 2,843,428	\$ 5,157,062	\$ 4,812,358	\$ (344,704)
Training	6,408	6,774	(366)	6,758	13,166	20,064	6,898
Travel	2,672	5,250	(2,578)	7,828	10,500	10,521	21
Telephone	8,975	2,814	6,161	(3,347)	5,628	17,950	12,322
Technology	24,392	40,062	(15,670)	55,732	80,124	48,785	(31,339)
Accomodations	49,187	55,704	(6,518)	69,594	118,780	98,373	(20,407)
Professional Fees	25,933	20,604	5,329	15,275	41,208	53,665	12,457
General Office Expense	56,362	57,342	(980)	60,322	116,684	115,924	(760)
Amortization	8,872	-	8,872	(8,872)	-	17,744	17,744
Allocated Administration Costs	657,663	769,343	(111,680)	885,585	1,543,248	1,543,248	-
Total Expenditures	\$ 3,154,097	\$ 3,558,290	\$ (404,193)	\$ 3,932,303	\$ 7,086,400	\$ 6,738,631	\$ (347,769)
Surplus (Deficit)	\$ 390,820	\$ (15,094)	\$ 405,914	\$ (390,820)	\$ -	\$ 351,199	\$ 351,199
Provincial Settlements	0	-	0	(0)	-	(103,560)	(103,560)
Surplus (Deficit) Net of Settlements	\$ 390,821	\$ (15,094)	\$ 405,915	\$ (390,821)	\$ -	\$ 247,639	\$ 247,639

Children's Services Programs
For the Period 1/1/22..06/30/22
Statement of Operations

	YTD Actual	YTD Budget	Variance	Available Budget to YE	Budget 2022	Forecast to YE	Variance to Budget
Revenues:							
Municipal Levies	\$ 746,597	\$ 746,597	\$ -	\$ 746,592	\$ 1,493,189	\$ 1,493,189	\$ -
Province of Ontario	9,288,566	7,521,938	1,766,628	5,360,722	14,649,288	19,812,279	5,162,991
Total Revenues	\$ 10,035,163	\$ 8,268,535	\$ 1,766,628	\$ 6,107,314	\$ 16,142,477	\$ 21,305,468	\$ 5,162,991
Expenditures:							
Fee Subsidy	\$ 1,825,896	\$ 2,401,439	\$ (575,543)	\$ 3,378,388	\$ 5,204,284	\$ 3,599,313	\$ (1,604,971)
Fee Subsidy - OW Formal	340,877	736,206	(395,329)	1,254,595	1,595,472	681,754	(913,718)
Fee Subsidy - OW Informal	180	12,502	(12,322)	24,820	25,000	360	(24,640)
Fee Subsidy - School Age Recreation	-	-	-	60,000	60,000	73,137	13,137
Special Needs	494,152	494,152	-	494,152	988,304	988,304	-
General Operating	1,587,629	1,167,800	419,829	747,975	2,335,604	4,883,354	2,547,750
Wage Enhancement	437,647	722,185	(284,538)	1,006,728	1,444,375	751,778	(692,597)
Pay Equity	85,561	85,562	(1)	85,561	171,122	171,122	(0)
Repair and Maintenance	-	37,500	(37,500)	75,000	75,000	75,000	-
Play-Based Material & Equipment	-	87,500	(87,500)	175,000	175,000	175,000	-
Capacity Building	57,584	86,160	(28,576)	113,028	170,612	170,612	-
Transformation	280,308	-	280,308	(5,308)	275,000	275,000	-
Journey Together - CC	270,989	270,990	(1)	270,989	541,978	541,978	(0)
Journey Together - EarlyON	214,364	214,365	(2)	214,364	428,727	428,727	-
EarlyON Programs	935,055	930,516	4,539	927,770	1,862,825	1,868,838	6,013
Workforce	30,450	435,900	(405,450)	758,724	789,174	789,174	-
CWELCC	-	-	-	-	-	4,128,005	4,128,005
Skills Development	-	-	-	-	-	1,011,416	1,011,416
Total Expenditures	\$ 6,560,691	\$ 7,682,777	\$ (1,122,086)	\$ 9,581,786	\$ 16,142,477	\$ 20,612,871	\$ 4,470,394
Surplus (Deficit)	\$ 3,474,472	\$ 585,758	\$ 2,888,714	\$ (3,474,472)	\$ -	\$ 692,597	\$ 692,597
Provincial settlements	-	-	-	-	-	(692,597)	(692,597)
Surplus (Deficit)	\$ 3,474,472	\$ 585,758	\$ 2,888,714	\$ (3,474,472)	\$ -	\$ -	\$ 1,385,194

- YTD expenditures in Children’s Services are lower than budgeted by \$1,122,086. Due to the pandemic, many families are choosing to not utilize child care services or do not have access to licensed child care at this time. The biggest challenge that the sector is facing is the inability to recruit and retain staff. This was a significant issue prior to COVID-19 and has only worsened since the pandemic began with agencies operating between 48% and 100% of their licensed capacity. In many instances, the lack of staffing continues to cause reduced program capacity as well as classroom and program closures. New funding allocations, available through the CWELCC and Workforce Strategy funding allocations, are intended to support with recruitment and retention issues and provide the early years and child care sector with training and development opportunities.
- Fee subsidy expenditures continue to be well below budget due to the above. Any surplus in the Fee Subsidy budgets are being reinvested to further support quality, affordable and sustainable licensed child care services.

Fig 2



- Expenses and funding for the emergency child care periods have been reconciled with the Ministry.
- Any unspent funding will be repayable to the Ministry.

**Children's Services Program Delivery
For the Period 1/1/22..06/30/22
Statement of Operations**

	YTD Actual	YTD Budget	Variance	Available Budget to YE	Budget 2022	Forecast to YE	Variance to Budget
Revenues:							
Municipal Levies	\$ 129,898	\$ 129,898	\$ -	\$ 129,894	\$ 259,792	259,792	\$ -
Province of Ontario	1,389,322	389,454	999,868	(654,273)	735,049	1,078,940	343,891
Deferred Revenue	315,467	145,310	170,157	(170,157)	145,310	-	(145,310)
Total Revenues	\$ 1,834,687	\$ 664,662	\$ 1,170,025	\$ (694,536)	\$ 1,140,151	\$ 1,338,732	\$ 198,581
Expenditures:							
Salaries and Benefits	\$ 358,188	\$ 369,440	\$ (11,252)	\$ 357,278	\$ 715,466	\$ 930,221	\$ 214,755
Training	670	2,750	(2,080)	10,130	10,800	1,339	(9,461)
Travel	464	1,450	(986)	2,586	3,050	929	(2,121)
Telephone	282	300	(18)	318	600	564	(36)
Technology	37,895	37,569	326	(181)	37,714	37,714	-
Professional Fees	15,472	59,059	(43,587)	50,187	65,659	70,319	4,660
General Office Expense	402	16,520	(16,118)	26,318	26,720	17,504	(9,216)
Transfers to Service Providers	-	7,000	(7,000)	7,000	7,000	7,000	-
Allocated Administration Costs	116,593	136,565	(19,972)	156,549	273,142	273,142	-
Total Expenditures	\$ 529,965	\$ 630,653	\$ (100,688)	\$ 610,186	\$ 1,140,151	\$ 1,338,732	\$ 198,581
Surplus (Deficit)	\$ 1,304,722	\$ 34,009	\$ 1,270,713	\$ (1,304,722)	\$ -	\$ -	\$ -

- One-time administrative funding was received in 2022, and if not fully spent by the end of 2022, can be deferred to be used in 2023.
- Any surplus in Program Delivery has been historically reinvested to further support quality, affordable and sustainable licensed child care services.

**Housing Services Programs
For the Period 1/1/22..06/30/22
Statement of Operations**

	YTD Actual	YTD Budget	Variance	Available Budget to YE	Budget 2022	Forecast to YE	Variance to Budget
Revenues:							
Municipal Levies	\$ 4,330,145	\$ 4,330,145	\$ -	\$ 4,343,894	\$ 8,674,039	\$ 8,674,039	\$ -
Province of Ontario	6,005,011	6,134,178	(129,166)	3,425,804	9,430,815	9,962,255	531,440
Federal Funding	234,934	362,072	(127,138)	488,256	723,190	687,848	(35,342)
Deferred Revenue	1,497,779	39,104	1,458,675	(1,299,675)	198,104	1,516,721	1,318,617
Total Revenues	\$ 12,067,870	\$ 10,865,499	\$ 1,202,371	\$ 6,958,278	\$ 19,026,148	\$ 20,840,863	\$ 1,814,715
Expenditures:							
Provincially Reformed non-profit	\$ 3,011,240	\$ 3,010,830	\$ 410	\$ 3,010,420	\$ 6,021,660	\$ 6,006,106	\$ (15,554)
Urban Native	445,067	441,724	3,343	438,383	883,450	913,753	30,303
Nipissing District Housing Corp	1,521,805	1,521,809	(4)	1,521,808	3,043,613	3,043,613	-
Commercial rent supplement	243,934	311,850	(67,916)	379,766	623,700	550,548	(73,152)
Portable Housing Benefit	31,844	25,000	6,844	31,906	63,750	63,687	(63)
Strong communities rent supplement	74,200	171,336	(97,136)	268,472	342,672	74,200	(268,472)
Northern remote - Build	61,322	57,144	4,178	52,966	114,288	122,284	7,996
CHPI	3,570,234	3,906,630	(336,396)	1,091,296	4,661,530	3,570,234	(1,091,296)
Homelessness Prevention Program (HPP)	558,182	-	558,182	(558,182)	-	1,564,626	1,564,626
SSRF 5	239,011	-	239,011	(239,011)	-	1,256,150	1,256,150
Reaching Home	214,455	337,028	(122,573)	459,601	674,056	602,581	(71,475)
Community Capacity and Innovation	57,049	24,564	32,485	(7,915)	49,134	85,268	36,134
SIF - Housing Allowance	63,954	39,000	24,954	14,046	78,000	127,908	49,908
COCHI - New Build	-	179,842	(179,842)	659,420	659,420	-	(659,420)
COCHI - Repair	92,921	-	92,921	(92,921)	-	715,030	715,030
COCHI - Rent Supplement	52,957	54,273	(1,316)	86,318	139,275	139,275	-
COCHI - Transitional Operating Funding	226,302	119,634	106,668	8,333	234,635	334,718	100,083
OPHI - Rental Housing	-	73,572	(73,572)	269,764	269,764	269,764	-
OPHI - Home Ownership	-	25,000	(25,000)	45,000	45,000	45,000	-
OPHI - Ontario Renovates	87,596	138,459	(50,863)	88,363	175,959	528,682	352,723
OPHI - Housing Allowance	15,000	15,000	-	15,000	30,000	30,000	-
OPHI - Housing Support Services	-	28,770	(28,770)	28,770	28,770	28,770	-
Northern Pines 1	164,633	231,174	(66,541)	297,715	462,348	494,055	31,707
Northern Pines 2	-	142,062	(142,062)	284,124	284,124	94,708	(189,416)
Northern Pines 3	-	999,998	(999,998)	2,000,000	2,000,000	817,477	(1,182,523)
Revolving Loan Fund	-	46,998	(46,998)	141,000	141,000	-	(141,000)
Total Expenditures	\$ 10,731,704	\$ 11,901,697	\$ (1,169,993)	\$ 10,294,444	\$ 21,026,148	\$ 21,478,436	\$ 452,288
Surplus (Deficit)	\$ 1,336,165	\$ (1,036,199)	\$ 2,372,364	\$ (3,336,165)	\$ (2,000,000)	\$ (637,573)	\$ 1,362,427
Transfer From (To) Reserves	-	-	-	-	2,000,000	817,477	-
Surplus (Deficit) Net of Transfer	\$ 1,336,165	\$ (1,036,199)	\$ 2,372,364	\$ (3,336,165)	\$ -	\$ 179,904	\$ 1,362,427

**Housing Services Program Delivery
For the Period 1/1/22..06/30/22
Statement of Operations**

	YTD Actual	YTD Budget	Variance	Available Budget to YE	Budget 2022	Forecast to YE	Variance to Budget
Revenues:							
Municipal Levies	\$ 693,834	\$ 693,834	\$ -	\$ 693,834	\$ 1,387,668	1,387,668	\$ -
Province of Ontario	300,776	332,937	(32,161)	182,493	483,269	509,773	26,504
Federal Funding	46,942	93,896	(46,954)	110,682	157,624	121,385	(36,239)
Deferred Revenue	2,092	-	2,092	(2,092)	-	2,092	2,092
Total Revenues	\$ 1,043,644	\$ 1,120,667	\$ (77,023)	\$ 984,917	\$ 2,028,561	\$ 2,020,918	\$ (7,643)
Expenditures:							
Salaries and Benefits	\$ 695,395	\$ 800,293	\$ (104,898)	\$ 799,332	\$ 1,494,727	\$ 1,465,620	\$ (29,107)
Training	1,701	7,950	(6,249)	13,015	14,716	11,882	(2,834)
Travel	3	150	(147)	297	300	300	-
Telephone	282	300	(18)	318	600	564	(36)
Technology	354	24,000	(23,646)	47,646	48,000	87,840	39,840
Accomodations	54	-	54	(54)	-	109	109
Professional Fees	21,606	9,500	12,106	(4,606)	17,000	43,211	26,211
General Office Expense	6,113	10,352	(4,239)	10,079	16,192	12,226	(3,966)
Amortization	7,290	-	7,290	(7,290)	-	14,580	14,580
Allocated Administration Costs	186,202	217,867	(31,665)	250,824	437,026	437,026	-
Total Expenditures	\$ 919,001	\$ 1,070,412	\$ (151,411)	\$ 1,109,560	\$ 2,028,561	\$ 2,073,358	\$ 44,797
Surplus (Deficit)	\$ 124,643	\$ 50,255	\$ 74,388	\$ (124,643)	\$ -	\$ (52,439)	\$ (52,439)

- As seen on page 11, Housing Services Programs is forecasting for a surplus of approximately \$180,000. This is primarily due to a later actual opening date for Northern Pines Phase 2 compared to budget. The budget had phase 2 of Northern Pines open in January of 2022, but it is not expected to be completed and open until Fall 2022.
- YTD surplus of \$1.3 million is primarily due to timing differences of when funding is received and when expenditures will occur.
- CHPI, HPP, SSRF, Reaching Home, Community Capacity and Innovation, IAH, SIF, COCHI & OPHI programs are all 100% provincially/federally funded, so any YTD over/underspends are associated with timing differences between receipt of funding and expenditures.
- SSRF is funding the low barrier shelter and emergency overflow until Phase 3 of Northern Pines is completed and operational in early 2023.
- Homelessness Prevention Program (HPP) funding has replaced the CHPI and Strong Communities Rent Supplement programs as of April 1, 2022.
- Housing Services Program Delivery is currently forecasting to be over budget by approximately \$52,000 due to the results from a software RFP coming in higher than expected. Any potential Housing Services Program Delivery deficit would be offset by the forecasted Programs surplus.

**Emergency Medical Services
For the Period 1/1/22..06/30/22
Statement of Operations**

	YTD Actual	YTD Budget	Variance	Available Budget to YE	Budget 2022	Forecast to YE	Variance to Budget
Revenues:							
Municipal Levies	\$ 3,074,520	\$ 3,074,520	\$ -	\$ 3,074,520	\$ 6,149,040	\$ 6,149,040	\$ -
Province of Ontario	2,873,212	3,003,178	(129,966)	3,133,140	6,006,352	6,006,352	-
Lease and Other	311	-	311	(311)	-	311	311
Total Revenues	\$ 5,948,043	\$ 6,077,698	\$ (129,655)	\$ 6,207,349	\$ 12,155,392	\$ 12,155,703	\$ 311
Expenditures:							
Consulting Fees	\$ 2,249	\$ -	\$ 2,249	\$ (2,249)	\$ -	\$ 4,498	\$ 4,498
Interest Expense	17	-	17	(17)	-	34	34
Rent	140,341	146,358	(6,017)	152,375	292,716	292,716	-
Utilities	37,464	26,253	11,211	10,175	47,639	74,929	27,290
Internet Expense	9,603	13,188	(3,585)	16,773	26,376	19,207	(7,169)
Water	3,826	3,504	322	3,182	7,008	7,652	644
Insurance	50,559	62,400	(11,841)	74,241	124,800	101,118	(23,682)
Membership Fees	500	-	500	(500)	-	500	500
Office Supplies	68	-	68	(68)	-	137	137
Postage & Courier	848	636	212	425	1,272	1,695	423
Catering	973	600	373	227	1,200	1,946	746
Municipal taxes	31,233	32,526	(1,293)	33,819	65,052	62,465	(2,587)
Janitorial Services	3,729	4,236	(507)	4,743	8,472	7,459	(1,013)
Furniture and Fixtures	-	1,200	(1,200)	2,400	2,400	2,400	-
Building maintenance	20,907	38,730	(17,824)	56,554	77,460	41,813	(35,647)
Computer SW, supplies, service	64,358	145,761	(81,403)	122,419	186,777	186,777	-
Ambulance Purchases	51,455	397,600	(346,145)	346,145	397,600	397,600	-
Paramedic Training	8,253	16,002	(7,749)	23,751	32,004	16,506	(15,498)
EMS Laundry Services	597	900	(303)	1,203	1,800	61,194	59,394
Uniforms	17,212	25,002	(7,790)	32,792	50,004	34,425	(15,579)
Water taxi	-	1,500	(1,500)	8,000	8,000	8,000	-
Medical Equipment	7,256	24,000	(16,744)	40,744	48,000	48,000	-
Medical Equip Capital	-	17,577	(17,577)	17,577	17,577	17,577	-
BioMed Equip Mtrncdwe & Rpr	254	1,500	(1,246)	2,746	3,000	509	(2,491)
Stretcher Lease	60,705	47,406	13,299	34,107	94,812	121,410	26,598
Vehicle Expense	96,825	200,864	(104,039)	200,039	296,864	296,864	-
Medications & Drugs	11,898	12,000	(102)	12,102	24,000	23,796	(204)
Transfers to service providers	5,170,278	5,170,278	-	5,170,281	10,340,559	10,340,556	(3)
Total Expenditures	\$ 5,791,409	\$ 6,390,021	\$ (598,612)	\$ 6,363,983	\$ 12,155,392	\$ 12,171,783	\$ 16,391
Surplus (Deficit)	\$ 156,634	\$ (312,323)	\$ 468,957	\$ (156,634)	\$ -	\$ (16,080)	\$ (16,080)

- YTD expenditures variance of \$598,612 is primarily due to timing differences between receipt of funding and expenditures. Many of the one-time, direct delivery related expenditures will occur later in the year.
- Currently forecasting very close to budget with a \$16,080 deficit. This does not take into consideration operator deficits or surpluses. Operators provide monthly financial updates to the DNSSAB and costs are fully reconciled on an annual basis via an external audit.
- The Ministry of Health (MOH) continues to fund COVID-19 related expenses on a claims basis. It is not known how long this will continue.

Emergency Medical Services Program Delivery
For the Period 1/1/22..06/30/22
Statement of Operations

	YTD Actual	YTD Budget	Variance	Available Budget to YE	Budget 2022	Forecast to YE	Variance to Budget
Revenues:							
Municipal Levies	\$ 163,950	\$ 163,950	\$ -	\$ 163,950	\$ 327,900	327,900	\$ -
Province of Ontario	163,950	163,950	-	163,950	327,900	327,900	-
Lease and Other	-	11,844	(11,844)	29,610	29,610	29,610	-
Total Revenues	\$ 327,900	\$ 339,744	\$ (11,844)	\$ 357,510	\$ 685,410	\$ 685,410	\$ -
Expenditures:							
Salaries and Benefits	\$ 129,160	\$ 143,668	\$ (14,508)	\$ 175,430	\$ 304,590	\$ 304,590	\$ -
Training	916	6,023	(5,107)	7,970	8,886	8,886	-
Travel	-	300	(300)	600	600	600	-
Technology	-	500	(500)	500	500	500	-
Professional Fees	27,096	69,000	(41,904)	117,904	145,000	145,000	-
General Office Expense	-	2,260	(2,260)	7,320	7,320	7,320	-
Allocated Administration Costs	93,101	108,934	(15,833)	125,413	218,514	218,514	-
Total Expenditures	\$ 250,273	\$ 330,685	\$ (80,412)	\$ 435,137	\$ 685,410	\$ 685,410	\$ -
Surplus (Deficit)	\$ 77,627	\$ 9,059	\$ 68,568	\$ (77,627)	\$ -	\$ -	\$ -

- It is too early in the direct delivery process to accurately forecast for these costs.
- The YTD expenditure variance is due to timing differences between receipt of funding and expenditures. Many of the one-time, direct delivery related expenditures will occur later in the year.
- This budget is primarily comprised of salaries and benefits to support the administration of Paramedic Services in the district as well as professional fees related to the direct delivery transition.

Community Paramedicine
For the Period 1/1/22..06/30/22
Statement of Operations

	YTD Actual	YTD Budget	Variance	Available Budget to YE	Budget 2022	Forecast to YE	Variance to Budget
Revenues:							
Province of Ontario	\$ 500,000	\$ 499,983	\$ 17	\$ 499,963	\$ 999,963	\$ 1,000,000	\$ 37
Deferred Revenue	245,228	-	245,228	(245,228)	-	245,228	245,228
Total Revenues	\$ 745,228	\$ 499,983	\$ 245,245	\$ 254,735	\$ 999,963	\$ 1,245,228	\$ 245,265
Expenditures:							
Salaries and Benefits	\$ 17,913	\$ 38,072	\$ (20,159)	\$ 58,239	\$ 76,152	\$ 223,427	\$ 147,275
Telephone	1,364	1,200	164	1,036	2,400	2,727	327
Technology	15,465	27,698	(12,233)	39,935	55,400	30,930	(24,470)
Accommodations	20,861	12,000	8,861	3,139	24,000	41,722	17,722
Professional Fees	4,559	17,876	(13,317)	31,191	35,750	35,750	-
Insurance	3,629	-	3,629	(3,629)	-	7,257	7,257
General Office Expense	-	1,252	(1,252)	2,500	2,500	2,500	-
Materials and Services	1,143	22,748	(21,605)	44,357	45,500	45,500	-
Equipment and Vehicle expense	2,030	9,000	(6,970)	15,970	18,000	18,000	-
Transfers to Service Providers	357,522	345,129	12,393	332,739	690,261	690,261	-
Capital Purchases	44,244	-	44,244	(44,244)	-	44,244	44,244
Allocated Administration Costs	77,908	24,998	52,910	(27,908)	50,000	102,908	52,908
Total Expenditures	\$ 546,639	\$ 499,973	\$ 46,666	\$ 453,324	\$ 999,963	\$ 1,245,228	\$ 245,265
Surplus (Deficit)	\$ 198,589	\$ 10	\$ 198,579	\$ (198,589)	\$ -	\$ -	\$ -

- This is a three year program (until March 2024) that is fully funded by the Ministry of Long-Term Care (MLTC) to help assist individuals who are in need of, or at risk of long-term care placement.
- Community Paramedicine is expected to be close to budget. Any unspent funding would be returned to the Ministry.
- This program is 100% provincially funded, so there is no impact to the municipal levy.

Corporate Services
For the Period 1/1/22..06/30/22
Statement of Operations

	YTD Actual	YTD Budget	Variance	Available Budget to YE	Budget 2022	Forecast to YE	Variance to Budget
Revenues:							
Province of Ontario	\$ -	\$ 17,498	\$ (17,498)	\$ 35,000	\$ 35,000	\$ 35,000	\$ -
Interest	85,766	65,087	20,679	44,409	130,175	171,531	41,356
Lease and Other	240,000	240,000	-	240,000	480,000	480,000	-
Total Revenues	\$ 325,766	\$ 322,585	\$ 3,181	\$ 319,409	\$ 645,175	\$ 686,531	\$ 41,356
Expenditures:							
Salaries and Benefits	\$ 914,847	\$ 999,777	\$ (84,930)	\$ 1,070,489	\$ 1,985,336	\$ 1,926,176	\$ (59,160)
Training	8,145	10,514	(2,369)	16,280	24,425	17,501	(6,924)
Travel	119	1,800	(1,681)	5,281	5,400	5,400	-
Telephone	30,051	16,962	13,089	3,873	33,924	60,102	26,178
Technology	157,266	171,435	(14,169)	221,220	378,486	343,078	(35,408)
Accomodations	226,453	246,106	(19,653)	260,873	487,326	458,309	(29,017)
Professional Fees	40,462	54,478	(14,016)	47,124	87,586	98,434	10,848
Insurance	48,285	77,340	(29,055)	112,971	161,256	161,256	-
General Office Expense	29,938	31,832	(1,894)	41,713	71,651	68,675	(2,976)
Amortization	29,721	-	29,721	(29,721)	-	59,442	59,442
Allocated Administration Costs	(1,160,480)	(1,291,350)	130,870	(1,429,735)	(2,590,215)	(2,590,215)	-
Total Expenditures	\$ 324,808	\$ 318,894	\$ 5,914	\$ 320,367	\$ 645,175	\$ 608,160	\$ (37,015)
Surplus (Deficit)	\$ 958	\$ 3,691	\$ (2,733)	\$ (958)	\$ -	\$ 78,372	\$ 78,372

- YTD expenditures in corporate services are lower than budget primarily due to staffing vacancies.
- Corporate services expenses are forecasted to be under budget by approximately \$40,000.
- Interest revenue is forecasted to be higher than budgeted due to increasing interest rates.
- As always, staff will continue to search for cost saving opportunities wherever possible.

Board
For the Period 1/1/22..06/30/22
Statement of Operations

	YTD Actual	YTD Budget	Variance	Available Budget to YE	Budget 2022	Forecast to YE	Variance to Budget
Revenues:							
Municipal Levies	\$ 71,724	\$ 71,724	\$ -	\$ 71,724	\$ 143,448	143,448	\$ -
Province of Ontario	-	-	-	-	-	9,616	9,616
Interest	15,000	15,000	-	15,000	30,000	30,000	-
Total Revenues	\$ 86,724	\$ 86,724	\$ -	\$ 86,724	\$ 173,448	\$ 183,064	\$ 9,616
Expenditures:							
Salaries and Benefits	\$ 34,460	\$ 42,582	\$ (8,122)	\$ 36,710	\$ 71,170	\$ 68,921	\$ (2,249)
Training	814	9,158	(8,344)	15,608	16,422	1,628	(14,794)
Travel	-	-	-	2,740	2,740	-	(2,740)
Technology	-	6,789	(6,789)	13,581	13,581	13,581	-
General Office Expense	10,171	510	9,661	(8,921)	1,250	10,726	9,476
Allocated Administration Costs	29,013	34,042	(5,029)	39,272	68,285	68,285	-
Total Expenditures	\$ 74,459	\$ 93,081	\$ (18,622)	\$ 98,989	\$ 173,448	\$ 163,141	\$ (10,307)
Surplus (Deficit)	\$ 12,265	\$ (6,357)	\$ 18,622	\$ (12,265)	\$ -	\$ 19,923	\$ 19,923

- YTD Board costs are \$18,622 below budget and staff are currently forecasting for a \$19,923 surplus by year-end. This is primarily due to less travel than budgeted as most conferences continue to offer virtual options.

Healthy Communities Fund
For the Period 1/1/22..06/30/22
Statement of Operations

	YTD Actual	YTD Budget	Variance	Available Budget to YE	Budget 2022	Forecast to YE	Variance to Budget
Revenues:							
Municipal Levies	\$ 150,000	150,000	\$ -	\$ 150,000	\$ 300,000	\$ 300,000	\$ -
Total Revenues	\$ 150,000	150,000	\$ -	\$ 150,000	\$ 300,000	\$ 300,000	\$ -
Expenditures:							
Transfer to service providers	\$ 235,000	150,000	\$ 85,000	\$ 65,000	\$ 300,000	\$ 300,000	\$ -
Total Expenditures	\$ 235,000	150,000	\$ 85,000	\$ 65,000	\$ 300,000	\$ 300,000	\$ -
Surplus (Deficit)	\$ (85,000)	-	\$ (85,000)	\$ 85,000	\$ -	\$ -	\$ -

- As of June 30, 2022, \$235,000 has been expended from the Healthy Communities Fund. The full Healthy Communities Fund is expected to be spent by year-end.
- Per briefing note B25-21, approved by the Board in November 2021, funding will be annualized to several organizations based on previous funding allocations and results from a Community Advisory Board survey.

CONCLUSION:

The YTD expenditures are lower than anticipated by approximately \$4.8 million. These variances are primarily attributable to timing differences between when expenditures were planned.

At this time, the forecast to year-end is suggesting a surplus of approximately \$607,000; however, this estimate does not include year-end adjustments.

Where possible, any actual savings recognized at year-end of 2022 will be deferred to 2023 as a method of stabilizing the levy contributions or will be reinvested into new initiatives. Subject to Board approval, any municipal surplus will be allocated towards reserves.

BRIEFING NOTE FA09-22

For Information or For Approval

Date: September 28, 2022

Purpose: **2023 Preliminary Budget Issues Report**

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

FOR INFORMATION:

Report FA09-22 provides the District of Nipissing Social Services Administration Board (DNSSAB) with a preliminary update on the issues that will impact the 2023 budget.

BACKGROUND:

As the 2023 budgeting process is scheduled to begin in the fall, it is timely to look at certain issues, concerns, and opportunities that will likely impact budget decisions. The following report provides the 2023 budget timetable and some highlights from the various program areas that will require consideration during the budgeting process. The aim of this report is to enhance communication and facilitate an effective budget development process. In order to develop a budget that is relevant, that will provide strong financial guidance, and that will be used to effectively manage risk, it is important to obtain a greater understanding of the elements that will influence the financial performance of the DNSSAB in 2023.

2023 BUDGET TIMELINE:

With 2022 being a municipal election year, the 2023 budget will be presented in the new year once the new Board is in place.

	Sept	Oct	Nov	Dec	Jan
Preliminary Budget Issues Report	*				
Staff Budget Preparation	*	*	*	*	
Finance & Administration Committee (as required)		*	*	*	
Board Budget Approval					*

BUDGET GOALS:

Staff remain cognizant of the mounting fiscal pressures on the DNSSAB's member municipalities to maintain service levels and minimize tax increases. Staff are also aware of the financial pressures facing DNSSAB clients and other Nipissing District residents.

RELATIONSHIP TO THE DNSSAB'S STRATEGIC PLAN:

The 2022-2042 Strategic Plan will continue to provide over-arching guidance to budget development in 2023 consistent with what has been done with the budgets in the past. New initiatives will be assessed against the strategic plan to ensure fit with the adopted strategic direction of the Board. As well, priority initiatives and projects identified in the plan that require financial resources and Board support will be brought forward for discussion during the budget process.

BUDGET ISSUES AND CONSIDERATIONS:

Inflation

Since the beginning of the pandemic inflation has steadily increased and has now reached a 40 year high of approximately 8%. The Bank of Canada is projecting that inflation will not return to the target rate of 2% until the end of 2024.¹ The high levels of inflation will have a direct impact on the DNSSAB budget, which will be described in further detail below.

Ontario Works

Modernization Initiatives

A detailed update of the modernization changes the Ministry of Children, Community and Social Services (MCCSS) is implementing was presented to the Community Services Committee on June 22, 2022 with briefing note SSE05-22. The two major initiatives that are expected to impact Ontario Works (OW) funding are the centralized intake model and the employment service transformation. In September of 2019, MCCSS communicated to OW offices that they should expect reductions to their funding allocations as a result of modernization changes. This reduction was rumored to be 22%, but this has not been confirmed. Modernization initiatives have been slowed due to the pandemic, delaying the expected funding reduction. At this time, it is not known if there will be a funding reduction in 2023 or if this will be delayed further.

Provincial Funding

OW program delivery and employment funding has been frozen for the last four years (2019, 2020, 2021 and 2022), therefore it is expected that funding will either remain the same in 2023 or see a modernization related reduction. MCCSS has not released the 2023 OW funding allocations yet.

¹ Bank of Canada Monetary Policy Report July 22
<https://www.bankofcanada.ca/2022/07/mpr-2022-07-13/>

Despite the funding freeze, the DNSSAB still incurs annual inflationary increases in expenses such as collective bargaining increases, rent, utilities, etc. Therefore, the funding freeze shifts the burden of inflationary increases entirely to the municipal levy, whereas, these costs were historically split 50/50 with the Ministry. DNSSAB faces an approximate 2.5% – 3% annual increase in the cost of salaries and benefits for all departments due to the annual collective bargained increase of 1.5% as well as step movements within the salary scales.

DNSSAB will need to wait for the funding details to be released by MCCSS before any budget impacts can be determined.

COVID-19

COVID-19 has had a significant impact on employment assistance with the economy being shut down for various periods of time and few employment opportunities as a result. Job opportunities have been rebounding for some time now, but the demographic of the caseload appears to have shifted to fewer job ready participants. This, in combination with the fact that caseloads have also still not returned to pre-pandemic levels as expected, have resulted in lower than expected employment related costs.

Staff will continue to monitor trends and budget accordingly to respond to various potential scenarios.

Children's Services

Provincial Funding

The following statements were received from the Ministry of Education (EDU) in 2022 that will affect the Children's Services budget in 2023:

- “Administrative funding will be restored, as we recognize this is not the time to implement the previously announced funding cuts.”
- “For 2023 and beyond, the ministry aims to allocate funding using a revised child care funding formula. Development and consultations with service system managers will take place in 2022.”

Regarding the administrative funding, it is assumed this means the reduction to the administrative expenses threshold of 10% to 5% that was implemented in 2022 will be reversed in 2023.² This is not expected to impact the total EDU funding or the levy, only the amount that can be allocated to administrative expenses.

It is not known at this time how the change in the funding formula will affect the DNSSAB. The EDU normally provides child care transfer payment agreements in early December each year. DNSSAB will need to wait for the funding details to be released by the EDU.

² One-time funding was provided in 2022 to offset the reduction in administrative funding.

Canada-Wide Early Learning and Child Care CWELCC

The federal and provincial governments signed the CWELCC agreement in March 2022 that is designed to gradually lower fees for parents and provide more accessible and high-quality child care for Ontario families. This program is 100% federally/provincially funded and does not affect the municipal levy.

Paramedic Services

Provincial Funding

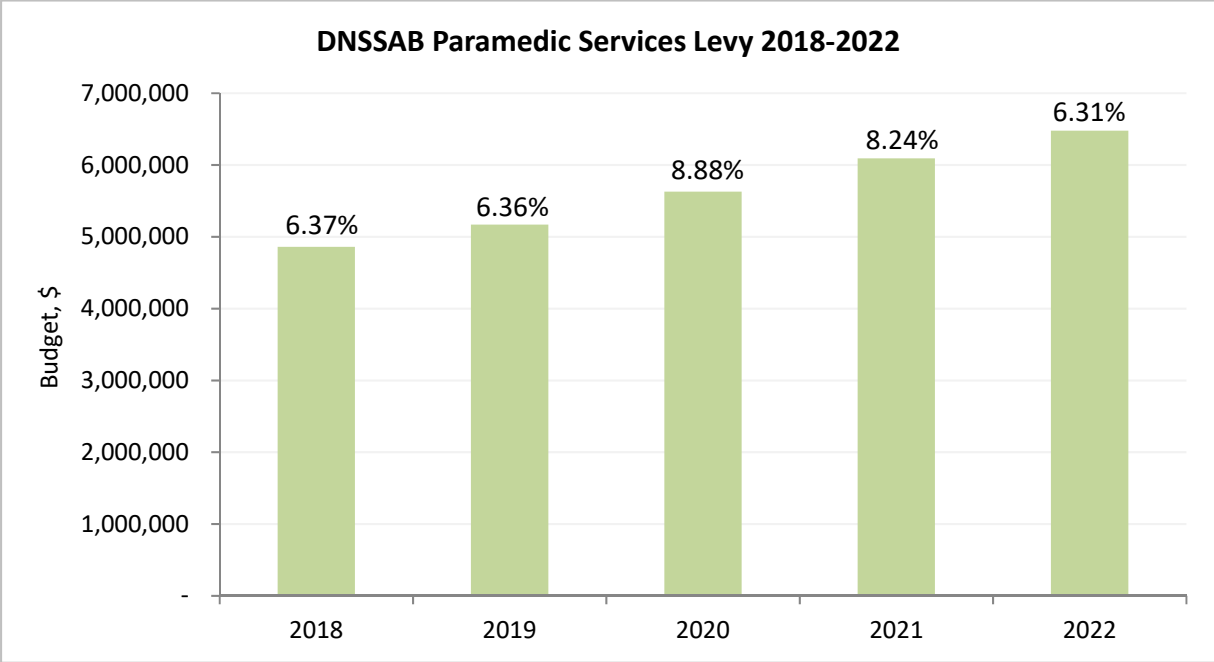
On August 17, 2022, during the AMO conference, the Ontario government announced nearly \$764 million in funding to assist municipalities with the cost of land ambulance operations. This represents an average increase of five per cent provincially compared to 2021-22 funding levels. DNSSAB typically does not receive confirmation of ambulance funding until well after the budget is prepared and approved; however, given the above announcement, it is expected that the funding formula will remain the same for 2023.

The way the Land Ambulance Service Grant (LASG) is calculated (in a simplified way) is that the DNSSAB essentially receives 50% of the previous year's approved budget plus a 100% portion to cover TWOMO and First Nations funding. Therefore, the 2023 50/50 provincial funding would be based on the 2022 budget as opposed to the 2023 budget. The issue with this is that the provincial funding is then a year behind on budget increases from call volume changes, service enhancements and inflationary increases. The MOH had previously addressed this timing difference by including an incremental (inflationary) increase to the previous year budget. In 2018, this incremental increase was 1.7% or \$150,658. For 2019 through 2022, this incremental increase was set at 0%.

Other Factors

Inflation will significantly impact the 2023 Paramedic Service budget. It is expected that many costs will continue to increase drastically such as the purchase price of ambulances and vehicles, gas, vehicle maintenance, insurance, medical supplies and equipment, utilities, technology solutions, and more.

It is currently too early in the budget process to determine an estimated levy increase for Paramedic Services; however, if it is assumed that the funding formula will stay the same and use the average Paramedic Services municipal levy increase over the last five years of 7.23%, then the estimated increase to the overall municipal levy to support Paramedic Services within the district in 2023 would be \$468,462 (2.16%).



COVID-19

Any directly related COVID-19 expenses (ex. PPE) have been fully funded by the MOH to date. It is not known how long the province will continue to fund COVID-19 related expenses as funding has only been confirmed on a quarterly basis to date.

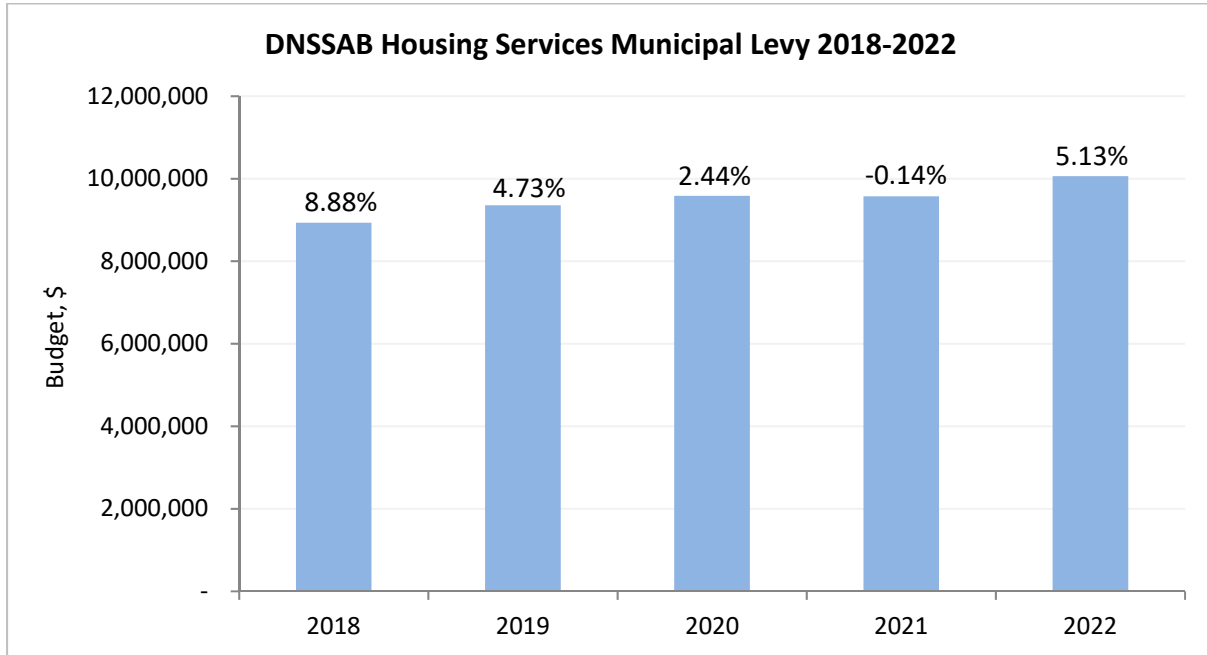
Housing Services

There have not been any significant funding changes announced for Housing Services for pre-COVID funding. Here is a quick summary of some of the budget pressures Housing Services will be facing in 2023:

- Housing Services will see reductions in funding associated with social housing legacy programs in 2023. Provincial and federal funding for social housing will see a year over year reduction of \$99,677 or 3.57%. This is a direct result of four social housing projects reaching the end of their operating agreements throughout 2022. COCHI funding will be utilized where necessary to transition expired projects to a more sustainable operational model and mitigate municipal levy increases. Although COCHI was originally announced to be funded over 10 years, allocations have only been confirmed to March 31, 2023 to date.
- Provincially legislated cost indices dictate how much funding DNSSAB is required to provide provincially reformed-social housing providers. Changes to these indices could result in additional costs. Given the current inflation rates, the cost indices are expected to increase significantly.

- On March 7, 2022, notification was received that effective April 2022, the Provincial Community Homelessness Prevention Initiative (CHPI) Program was being consolidated with the Strong Community Rent Supplement Program (SCRSP) into a new Homelessness Prevention Program (HPP). DNSSAB's 2022-23 HPP funding allocation is \$2,339,100 compared to the 2021-22 combined CHPI and SCRSP allocation of \$2,115,952. This represents an annual increase of \$223,148 for provincially mandated homelessness services. Although the new HPP program results in total increased funding, there is a decrease in allowable administrative costs from 10% to 7.5% for 2022-23 and a further reduction to 5% for the 2023-24 fiscal year. DNSSAB has not received the 2023-24 HPP allocation yet, so based on the 2022-23 HPP allocation, this will result in a decrease in allowable administrative costs of \$83,219.
- DNSSAB has not received HPP/COCHI/OPHI funding allocations beyond March 31, 2023 at this time.
- In October 2021, the Board approved the construction of an additional 25 transitional housing units (Northern Pines Phase 3) to be completed by March 31, 2023, that will be staffed 24/7. The goal of this project is to be a high support alternative to the temporary low barrier emergency shelter that is currently located in portables on the Northern Pines site. Without any new funding announcements, the 2023 budget pressure points will be on the 25 transitional units (emergency shelter) and emergency overflow. This could result in a significant increase to the municipal levy in 2023.
- The 2022 federal budget proposed to maintain the 2022-23 Reaching Home funding levels for an additional two years through 2025-26. The confirmed incremental funding for 2022/23 and 2023/24 is \$548,263 and \$540,808 respectively.
- Service level standards:
 - Legislation outlines the DNSSAB's service level standards (SLS); the specific number of Rent Geared-to-Income (RGI) units the DNSSAB is required to fund. This obligation is currently not being met by approximately 201 RGI housing units. The SLS Action Plan was presented to the Board in November 2019, which sees the DNSSAB making gradual investments over a 10 year period to address the SLS shortfall which is primarily funded through the municipal levy.
 - The SLS shortfall will be reduced following the Board's recent investments. The addition of Mackay Homes and Northern Pines (Phase 2) will gradually lower the shortfall to 116 RGI housing units.

It is currently too early in the budget process to determine an estimated levy increase for Housing Services; however, if the average municipal levy increase for Housing Services over the last five years of 4.21% (see chart below) is used, this would result in a \$423,627 (1.95%) increase to the overall levy. This does not consider the impact Northern Pines Phase 3 will have on the levy as DNSSAB is currently awaiting cost estimates from the service provider.

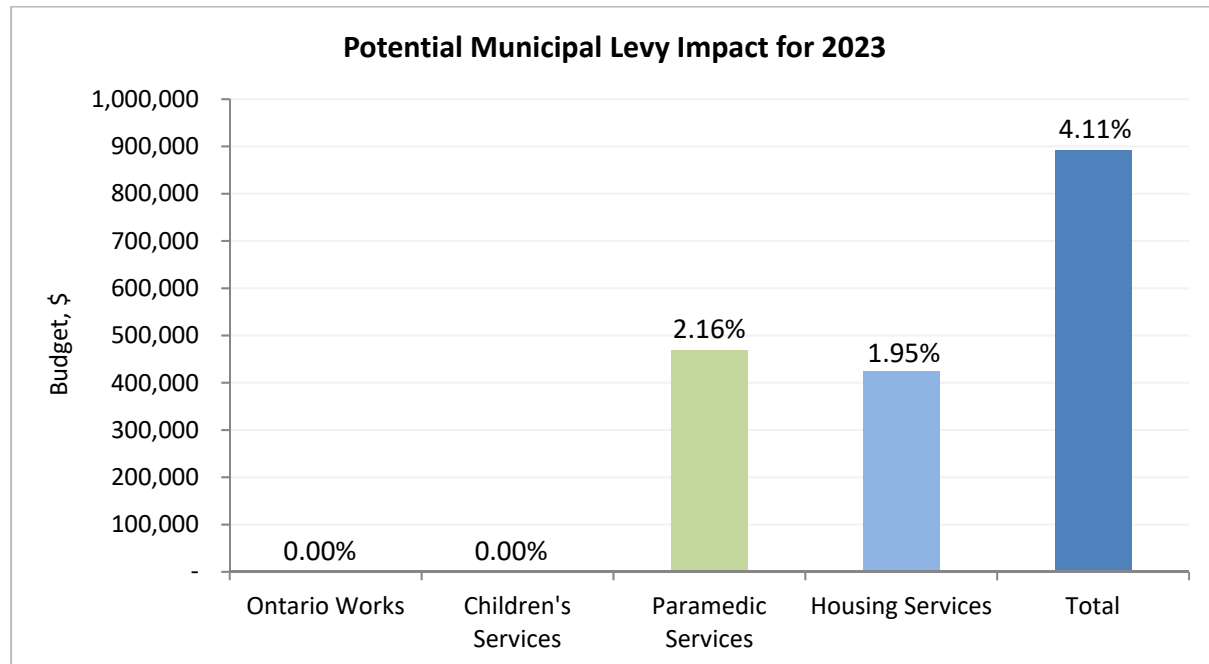


COVID-19

Despite the province stating the fourth phase of Social Service Relief Funding (SSRF) would be the last, DNSSAB received a fifth round of SSRF funding in 2022. SSRF Phase 5 funding is required to be spent by December 31, 2022. It is unknown at this time if the DNSSAB will receive any further SSRF allocations.

Overall

The below chart summarizes the potential municipal levy impact for each department that has been discussed above.



The Board has expanded services to address the challenges facing individuals experiencing homelessness within the district. This includes the Northern Pines campus. While these are important initiatives, there is currently no provincial operating funding available, meaning these services will need to be funded by the municipal levy unless provincial/federal funding opportunities can be found. The above estimates do not include the potential significant impact on the levy from Phase 3 of Northern Pines, which is planned to replace the low barrier emergency shelter, or emergency overflow. The DNSSAB will continue to advocate for operating funding for these programs. It should be highlighted that the province did provide significant capital funding to support the Northern Pines.

Please note that this is a pre-budget analysis and does not reflect savings, investments or changes in services that may be identified through the budgeting process. It is simply meant to be an analysis on the impact of the funding changes and budget pressures compared to the previous year budget.

CONCLUSION:

The purpose of this report is to highlight areas for discussion during the 2023 budget process. This report is by no means an exhaustive list of issues, opportunities, and concerns that will need to be considered and addressed in the 2023 budget. It is intended to help provide some preliminary perspective and insight to the financial landscape the DNSSAB can expect in 2023.

BRIEFING NOTE FA08-22

For information For Approval

Date: September 28, 2022

Purpose: Annual Reserves Report

Prepared by: Justin Avery, Manager of Finance

Approved by: Catherine Matheson, Chief Administrative Officer

RECOMMENDATION

THAT the District of Nipissing Social Services Administration Board (DNSSAB) approves the reserves recommendations as outlined in briefing note FA08-22.

BACKGROUND

Per the Reserve Policy, which was approved by the Board in October 2020 via resolution No. 2020-105-B, the Manager of Finance or equivalent shall provide an annual report to the Board detailing the following:

- A list of all reserves including a brief description of their purpose;
- The balance of each reserve as of the most recent yearend;
- Recommended reserve balances;
- Any recommended changes including but not limited to;
 - Transfers in or out;
 - Creating new reserves;
 - Elimination of reserves;
 - Changing the purpose of reserves.

REPORT

Per the reserves policy, reserves will be maintained cumulatively at a minimum level of 5% of the DNSSAB's annual expenditures to ensure adequate cash flows and liquidity. The reserves balance as of December 31, 2021 totaled \$13,082,667. The 2022 budgeted expenditures totaled \$82,074,581 meaning current reserves represent 15.94% of the DNSSAB's annual expenditures. This represents a little less than two months of cash flows. It was previously recommended by the DNSSAB's external auditors that an appropriate reserve balance would be approximately three months of cash flows, which would equal approximately \$20,518,645 (25%).

Below is a list of the existing reserves including a brief description of their purpose, the balance of each reserve as of December 31, 2021 per the most recent audited financial statements and any recommended changes to the purpose and/or amount set aside for the particular reserve.

Other than the Best Start and Child Care Mitigation reserves, which have external ministry restrictions, the remaining reserves are at the discretion of the Board.

See Appendix A for a summary of the reserves.

Working Fund

Purpose

Unrestricted accumulated surplus that has not been set aside in a reserve for a specific purpose. This reserve is used to offset unforeseen expenses or reductions in funding and to ensure adequate cash flows and liquidity are maintained.

The working fund will be limited in accordance with the DSSAB Act, Regulation 278/98, Section 7, Estimates and Reserves, which states that the Board may provide for a reserve for working funds in a year not to exceed 15% of the total estimates of the Board for the year.

Balance

Balance as of December 31, 2020 - \$4,258,718

Balance as of December 31, 2021 - \$7,318,577

Net change year over year = \$3,059,859

The net change is calculated as follows per the 2021 audited financial statements:

Net surplus	\$ 6,755,834
Transfer to other reserves	\$ (1,958,718)
Less increase in net value of tangible capital assets	<u>\$ (1,737,257)</u>
	\$ 3,059,859

Fifteen percent of the DNSSAB's 2022 estimated expenditures is \$12,311,187 (\$82,074,581 total budget * 15%). Therefore, the balance as of December 31, 2021 of \$7,318,577 is well within the legislated limits.

Recommendation

It is recommended that DNSSAB maintain a balance of 3% of the 2022 budget (\$82,074,581 * 3% = \$2,500,000 rounded) in the Working Fund. Therefore \$4,818,577 (\$7,318,577- \$2,500,000) will be transferred to other reserves.

Social Housing Capital

Purpose

Funds set aside for future capital repair costs of social housing providers to maintain the existing social housing stock.

Balance

Balance as of December 31, 2021 - \$817,274 (no change from 2020)

Recommendation

No changes are recommended for this reserve at this time.

Social Housing Operations

Purpose

Annual funding for social housing providers can vary significantly from budgets due to the results of annual reconciliations that can lead to increases or reductions in funding based on actual financial results from the previous fiscal year. This fund was established to mitigate the financial risk of these unforeseen social housing costs.

Balance

Balance as of December 31, 2021 - \$300,000 (no change from 2020).

Recommendation

No changes are recommended for this reserve at this time.

Affordable Housing

Purpose

Funds set aside to provide a future source of funding to supplement or leverage additional provincial funding opportunities to provide greater benefits to the citizens in Nipissing district in terms of affordable housing needs and other housing programs such as emergency shelters, and transitional housing.

Balance

Balance as of December 31, 2021 - \$1,576,700

Recommendation

It is recommended that an amount of \$4,818,577 be transferred from the Working Fund bringing the balance to \$6,395,277.

Paramedic Services

Purpose

Funds set aside to cover Paramedic Services capital costs and significant one-time related operational expenditures.

Balance

Balance as of December 31, 2021 - \$1,090,000

Recommendation

No changes are recommended for this reserve at this time.

ASO Employee Benefits

Purpose

Funds set aside to mitigate financial risk of excessive benefit claims.

Balance

Balance as of December 31, 2021 - \$140,222 (no change from 2020).

Recommendation

No changes are recommended for this reserve at this time.

Organizational Design Contingency

Purpose

Funds set aside to allow the DNSSAB to offset costs associated with outplacement opportunities that will result in ongoing savings in operations. These costs are of a one-time nature on a case by case basis, and are considered extraordinary.

Balance

Balance as of December 31, 2021 - \$112,000 (no change from 2020).

Recommendation

No changes are recommended for this reserve at this time.

Project

Purpose

Funds set aside to help cover the costs of any future city hall renovation costs.

Balance

Balance as of December 31, 2021 - \$149,080 (no change from 2020).

Recommendation

No changes are recommended for this reserve at this time.

Best Start

Purpose

In 2006, the Ministry of Children and Youth Services provided the DNSSAB with one-time funding for the Best Start Initiative to support the early years and child care sector. Therefore, there is an external restriction on this reserve that it can only be used to support the child care system.

Balance

Balance as of December 31, 2021 - \$570,241 (no change from 2020).

Recommendation

No changes are recommended for this reserve at this time.

Child Care Mitigation

Purpose

In 2013, the Ministry of Education provided the DNSSAB with one-time mitigation funding to support the transition to Ontario's child care funding formula and framework introduced in 2013. This funding was available to CMSMs/DSSBs that had seen a reduction in their ongoing child care funding allocation under the new funding formula.

Under this one-time allocation, CMSMs/DSSABs are responsible for determining how to best use the mitigation funding to support their local child care system. Therefore, there is an external restriction on this reserve that it can only be used to support the child care system.

The DNSSAB is required to report to the ministry on the amount of mitigation funding used on an annual basis until all the funds have been utilized.

Balance

Balance as of December 31, 2021 - \$1,008,573 (no change from 2020).



Recommendation

No changes are recommended for this reserve at this time.

NEXT STEPS

The DNSSAB Staff will be presenting the budget in December where further recommendations for contributions and/or withdrawals to/from reserves may be recommended.

CONCLUSION

This report provides the Board with a high level update on the purpose, balance and any recommended changes for the reserves per the procedures outlined in the reserve policy.

DNSSAB will need to continue to grow its reserves in order to bring them to the recommended balance of three months of cash flow.

APPENDIX A

Name of Reserve	Current Purpose	Proposed Changes to Name/Purpose	Current Balance	Proposed Transfers	Proposed Balance
Working Fund	Unrestricted accumulated surplus that has not been set aside in a reserve for a specific purpose	N/A	\$7,318,577	(\$4,818,577)	\$2,500,000
Social Housing Capital	Future capital repair costs of the social housing stock	N/A	\$817,274	N/A	\$817,274
Social Housing Programs	Mitigate the financial risk of unforeseen social housing costs	N/A	\$300,000	N/A	\$300,000
Affordable Housing	Develop affordable housing and other housing programs such as emergency shelters, transitional housing, etc.	N/A	\$1,576,700	\$4,818,577	\$6,395,277
Paramedic Services	Paramedic Services capital costs and significant one-time related operational expenditures.	N/A	\$1,090,000	N/A	\$1,090,000
ASO Employee Benefits	Mitigate financial risk of excessive benefit claims	N/A	\$140,222	N/A	\$140,222
Organizational Design Contingency	Reorganization costs	N/A	\$112,000	N/A	\$112,000
Project	Significant DNSSAB projects.	N/A	\$149,080	N/A	\$149,080
Best Start	One-time funding support the early years and child care sector	N/A	\$570,241	N/A	\$570,241
Child Care Mitigation	One-time mitigation funding to support transition to new funding formula and framework	N/A	\$1,008,573	N/A	\$1,008,573



COMMUNITY SERVICES COMMITTEE MEETING

MINUTES OF PROCEEDINGS

6/22/2022 at 12:00:00 PM

IN PERSON IN DNSSAB BOARDROOM OR VIRTUALLY VIA ZOOM (AS PER INSTRUCTION BELOW)

MEMBERS PRESENT:

BILL VREBOSCH (North Bay)

CHRIS MAYNE (North Bay)

MARK KING (North Bay)

MAC BAIN (North Bay)

DAVE MENDICINO (North Bay) – Vice-Chair

SCOTT ROBERTSON (North Bay)

DAN ROVEDA (West Nipissing) - Chair

DEAN BACKER (East Nipissing)

JANE DUMAS (South Algonquin)

AMANDA SMITH (Unincorporated)

CATHERINE MATHESON (CAO)

REGRETS

DAN O'MARA (Temagami)

TERRY KELLY (East Ferris)

STAFF ATTENDANCE:

Melanie Shaye, Director of Corporate Services

Michelle Glabb, Director of Social Services and Employment

Lynn Demore-Pitre, Director Children's Services

Stacey Cyopeck, Director, Housing Programs

Tracy Bethune, Manager, Housing Operations

Robert Smith, EMS Chief

Dawn Carlyle, Project Manager

David Plumstead, Manager Planning, Outcomes & Analytics

Donna Mayer, Manager of Project Development

GUESTS:

Bryce Gartner (Community Paramedicine)

MEDIA:

Stu Campaigne (Bay Today)

1.1 Call to Order - Roll Call

The Community Services Committee was called to order at 12:04 PM

1.2 Declaration of Conflict of Interest

None were declared

2.0 Opening remarks by the Chair

Chair Dan Roveda welcomed members and guests and informed the committee that today's meeting will be the last before the summer break.

3.0 Approval of the Agenda for June 22, 2022

CARRIED

RESOLUTION #CSC22-2022

MOVED BY: MARK KING
SECONDED BY: DAVE MENDICINO

RESOLVED THAT the Community Services Committee accepts the Agenda as presented.

4.0 DELEGATIONS (Rob Smith and Commander Bryce Gartner on Community Paramedicine)

Commander Bryce Gartner presented to the committee details about the Community Paramedicine program which began in 2014 with one paramedic to current four full-time positions and one commander. The original mandate of diverting frequent 911 calls has since been expanded to address the increasing long-term care home waitlist and to provide remote patient monitoring care with a 300 patient roster and 250 visits each month. He outlined some future trends and opportunities for the program, including new provincial funding opportunities that may enhance programming, new collaboration with Ontario Health, expansion of remote patient monitoring and on-going collaboration with community partners (North Bay Police Services, City of North Bay Wellness Coordinator, nurse practitioner and Northern Pines).

After the presentation, Commander Gartner addressed questions from the committee, explaining the referral process and bilingual service delivery.

5.0 CONSENT AGENDA

CARRIED

RESOLUTION #CSC23-22

MOVED BY: DEAN BACKER
SECONDED BY: SCOTT ROBERTSON

RESOLVED THAT the Committee receives for information, Consent Agenda items 5.1 to 5.4.

Items 5.2, 5.3 and 5.4 in the consent agenda were pulled for discussion and all items were voted on collectively.

5.1 SSE05-22 Modernization Update - an update on the Ministry of Children, Community and Social Services (MCCSS) modernization initiatives.

5.2 CS05-22 Licensed Child Care Services & Services for Children with Exceptional Needs

In response to a Board request in May about daycare services for children aged 12 and over who have exceptional needs. Children's Services provided a report, confirming that the children's needs can be met through current legislation and through local services providers and community agencies. Children's Services indicated staff will continue to coordinate support and services for families in need when referrals are received.

5.3 HS26-22 Homelessness Action Plan Quarterly Update

Department provided a verbal summary of progress made in the plan to date detailing the Community Homelessness Prevention Initiative (CHPI) and Social Service Relief Fund (SSRF) Phase 3 and 4 – 2021-22 Year End as outlined in Briefing Note HS26-22.

5.4 HS29-22 CHPI/SSRF Final Report

Department provided a verbal summary of Briefing Note HS29-22.

In response to a committee member's question, Department confirmed that the full \$7.3M was provincial funding.

6.0 MANAGERS REPORTS

6.1 CS06-22 Children's Services Policies

CARRIED

RESOLUTION #CSC25-22

MOVED BY: DAVE MENDICINO

SECONDED BY: MARK KING

RESOLVED THAT the Community Services Committee accept and endorse the updated policies as listed below and described in briefing note CS06-22:

- 1) Policy: Wage Enhancement Grant and Home Child Care Enhancement Grant (Appendix A)
- 2) Policy: Fee Subsidy Waitlist Management (Appendix B)

Children's Services provided a verbal summary of Briefing Note CS06-22..

6.2 SSE06-22 Ontario Works Caseload Infographic (for information) - an infographic that highlights a selection of Ontario Works caseload data by community in Nipissing District.

An infographic on the Ontario Works caseload was presented, providing key information and demographic data on the local caseload grouped into four catchment areas and informing decision-making.

6.3 HS28-22 Annual Update to 10-Year Housing and Homelessness Plan (for information) - outlines the annual report on the 2021 implementation of "A Place to Call Home: Nipissing District 10-Year Housing and Homelessness Plan 2014-2024" and attached Appendix A "2021 Annual Report Implementation Update", and is for information purposes.

Committee requested confirmation as to the amount of one-time funding received; to which the department confirmed it was 47%.

7.0 OTHER BUSINESS

There was no other business

8.0 NEXT MEETING DATE

Wednesday, September 28, 2022

9.0 ADJOURNMENT

CARRIED

RESOLUTION #CSC24-22

MOVED BY: MAC BAIN

SECONDED BY: AMANDA SMITH

RESOLVED THAT the Community Services Committee meeting be adjourned at 12:51 PM.

DAN ROVEDA
Chair

CATHERINE MATHESON
Secretary

Minutes of Proceedings Recorder
Matthew Campbell, Contract and Purchasing Specialist



DISTRICT OF NIPISSING SOCIAL SERVICES ADMINISTRATION BOARD MEETING

MINUTES OF PROCEEDINGS

6/22/2022 at 1:00:00 PM

IN PERSON IN DNSSAB BOARDROOM OR VIRTUALLY VIA ZOOM

MEMBERS PRESENT:

BILL VREBOSCH (North Bay)

CHRIS MAYNE (North Bay)

MARK KING (North Bay) - Chair

MAC BAIN (North Bay)

DAVE MENDICINO (North Bay)

SCOTT ROBERTSON (North Bay)

DAN ROVEDA (West Nipissing) – Vice-Chair

DEAN BACKER (East Nipissing)

JANE DUMAS (South Algonquin)

TERRY KELLY (East Ferris)

AMANDA SMITH (Unincorporated)

CATHERINE MATHESON (CAO)

REGRETS

DAN O'MARA (Temagami)

STAFF ATTENDANCE:

Melanie Shaye, Director of Corporate Services

Michelle Glabb, Director of Social Services and Employment

Lynn Demore-Pitre, Director Children's Services

Stacey Cyopeck, Director, Housing Programs

Tracy Bethune, Manager, Housing Operations

Robert Smith, EMS Chief

Dawn Carlyle, Project Manager

David Plumstead, Manager Planning, Outcomes & Analytics

Donna Mayer, Manager of Project Development

MEDIA:

Stu Campaigne (Bay Today)

1.1 Call to Order

CARRIED

RESOLUTION #2022-51

MOVED BY: MAC BAIN

SECONDED BY: AMANDA SMITH

RESOLVED THAT the Board of Directors accepts the Roll Call as read by the Recording Secretary for the Regular Board meeting of June 22, 2022 at 1:06 PM.

1.2 Declaration of Conflict of Interest

COUNCILLOR MAC BAIN declared a conflict of interest with Item SSE07-22 Funeral Policy Review as his

business receives funding under the program.

2.0 Opening remarks by the Chair

Chair welcomed members, staff and guests. Chair reminded the board that there will be a summer recess, therefore, there will be no board meetings for July and August and the board will reconvene again in September 2022. In the opening remarks, Chair emphasized the work that DNSSAB is doing to ensure equal access and opportunity to its services and programs to all residents within the district. From access to child care, social assistance support, geared to income housing, paramedic services, and homelessness prevention programming, DNSSAB is taking a district-wide approach to ensure residents receive the help they need when they need it. The Chair highlighted the work that Housing Services, through its Service Provider Crisis Centre of North Bay, as well as community agencies that are part of the CAB, are doing to work together to make sure that location is not a deterrent to shelter, support or programming for the District's most vulnerable citizens. On behalf of the Board, the Chair thanked the services and agencies who are reaching out to persons where they are and helping them address their crisis.

3.0 Approval of Agenda for June 22, 2022

CARRIED

RESOLUTION #2022-52

MOVED BY: DAN ROVEDA
SECONDED BY: DAVE MENDICINO

RESOLVED THAT Board members accept the Agenda as presented

4.0 Approval of Minutes (May 25, 2022)

4.1 Approval of Minutes (Regular Board)

CARRIED

RESOLUTION #2022-53-A

MOVED BY: JANE DUMAS
SECONDED BY: SCOTT ROBERTSON

RESOLVED THAT the Board adopt the minutes of the proceedings of the Regular Board meeting of May 25, 2022.

4.2 Approval of Minutes (Finance and Administration Committee)

CARRIED

RESOLUTION #2022-53-B

MOVED BY: TERRY KELLY
SECONDED BY: CHRIS MAYNE

RESOLVED THAT the Board adopt the minutes of the proceedings of the Finance and Administration Committee meeting of May 25, 2022.

5.0 Delegations (David Plumstead on Census 2021 Age and Sex)

David Plumstead presented to the Board the 2021 Census Data on Age and Sex (April 27, 2022) which looked at the age structure for Ontario and Nipissing District and the general age groups for Nipissing municipalities and areas.

The Board discussed the presentation and noted that as the population decreases, the District may have excess (or demand taper off) services (i.e., child care and schools) and housing on hand which will need to be addressed; it is possible that the Board may have to address this within 10 years. Board discussed the impacts that immigration will have on boosting population numbers however David confirmed that the District is experiencing a higher death-to-birth ratio so as deaths outnumber births, immigration is needed to achieve population growth.

The Board also discussed the impacts of the population information on employment prospects and noted that inflation may be impacting the choices of the baby boomer generation to work longer - however David noted that the census data presented was not correlated to inflation and its impact on the longevity of employment. David confirmed that the data is a point-in-time snapshot of the District and therefore is not predictive but informative.

6.1 CAO VERBAL UPDATE

CARRIED

RESOLUTION #2022-54

MOVED BY: BILL VREBOSCH
SECONDED BY: DAN ROVEDA

RESOLVED THAT the District of Nipissing Social Services Administration Board (DNSSAB) receives the CAO Verbal Report for June 22, 2022.

CAO updated the Board on the Paramedic Services transition and that as of July 9, 2022 the Paramedic Services management team will be DNSSAB employees. Northern Pines - Phase I second floor has opened with eight (8) rooms available. Phase II is scheduled to open later in the summer of 2022 and Phase III in 2023. For Children Services, applications for child care licenses are due September 1, 2022. Staff are promoting the application and offering assistance to service providers.

7.0 CONSENT AGENDA

CARRIED

RESOLUTION #2022-55

MOVED BY: JANE DUMAS
SECONDED BY: AMANDA SMITH

RESOLVED THAT the Committee receives for approval, Consent Agenda items 7.1 and 7.2.

7.1 B12-22 Lame Duck Restrictions

WHEREAS Section D 17 of the District of Nipissing Social Services Administration Board (DNSSAB) Procedural By-law restricts the actions of the Board if the Board meets the "lame duck" threshold; and

WHEREAS the By-Law states that nothing is preventing any person or body from exercising authority delegated by the Board;

THAT the restricted acts listed in the By-law be delegated to the Chief Administrative Officer (CAO), as described in this report; and

THAT the delegation of authority would be effective the date the Board is confirmed to be in lame duck and would continue to the day after election day or end of the Board's term, depending on the outcome of the election.

7.2 B16-22 Revisions to the Travel, Meal, and Hospitality Policy

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

Board asked for confirmation if the B12-22-Lame Duck Restriction follows the Municipal Act and/or DNSSAB Act. Department confirmed that the Lame Duck Restrictions were created consistent with the Municipal Act due to the language within the Nipissing By-Law.

Board directed Department to strengthen language in the Travel, Meal, and Hospitality Policy so that it clearly restricts claims for mileage for attendance at regularly scheduled meetings and/or meetings that are within the city limits of the attendee.

8.0 MANAGERS REPORTS

8.1 HS30-22 Reaching Home Allocation RFP CARRIED

RESOLUTION #2022-56

MOVED BY: CHRIS MAYNE
SECONDED BY: DAVE MENDICINO

RESOLVED THAT the District of Nipissing Social Services Administration Board (DNSSAB) receive and approve Report HS30-22, regarding the outcome of Request for Proposals RFP 2022-18: Reaching Home – Homelessness Services and authorizing the CAO to consider such recommendations from the Community Advisory Board (CAB), and enter into negotiations and subsequent contracts with the successful proponents.

Furthermore, that the District of Nipissing Social Services Administration Board authorizes staff to reallocate funds throughout the 2022/23 fiscal year to qualifying initiatives, up to the CAO delegated authority based on emerging priorities in the district.

8.2 HS31-22 Overflow Policy CARRIED

RESOLUTION #2022-57

MOVED BY: SCOTT ROBERTSON
SECONDED BY: DAN ROVEDA

RESOLVED THAT the District of Nipissing Social Services Administration Board receive, for approval, the Emergency Shelter Overflow Policy attached as Appendix A, and set out in report HS31-22.

8.3 HS27-22 Social Housing Regulation Changes CARRIED

RESOLUTION #2022-58

MOVED BY: AMANDA SMITH
SECONDED BY: DAN ROVEDA

RESOLVED THAT the District of Nipissing Social Services Administration Board (DNSSAB) receive for approval report HS27-22 regarding the Housing Services Act Regulatory Changes and the recommended updates to Local Housing Income Policy 2020-02 and Local Housing Asset Policy 2020-07.

Board requests confirmation if the changes will add more people to the service level count. Department expects that this will add more persons to the service level count however staff have sent a clarifying question to the ministry and will report back to the Board once received.

8.4 CS07-22 Children’s Services Policies CARRIED

RESOLUTION #2022-59

MOVED BY: AMANDA SMITH
SECONDED BY: JANE DUMAS

RESOLVED THAT the District of Nipissing Social Services Administrative Board (DNSSAB) accepts and endorses the following policies as described in briefing note CS07-22:

- 1) Policy 5CS-ADM-13 Canada-Wide Early Learning and Child Care System (Appendix A)
- 2) Policy 5CS-ADM-14 Child Care Maximum Profits, Surpluses and Reserves (Appendix B)

8.5 SSE07-22 Funeral Policy Review CARRIED

RESOLUTION #2022-60

MOVED BY: AMANDA SMITH
SECONDED BY: TERRY KELLY

RESOLVED THAT the District of Nipissing Social Services Administration Board (DNSSAB) receive report SSE07-22 on the Ontario Works local funeral policy review, recommending Option 3, for approval.

8.6 Move-in Camera **CARRIED**

RESOLUTION #2022-61

MOVED BY: DEAN BACKER
SECONDED BY: DAVE MENDICINO

RESOLVED THAT the Board move in-camera at 2:20 PM to discuss a matter of negotiation.

8.7 Adjourn in Camera **CARRIED**

RESOLUTION #2022-62

MOVED BY: TERRY KELLY
SECONDED BY: MAC BAIN

RESOLVED THAT the Board adjourn in-camera at 2:39 PM.

8.8 Approve in Camera **CARRIED**

RESOLUTION #2022-63

MOVED BY: DAVE MENDICINO
SECONDED BY: JANE DUMAS

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

9.0 OTHER/NEW BUSINESS

There was no new business.

10.0 NEXT MEETING DATE

Wednesday, September 28, 2022

11.0 ADJOURNMENT **CARRIED**

RESOLUTION #2022-64

MOVED BY: TERRY KELLY
SECONDED BY: BILL VREBOSCH

RESOLVED THAT the Board meeting be adjourned at 2:41 PM.

MARK KING
Chair

CATHERINE MATHESON
Secretary

Minutes of Proceedings Recorder
Matthew Campbell, Contract and Purchasing Specialist



**BOARD OF DIRECTORS MEETING
AGENDA
HEALTHY, SUSTAINABLE COMMUNITIES**

Date: Wednesday, September 28, 2022

Time: 1:30 PM (or directly following DNSSAB meeting)

Location: Teleconference via Zoom and/or in the DNSSAB Boardroom

Join Zoom Meeting

<https://us06web.zoom.us/j/82419379485?pwd=UXdLdkRPd05pNG1Eellwa1Q0cThNdz09>

Meeting ID: 824 1937 9485

Passcode: 77588898

One tap mobile

+16132093054,,82419379485#,,,,*77588898# Canada

+16473744685,,82419379485#,,,,*77588898# Canada

Dial by your location

+1 613 209 3054 Canada

+1 647 374 4685 Canada

Dave Mendicino (Chair), Scott Robertson (Vice Chair), Dean Backer, Jane Dumas, Mark King, Chris Mayne, Dan Roveda, Amanda Smith.

	NDHC BOARD AGENDA
1.0	1.1 Call Meeting to Order 1.2 Declarations of Conflict & Pecuniary Interest 1.3 Opening Remarks by Chair

NDHC BOARD AGENDA

2.0	Adoption of Agenda MOTION: #2022-39 BE IT RESOLVED that the Agenda for the NDHC Board meeting for September 28, 2022 be adopted as presented.
3.0	Meeting Minutes (June 22, 2022) MOTION: #2022-40 BE IT RESOLVED , that the minutes of the Board meeting held; Wednesday, June 22, 2022, be approved, as presented.
4.0	4.1 DELEGATIONS – none at this time
5.0	CONSENT AGENDA – none at this time
6.0	MANAGERS REPORTS
	6.1 Move In-Camera MOTION: #2022-41 BE IT RESOLVED , THAT the Nipissing District Housing Corporation (NDHC) Board move in-camera at _____ to discuss a proposed or pending acquisition or disposition of land by the Corporation and financial information.
	6.2 Adjourn In-Camera MOTION: #2022-42 BE IT RESOLVED , THAT the Nipissing District Housing Corporation (NDHC) Board adjourns in-camera at _____.
	6.3 Approve In-Camera MOTION: #2022-43 BE IT RESOLVED , THAT the Nipissing District Housing Corporation (NDHC) Board approves the direction/action agreed to in the in-camera session.
7.0	New Business
8.0	Next Meeting Date and Adjournment MOTION: #2022-44

NDHC BOARD AGENDA

BE IT RESOLVED, that the meeting of the NDHC Board be adjourned at;
_____ p.m. and that the next meeting will be held at a yet to be determined
date.



NIPISSING DISTRICT HOUSING CORPORATION BOARD MEETING

MINUTES OF PROCEEDINGS

6/22/2022 at 2:00:00 PM

IN PERSON IN DNSSAB BOARDROOM OR VIRTUALLY VIA ZOOM (AS PER INSTRUCTION BELOW)

MEMBERS PRESENT:

CHRIS MAYNE (North Bay)

MARK KING (North Bay)

DAVE MENDICINO (North Bay) - Chair

DAN ROVEDA (West Nipissing)

DEAN BACKER (East Nipissing)

JANE DUMAS (South Algonquin)

AMANDA SMITH (Unincorporated)

CATHERINE MATHESON (CEO)-Secretary

REGRETS

SCOTT ROBERTSON (North Bay) – **Vice-Chair**

STAFF ATTENDANCE:

Melanie Shaye, Director of Corporate Services

Michelle Glabb, Director of Social Services and Employment

Lynn Demore-Pitre, Director Children's Services

Stacey Cyopeck, Director, Housing Programs

Tracy Bethune, Manager, Housing Operations

Robert Smith, EMS Chief

Dawn Carlyle, Project Manager

David Plumstead, Manager Planning, Outcomes & Analytics

Donna Mayer, Manager of Project Development

MEDIA:

Stu Campaigne (Bay Today)

1.1 Call Meeting to Order

Chair called the meeting to order at 2:36 P.M. and roll call was taken.

1.2 Declarations of Conflict & Pecuniary Interest

There were no declarations

1.3 Opening Remarks by Chair

Chair welcomed members and guests. Chair noted the progress being made on local housing development at both the 1040 Brooke St location and the newly approved 120 units at the former J.W. Trusler school property coming onto the market.

2.0 Adoption of Agenda **CARRIED**

RESOLUTION #2022-32

MOVED BY: MAC BAIN
SECONDED BY: CHRIS MAYNE

BE IT RESOLVED that the Agenda for the NDHC Board meeting for June 22, 2022 be adopted as presented.

3.0 Meeting Minutes (May 25, 2022) **CARRIED**

RESOLUTION #2022-33

MOVED BY: AMANDA SMITH
SECONDED BY: JANE DUMAS

BE IT RESOLVED, that the minutes of the Board meeting held; Wednesday, May 25, 2022, be approved, as presented.

4.1 DELEGATIONS

None at this time

5.0 CONSENT AGENDA **CARRIED**

RESOLUTION #2022-34

MOVED BY: MARK KING
SECONDED BY: DEAN BACKER

RESOLVED THAT the Board receives for approval Consent Agenda item 5.1

Item 5.1 – B13-22 Lame Duck Period

Whereas Section D 17 of the District of Nipissing Social Services Administration Board (DNSSAB) Procedural By-law restricts the actions of the Board if the Board meets the “lame duck” threshold; and

Whereas the By-Law states that nothing is preventing any person or body from exercising authority delegated by the Board;

And whereas when the Nipissing District Housing Corporation (NDHC) Bylaws are silent, the Board has historically followed the DNSSAB’s By-laws; and

That the restricted acts listed in the By-law be delegated to the Chief Executive Officer (CEO), as described in this report; and

That the delegation of authority would be effective the date the Board is confirmed to be in lame duck and would continue to the day after election day or end of the Board’s term, depending on the outcome of the election.

6.0 MANAGERS REPORTS

6.1 Move In-Camera **CARRIED**

RESOLUTION #2022-35

MOVED BY: DAN ROVEDA
SECONDED BY: AMANDA SMITH

BE IT RESOLVED, THAT the Nipissing District Housing Corporation (NDHC) Board move in-camera at 2:56 PM to discuss a matter of negotiation.

6.2 Adjourn In-Camera

CARRIED

RESOLUTION #2022-36

MOVED BY: MARK KING
SECONDED BY: AMANDA SMITH

BE IT RESOLVED, THAT the Nipissing District Housing Corporation (NDHC) Board adjourns in-camera at 3:15 PM.

6.3 Approve In-Camera

CARRIED

RESOLUTION #2022-37

MOVED BY: CHRIS MAYNE
SECONDED BY: MARK KING

BE IT RESOLVED, THAT the Nipissing District Housing Corporation (NDHC) Board approves the direction/action agreed to in the in-camera session.

7.0 New Business

There was no new business.

8.0 Next Meeting Date and Adjournment

CARRIED

RESOLUTION #2022-38

MOVED BY: AMANDA SMITH
SECONDED BY: JANE DUMAS

BE IT RESOLVED, that the meeting of the NDHC Board be adjourned at; 3:16 PM and that the next meeting will be held at a yet to be determined date.

DAVE MENDICINO
Chair

CATHERINE MATHESON
Secretary

Minutes of Proceedings Recorder
Matthew Campbell, Contract and Purchasing Specialist



FOR IMMEDIATE RELEASE

September 28, 2022

NDHC SELLING PROPERTY TO RAISE FUNDS FOR MORE AFFORDABLE HOUSING

North Bay, ON: The Nipissing District Housing Corporation (NDHC) has put the former Dr. McDougall School property at 1040 Brookes Street up for sale. Proceeds of the sale will go towards further affordable housing development in Nipissing District. The sale of the property will not affect the current operations of the North Bay Indigenous Hub as they have a 15 year lease to operate in the building. The North Bay Indigenous Hub provides early years and child care services and Indigenous primary health care services.

A rezoning and severance application for this site was granted by the City of North Bay earlier this year, and consent was obtained from the Ministry of Education to sell the property this summer. The rezoning resulted in the creation of two separate properties, being the Indigenous Hub site and a vacant site suitable for affordable housing development.

“A key strategy of the NDHC Board for the past four years has been to create additional affordable housing in the District. The sale of this property allows NDHC to free up capital funds to invest into this goal. The NDHC works hand in hand with the DNSSAB to develop affordable housing” says NDHC Board Chair, Dave Mendicino.

Mark King, Chair of the District of Nipissing Social Services Administration Board (DNSSAB) Board, adds that both DNSSAB and NDHC Boards have been working diligently to reach this common goal, “Year by year, both Boards have been prepared to support and leverage the development of affordable housing with our partners in the community.”

Approval for the sale is contingent on the purchaser assuming the existing lease for the services of the North Bay Indigenous Hub for the duration of the 15 year term.

The current estimated valuation of the property is \$3.4M.

Interested parties can contact the [Broker of Record](#) for more information.

-30-

Media Contact: Marianne.Zadra@dnssab.ca



Corporation of the Municipality of Calvin Council Resolution

Date: October 12, 2022

Resolution Number: 2022-325

Moved By: Choose a name.

Seconded By: Choose a name.

NOW THEREFORE BE IT RESOLVED THAT:

"Council for the Corporation of the Municipality of Calvin hereby receive the Building Report as submitted by the Chief building Official."

Result Options.

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Brooker	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijn	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input type="checkbox"/>	<input type="checkbox"/>



MUNICIPALITY OF CALVIN

1355 PEDDLERS DRIVE, MATTAWA ON, POH 1V0

Tel: (705) 744-2700 • Fax: (705) 744-0309

building@calvintownhsip.ca • www.calvintownship.ca

BUILDING REPORT

MONTH: September, 2022

1. NUMBER OF PERMITS ISSUED	4
2. TOTAL MONTHLY VALUE	\$70,000
3. TOTAL FEES COLLECTED	\$1,535
4. TOTAL BUILDING VALUE TO DATE	\$1,975,627
5. TOTAL FEES COLLECTED TO DATE	\$6,755

COMMENTS:

Permit: 15-2022	Type: Alterations and improvements	Value: \$20,000	Fee: \$100
16-2022	Camping Dome	\$15,000	\$190
17-2022	Camping Dome	\$15,000	\$190
18-2022	Pole Barn	\$20,000	\$400

Notes: Permit 13-2022 Picked up or paid for. \$655

SHANE CONRAD
CHIEF BUILDING OFFICIAL



Corporation of the Municipality of Calvin Council Resolution

Date: October 12, 2022

Resolution Number: 2022-326

Moved By: Choose a name.

Seconded By: Choose a name.

NOW THEREFORE BE IT RESOLVED THAT:

"Council for the Corporation of the Municipality of Calvin hereby agree to reconsider their decision, and direct E4m to prepare an updated Draft Procedure Bylaw for Council's consideration at the October 25, 2022, meeting."

Result Options.

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Brooker	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijn	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input type="checkbox"/>	<input type="checkbox"/>

E4m Report

PREAMBLE: Representatives of the Municipality of Calvin attended a procedure bylaw drafting workshop in 2018 and subsequently have been working on updates to the Municipality of Calvin Procedure Bylaw. One of the items of outstanding Council business noted by the outgoing Clerk-Treasurer was an updated Procedure Bylaw.

E4m has been providing Municipal Support to the Municipality of Calvin since February 18, 2022, and has made/is making recommendations regarding:

- adopting the agenda format that has been prepared by George Cuff,
- capitalizing on the use of a meeting management software,
- updating electronic meeting provisions to include hybrid options upon the approval of Council; and
- monthly rather than twice-a-month regular Council meetings.

PURPOSE: E4m is seeking direction from Council to present a draft Procedure Bylaw at the first Council meeting in October 2022.

RECOMMENDATION: That Council directs E4m to provide a draft amended and modernized Procedure Bylaw for Council's Consideration and further that current Council members be consulted regarding any concerns with the current Procedure Bylaw that have been previously raised.

LEGAL AUTHORITY: Municipalities are required to adhere to the *Municipal Act*, as such municipalities are permitted to pass bylaws within their spheres of jurisdiction and are required to adopt a procedure bylaw in accordance with section XX.

OPTIONS:

1. Council can continue to operate with the current procedure bylaw.
2. Council can update/modernize their current bylaw.



Corporation of the Municipality of Calvin Council Resolution

Date: October 12, 2022

Resolution Number: 2022-327

Moved By: Choose a name.

Seconded By: Choose a name.

NOW THEREFORE BE IT RESOLVED THAT:

"Council for the Corporation of the Municipality of Calvin hereby agree to reconsider their decision, and direct E4m to prepare an updated Draft Record Retention Bylaw for Council's consideration at the October 25, 2022, meeting."

Result Options.

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Brooker	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijn	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input type="checkbox"/>	<input type="checkbox"/>

E4m Report

(Updated From Report Presented September 27, 2022)

PREAMBLE: Recently, consultants with E4m attended the Municipality of Calvin municipal office to assist/train new employees regarding records management. At that time, it was noted that the Municipality's record retention bylaw is out of date and requires a review and amendment.

E4m has been providing Municipal Support to the Municipality of Calvin since February 18, 2022, and has reviewed the record retention bylaw and has noted the following concerns:

- The current bylaw does not address electronic records (including Council and staff emails) which are producible under the *Municipal Freedom of Information and Protection of Privacy Act* and other legislation, this is a concern because without a defined "file storage system" for electronic records it will be extremely difficult to find electronic records if requested. Additionally, "junk" mail or advertisements have been received by the Municipality and must be kept because the Records Retention Bylaw is silent on it;
- The current bylaw does not account for COVID checklists submitted to the Municipality to gain access to the municipal building – including for municipal employees. These forms are in essence personal health information and should be destroyed as soon as they are no longer necessary for municipal use (i.e. after fourteen (14) days);
- The current bylaw unreasonably mandates the permanent retention of records not required by provincial or federal law which have no value for future decision-makers;
- The current bylaw does not mandate a scheduled review and update;
- The current bylaw does not provide the Municipal Clerk with any discretion to make decisions regarding records retention.
- The current bylaw does not provide any guidance on how non-paper records will be destroyed; and
- The current bylaw does not explicitly identify how the records will be maintained and does not permit the retention of municipal records electronically which creates storage issues.

Record Retention is a statutory responsibility of the Municipal Clerk. A record is defined in the *Municipal Act* as:

"record" means information however recorded or stored, whether in printed form, on film, by electronic means or otherwise, and includes documents, financial statements, minutes, accounts, correspondence, memoranda, plans, maps, drawings, photographs and films; ("document")

There is a financial cost for retention and safekeeping of municipal records.

The *Municipal Act* provides that:

Retention periods

(3) A municipality may establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with section 254.

PURPOSE: E4m is seeking direction from Council to present a draft updated Record Retention Bylaw at the second Council meeting in October 2022.

RECOMMENDATION: That Council directs E4m to provide a draft amended and modernized Records Retention Bylaw for Council's Consideration.

LEGAL AUTHORITY: Municipalities are required to adhere to the *Municipal Act*, as such municipalities are permitted to pass bylaws within their spheres of jurisdiction and may establish policy regarding the retention, storage, and destruction of municipal records.

OPTIONS:

1. Council can continue to operate with the current record retention bylaw.
2. Council can update/modernize their current bylaw.



Corporation of the Municipality of Calvin Council Resolution

Date: October 12, 2022

Resolution Number: 2022-328

Moved By: Choose a name.

Seconded By: Choose a name.

NOW THEREFORE BE IT RESOLVED THAT:

“By-Law #2022-059 being a By-Law to confirm the proceedings of Council, its Public Meeting of October 11, 2022, and its Regular Council Meeting held Tuesday October 11, 2022, be read and adopted.”

Result Options.

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Brooker	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijn	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input type="checkbox"/>	<input type="checkbox"/>

THE CORPORATION OF THE MUNICIPALITY OF CALVIN

BYLAW NUMBER 2022-059

BEING A BYLAW TO CONFIRM THE PROCEEDINGS OF COUNCIL

Legal Authority

Scope of Powers

Section 8(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, ("*Municipal Act*") as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues.

Powers of a Natural Person

Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

Powers Exercised by Council

Section 5 (1) of the *Municipal Act* provides that the powers of a municipality shall be exercised by its Council

Powers Exercised by By-law

Section 5(3) of the *Municipal Act* provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise.

Preamble

Council for the Corporation of the Municipality of Calvin ("Council") acknowledges that many of the decisions it makes during a meeting of Council, regular, special, or otherwise, are done by resolution. Section 5 (3) requires that Council exercise their powers by Bylaw.

Council further acknowledges that the passing of resolutions are more expedient than adopting Bylaws for each decision.

Decision

Council of the Corporation of the Municipality of Calvin decides it in the best interest of the Corporation to confirm its decisions by way of Confirmatory Bylaw.

Direction

NOW THEREFORE the Council of the Corporation of the Municipality of Calvin directs as follows:

1. The Confirmatory Period of this By-Law shall be for the Public Meeting of October 11, 2022, and the Regular Council Meeting of October 12, 2022.
2. All By-Laws passed by the Council of the Corporation of the Municipality of Calvin during the period mentioned in Section 1 are hereby ratified and confirmed.
3. All resolutions passed by the Council of the Corporation of the Municipality of Calvin during the period mentioned in Section 1 are hereby ratified and confirmed.
4. All other proceedings, decisions, and directives of the Council of the Corporation of the Municipality of Calvin during the period mentioned in Section 1 are hereby ratified and confirmed.
5. This Bylaw takes effect on the day of its final passing.

Read and adopted by Resolution 2022-328 this 12th Day of October 2022.

MAYOR

CLERK



Corporation of the Municipality of Calvin Council Resolution

Date: October 12, 2022

Resolution Number: 2022-328

Moved By: Choose a name.

Seconded By: Choose a name.

NOW THEREFORE BE IT RESOLVED THAT:

“The Regular Council Meeting of October 12, 2022, be adjourned at XX:XX P.M..”

Result Options.

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Pennell	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Brooker	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Castelijn	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Cross	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Shippam	<input type="checkbox"/>	<input type="checkbox"/>