



**Social Services | Services Sociaux
Zhawenimi-Anokiitaagewin**

Sault Ste. Marie District

District of Sault Ste. Marie Social Services
Administration Board

Conseil d'Administration des Services du District Sault Ste. Marie
Zhawenimi-Anokiitaagewin

DSSMSSAB REGULAR BOARD AGENDA

Thursday, October 19, 2023 at 4:30 PM

390 Bay Street, Suite 405

1. CALL TO ORDER

2. LAND ACKNOWLEDGEMENT

I acknowledge, with respect, that we are in Robinson-Huron Treaty territory, that the land on which we are gathered is the traditional territory of the Anishinaabe and known as Bawating. Bawating is the home of Garden River First Nation, Batchewana First Nation, the Historic Sault Ste. Marie Metis Council.

3. APPROVAL OF AGENDA

Resolution #23-088

Moved By: S. Spina

Seconded By: A. Caputo

3.1 **“BE IT RESOLVED THAT the Agenda for October 19, 2023 District of Sault Ste. Marie Social Services Administration Board meeting be approved as presented.”**

4. DECLARATIONS OF PECUNIARY INTEREST

5. APPROVAL OF PREVIOUS MINUTES

Resolution #23-089

Moved By: S. Hopkin

Seconded By: M. Bruni

5.1 **“BE IT RESOLVED THAT the Minutes from the District of Sault Ste. Marie Social Services Administration Board meeting dated September 21, 2023 be adopted as recorded.**

- 5.2 **Presentation**
Don Bruni, MicroAge
Office 365

6. MANAGERS REPORTS

CORPORATE SERVICES

Resolution #23-090

Moved By: L. Vezeau-Allen
Seconded By: S. Hopkin

- 6.1 **“BE IT RESOLVED THAT** the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) accept the 2024 DSSMSSAB Operating Budget as information”.

ADMINISTRATION

Resolution #23-091

Moved By: L. Vezeau-Allen
Seconded By: A. Caputo

- 6.2 **“BE IT RESOLVED THAT** the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) adopt the Procedure By-Law and Board Policy changes outlined in the attachment of this report, as recommended by the DSSMSSAB Governance Committee”.

8. CORRESPONDENCE

9. OTHER BUSINESS / NEW BUSINESS

10. ADJOURNMENT

Resolution #23-092

Moved By: A. Caputo
Seconded By: S. Spina

- 10.1 **“BE IT RESOLVED THAT** we do now adjourn.”

NEXT REGULAR BOARD MEETING

Thursday, November 16, 2023 4:30 PM



Social Services

District of Sault Ste. Marie Social Services Administration Board

Conseil d'Administration des Services du District Sault Ste. Marie
Zhawenimi-Anokiitaagewin

*DSSMSSAB REGULAR BOARD MINUTES
Thursday, September 21, 2023 at 4:30 PM
390 Bay Street, Suite 405*

PRESENT: **L. Dufour**
 S. Spina **A. Caputo**
 J. Hupponen **S. Hopkin**
 M. Bruni **L. Vezeau-Allen** arrived at 4:53

STAFF: **M. Nadeau** **L. Bruni**
 M. Scott **J. Barban**
 T. Ritter **K. Kirkham**
 A. Borrelli **J. Pearson**
 M. Brennan

REGRETS: **A. Kohler** **E. Palumbo**

1. CALL TO ORDER at 4:31

2. LAND ACKNOWLEDGEMENT

I acknowledge, with respect, that we are in Robinson-Huron Treaty territory, that the land on which we are gathered is the traditional territory of the Anishinaabe and known as Bawating. Bawating is the home of Garden River First Nation, Batchewana First Nation, the Historic Sault Ste. Marie Metis Council.

3. APPROVAL OF AGENDA

Resolution #23-077

Moved By: S. Spina

Seconded By: A. Caputo

- 3.1 “**BE IT RESOLVED THAT** the Agenda for September 21, 2023 District of Sault Ste. Marie Social Services Administration Board meeting be approved as presented.”

Carried

4. DECLARATIONS OF PECUNIARY INTEREST

None

5. APPROVAL OF PREVIOUS MINUTES

Resolution #23-078

Moved By: S. Hopkin

Seconded By: J. Hupponen

- 5.1 “**BE IT RESOLVED THAT** the Minutes from the District of Sault Ste. Marie Social Services Administration Board meeting dated July 20, 2023 be adopted as recorded.

Carried

5.2 **Presentation**

Maegan Brennan, Corporate Affairs and Communications Coordinator

Early Childhood Educator Recruitment Video

Recruitment video

6. MANAGERS REPORTS

INFRASTRUCTURE

Resolution #23-079

Moved By: M. Bruni

Seconded By: A. Caputo

- 6.1 “**BE IT RESOLVED THAT** the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) enter into a transfer payment agreement with the Province of Ontario for the purposes of being eligible for 2023-2024 funding initiatives related to the Canada Ontario Community Housing Initiative (COCHI) for the allocation of \$1,178,800, and the Ontario Priorities Housing Initiative (OPHI) for the allocation of \$391,400.00”

Carried

HOUSING SERVICES

Resolution #23-080

Moved By: S. Spina

Seconded By: S. Hopkin

- 6.2 “**BE IT RESOLVED THAT** the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) enter into an Ontario Transfer Payment Agreement for the Canada-Ontario Housing Benefit Program in order to be eligible for the allocated funding for 2023/2024.”

Carried

EARLY YEARS

Resolution #23-081

Moved By: J. Hupponen

Seconded By: M. Bruni

- 6.3 “**BE IT RESOLVED THAT RESOLVED THAT** the District of Sault Ste. Marie Social Services Administration Board approve the one time allocation of Canada-Wide Early Learning and Child Care (CWELCC) funding to bridge the gap between 2022 base rates and actual cost of care for 0 to 5 age groups as outlined in the report below.”

Carried

Resolution #23-082

Moved By: J. Hupponen

Seconded By: L. Vezeau-Allen

- 6.4 “**BE IT RESOLVED THAT** the District of Sault Ste. Marie Social Services Administration Board approve the Early Years Special Purpose Funding Model that offers equitable and transparent distribution of available funding annually to licensed child care Service Providers and authorize allocating up to \$3.00 per point value each year in accordance with the funding formal in this report, based on available funding each year.”

Carried

PARAMEDIC SERVICES

Resolution #23-083

Moved By: M. Bruni

Seconded By: S. Hopkin

- 6.5 “**BE IT RESOLVED THAT** the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) accept the September 21, 2023 Offload Delay report by the Chief of Paramedic Services as information.”

Carried

ADMINISTRATION

Resolution #23-084

Moved By: L. Vezeau-Allen

Seconded By: A. Caputo

- 6.6 “**BE IT RESOLVED THAT** the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) amend the current snow removal service practice to allow more people to enter into the program and provide financial supports to snow clearing directly for eligible community members in accordance with recommendations outlined in this report.”

Carried

Resolution #23-085

Moved By: S. Spina

Seconded By: J. Hupponen

- 6.7 “**BE IT RESOLVED THAT** the District of Sault Ste. Marie Social Services Administration Board now enter into closed session for labour relations.”

Carried

Resolution #23-086

Moved By: S. Hopkin

Seconded By: M. Bruni

- 6.8 “**BE IT RESOLVED THAT** the District of Sault Ste. Marie Social Services Administration Board now returns to open session.”

Carried

8. CORRESPONDENCE

9. OTHER BUSINESS / NEW BUSINESS

10. ADJOURNMENT

Resolution #23-087

Moved By: A. Caputo

Seconded By: S. Spina

- 10.1 “**BE IT RESOLVED THAT** we do now adjourn.”

Adjourn at 6:14pm

NEXT REGULAR BOARD MEETING

Thursday, October 19, 2023 4:30 PM



Social Services | Services Sociaux
Zhawenimi-Anokiitaagewin
Sault Ste. Marie District

District of Sault Ste. Marie Social Services
Administration Board

Conseil d'Administration des Services du District Sault Ste. Marie
Zhawenimi-Anokiitaagewin

DSSMSSAB BOARD REPORT

AUTHOR: David Petersson

DATE: October 19, 2023

RE: 2024 DSSMSSAB Operating Budget

RECOMMENDATION

It is recommended that the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) accept the 2024 DSSMSSAB Operating Budget as information.

BACKGROUND INFORMATION

Many factors went into the preparation of the 2024 DSSMSSAB Operating Budget as 2023 continued to be a challenging year for the community as well as for our organization. Our approach, as in previous years, is to prepare this budget based on the information we are aware of at that time and to essentially provide a service roll over budget. Any significant changes that would impact the budget that may occur during the course of 2024 will be brought forward to the Board at the next board meeting.

SUMMARY/OVERVIEW

Overall, management has prepared an initial draft budget that reflects an overall levy increase of 10.09% over 2023.

Budget pressures facing the organization as a whole include:

- CPP enhancement rates in effect moving forward. These additional rates are designed to increase retirement income for working Canadians.
- Salaries and Benefits annual increases.
- Insurance – increased rates across industry and related IT infrastructure costs.
- Increase in mental health and addictions crisis within community.
- Housing operational pressures (contractor, insurance, LTB, etc.).

DSSMSSAB DIVISION	MUNICIPAL LEVY			
	2023	2024	Increase (Decrease)	
	Approved	Proposed	\$	%
Ontario Works	3,253,283	3,641,800	388,517	11.94%
Community Housing & Development	12,643,395	13,832,710	1,189,315	9.41%
Early Years Services	1,210,777	1,237,658	26,881	2.22%
Direct Delivery of Childcare	-	-	-	0.00%
<i>Subtotal</i>	17,107,455	18,712,168	1,604,713	9.38%
Land Ambulance	5,470,673	6,221,870	751,197	13.73%
Garden River First Nation	70,599	-	(70,599)	-100.00%
Community Paramedicine	-	-	-	0.00%
<i>Subtotal</i>	5,541,272	6,221,870	680,598	12.28%
TOTAL BUDGET - MUNICIPAL LEVY	22,648,727	24,934,038	2,285,311	10.09%
% Change	5.41%	10.09%		

STRATEGIC PLAN IMPACT

The draft budget is directly connected to our operational plan; ensuring Social Service's mandated programs continue service excellence to our community.

FINANCIAL IMPLICATIONS

The final levy impact will be determined based on the recommendations of the Board at a future board meeting.

CONCLUSION

The 2024 operating budget is presented for review and discussion. Currently, Management has put forward a budget to ensure adherence to all mandated services across each divisional area based on continued service levels.

Respectfully submitted,



David Petersson
Chief Financial Officer

Approved by:



Mike Nadeau
Chief Executive Officer

DISTRICT OF SOCIAL SERVICES ADMINISTRATION BOARD (DSSMSSAB)

2024 CONSOLIDATED BUDGET

DSSMSSAB DIVISON	EXPENDITURES			
	2023	2024	Increase (Decrease)	
	Approved	Proposed	\$	%
		<2023.10.19>		
Ontario Works	29,506,183	29,894,700	388,517	1.32%
Community Housing & Development	18,824,050	22,987,108	4,163,058	22.12%
Early Years Services	21,069,314	20,660,704	(408,610)	-1.94%
Direct Delivery of Childcare	1,156,299	1,116,842	(39,457)	-3.41%
Subtotal	70,555,846	74,659,354	4,103,508	5.82%
Land Ambulance	10,678,812	11,356,870	678,058	6.35%
Garden River First Nation	1,795,682	1,922,920	127,238	7.09%
Community Paramedicine	1,634,750	1,666,000	31,250	1.91%
Subtotal	14,109,244	14,945,790	836,546	5.93%
TOTAL BUDGET - EXPENDITURES	84,665,090	89,605,144	4,940,054	5.83%
% Change	14.65%	5.83%		

DSSMSSAB DIVISON	REVENUE - PROVINCIAL/FEDERAL/OTHER INCOME			
	2023	2024	Increase (Decrease)	
	Approved	Proposed	\$	%
		<2023.10.19>		
Ontario Works	26,252,900	26,252,900	-	0.00%
Community Housing & Development	6,180,655	9,154,398	2,973,743	48.11%
Early Years Services	19,858,537	19,423,046	(435,491)	-2.19%
Direct Delivery of Childcare	1,156,299	1,116,842	(39,457)	-3.41%
Subtotal	53,448,391	55,947,186	2,498,795	4.68%
Land Ambulance	5,208,139	5,135,000	(73,139)	-1.40%
Garden River First Nation	1,725,083	1,922,920	197,837	11.47%
Community Paramedicine	1,634,750	1,666,000	31,250	1.91%
Subtotal	8,567,972	8,723,920	155,948	1.82%
TOTAL BUDGET - INCOME	62,016,363	64,671,106	2,654,743	4.28%
% Change	18.45%	4.28%		

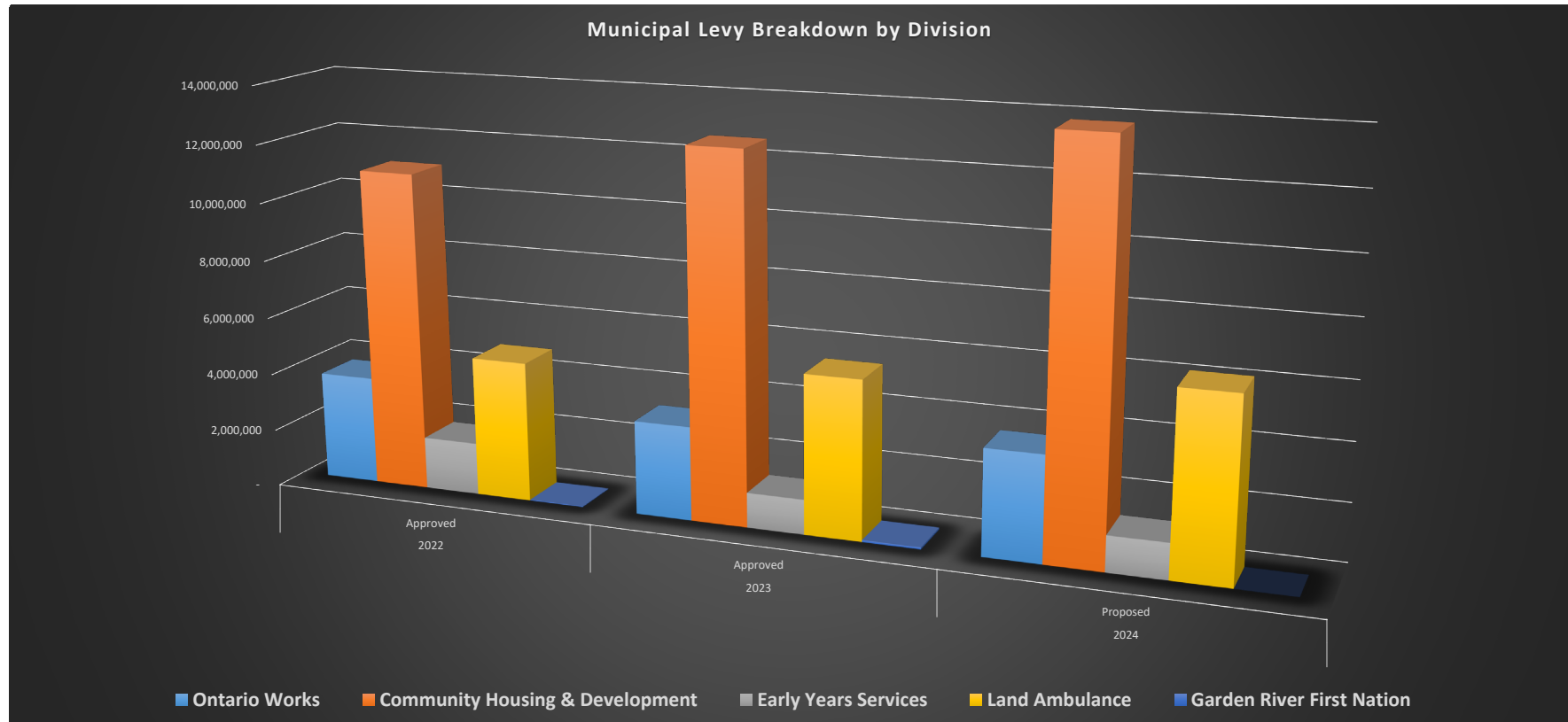
DISTRICT OF SOCIAL SERVICES ADMINISTRATION BOARD (DSSMSSAB)

2024 CONSOLIDATED BUDGET

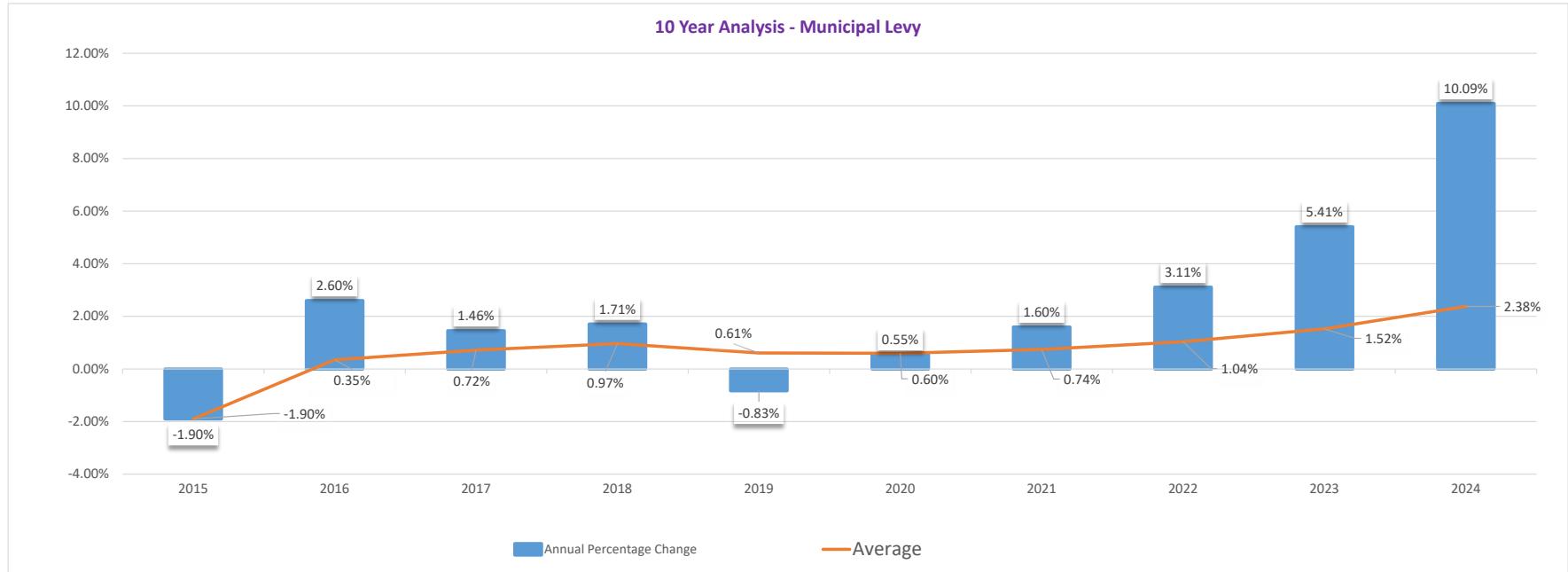
DSSMSSAB DIVISION	MUNICIPAL LEVY			
	2023	2024	Increase (Decrease)	
	Approved	Proposed	\$	%
		<2023.10.19>		
Ontario Works	3,253,283	3,641,800	388,517	11.94%
Community Housing & Development	12,643,395	13,832,710	1,189,315	9.41%
Early Years Services	1,210,777	1,237,658	26,881	2.22%
Direct Delivery of Childcare	-	-	-	0.00%
<i>Subtotal</i>	17,107,455	18,712,168	1,604,713	9.38%
Land Ambulance	5,470,673	6,221,870	751,197	13.73%
Garden River First Nation	70,599	-	(70,599)	-100.00%
Community Paramedicine	-	-	-	0.00%
<i>Subtotal</i>	5,541,272	6,221,870	680,598	12.28%
TOTAL BUDGET - MUNICIPAL LEVY	22,648,727	24,934,038	2,285,311	10.09%
% Change	5.41%	10.09%		

DISTRICT OF SOCIAL SERVICES ADMINISTRATION BOARD (DSSMSAB)
2024 CONSOLIDATED BUDGET

DSSMSAB DIVISION	2024 MUNICIPAL LEVY BREAKDOWN			
	88.34%	1.94%	9.72%	
	City of Sault Ste.Marie	Prince Township	T.W.O.M.O.	Total
Ontario Works	3,217,166	70,651	353,983	3,641,800
Community Housing & Development	12,219,816	268,355	1,344,539	13,832,710
Early Years Services	1,093,347	24,011	120,300	1,237,658
Direct Delivery of Childcare	-	-	-	-
Subtotal	16,530,329	363,017	1,818,822	18,712,168
Land Ambulance	5,496,400	120,704	604,766	6,221,870
Garden River First Nation	-	-	-	-
Community Paramedicine	-	-	-	-
Subtotal	5,496,400	120,704	604,766	6,221,870
	22,026,729	483,721	2,423,588	24,934,038



DISTRICT OF SOCIAL SERVICES ADMINISTRATION BOARD (DSSMSSAB)
2024 CONSOLIDATED BUDGET



DISTRICT OF SOCIAL SERVICES ADMINISTRATION BOARD (DSSMSSAB)
2024 CONSOLIDATED BUDGET

Corporate Services	Approved 2023	Proposed 2024	Variance \$	Variance %
Salaries and Benefits	2,189,000	2,381,040	192,040	8.77%
Operating Expenses				
Office Expenses	41,325	251,500	210,175	508.59%
Advertising and Public Relations	40,500	57,500	17,000	41.98%
Training and Travel	129,100	144,500	15,400	11.93%
Fees and Services	757,820	1,022,500	264,680	34.93%
Rent and Utilities	318,680	725,500	406,820	127.66%
Interest Income	(270,900)	(275,000)	(4,100)	1.51%
TOTAL BUDGET	3,205,525	4,307,540	1,102,015	34.38%

Corporate Services				
<i>Allocation of Internal Support</i>	%	\$	%	\$
Social Services	80.00%	3,446,000		
Ontario Works			53.50%	1,843,600
Community Housing and Development			30.50%	1,051,000
Early Years Services			16.00%	551,400
Paramedic Services	20.00%	861,540		
Land Ambulance			70.00%	603,100
Garden River First Nation			20.00%	172,300
Community Paramedicine - CPLTC			6.00%	51,700
Community Paramedicine - HISH			2.50%	21,500
Community Paramedicine - ALC			1.50%	12,940
TOTAL BUDGET				4,307,540

DISTRICT OF SOCIAL SERVICES ADMINISTRATION BOARD (DSSMSSAB)

2024 CONSOLIDATED BUDGET

Ontario Works	Approved 2023	Proposed 2024	Variance \$	Variance %
Direct Administration	6,006,218	5,923,100	(83,118)	-1.38%
Internal Support Services	1,371,965	1,843,600	471,635	34.38%
Employment Related	788,000	788,000	-	0.00%
Social Assistance	21,340,000	21,340,000	-	0.00%
Total Expenditures	29,506,183	29,894,700	388,517	1.32%
MCSS - ERE/Admin Funding	4,958,900	4,958,900	-	0.00%
MCSS - Social Assistance	21,294,000	21,294,000	-	0.00%
Total Revenue	26,252,900	26,252,900	-	0.00%
TOTAL MUNICIPAL LEVY	3,253,283	3,641,800	388,517	11.94%

Ontario Works	Approved 2023	Proposed 2024	Variance \$	Variance %
<i>Direct Administration</i>				
Salaries and Benefits	5,194,900	5,144,200	(50,700)	-0.98%
Operating Expenses				
Office Expenses	150,418	4,000	(146,418)	-97.34%
Advertising and Public Relations	-	-	-	0.00%
Training and Travel	35,000	67,100	32,100	91.71%
Fees and Services	135,000	87,000	(48,000)	-35.56%
Rent and Utilities	490,900	620,800	129,900	26.46%
TOTAL BUDGET	6,006,218	5,923,100	(83,118)	-1.38%

DISTRICT OF SOCIAL SERVICES ADMINISTRATION BOARD (DSSMSSAB)

2024 CONSOLIDATED BUDGET

Ontario Works <i>Employment Related</i>	Approved 2023	Proposed 2024	Variance \$	Variance %
Pre-employment Training	200,000	200,000	-	0.00%
Employment Programs - Contracts	530,000	530,000	-	0.00%
Employment Assistance	10,000	10,000	-	0.00%
Subtotal	740,000	740,000	-	0.00%
One Time Incentive - LEAP	5,500	5,500	-	0.00%
Other LEAP expenses	42,500	42,500	-	0.00%
Subtotal	48,000	48,000	-	0.00%
TOTAL BUDGET	788,000	788,000	-	0.00%

Ontario Works <i>Social Assistance</i>	Approved 2023	Proposed 2024	Variance \$	Variance %
Regular Assistance	20,153,000	20,153,000	-	0.00%
Discretionary Assistance	564,000	564,000	-	0.00%
Mandatory Assistance	487,000	487,000	-	0.00%
Provincial Benefits	90,000	90,000	-	0.00%
Non-shareable Benefits	46,000	46,000	-	0.00%
TOTAL BUDGET	21,340,000	21,340,000	-	0.00%

DISTRICT OF SOCIAL SERVICES ADMINISTRATION BOARD (DSSMSSAB)
2024 CONSOLIDATED BUDGET

Community Housing & Development	Approved 2023	Proposed 2024	Variance \$	Variance %
Direct Administration	2,710,985	2,628,600	(82,385)	-3.04%
Internal Support Services	782,148	1,051,000	268,852	34.37%
Less: Fully Funded Administration	(241,582)	(190,542)	51,040	-21.13%
Housing Providers	5,433,482	5,539,100	105,618	1.94%
Sault Ste. Marie Housing Corporation	3,005,823	3,697,814	691,991	23.02%
Rent Supplement/Strong Communities	2,580,000	2,543,000	(37,000)	-1.43%
Shelter Supports - 137 East Street	175,000	175,000	-	0.00%
Shelter Services	91,000	91,000	-	0.00%
Fully Funded Programs (100%)	4,287,194	7,452,136	3,164,942	73.82%
Total Expenditures	18,824,050	22,987,108	4,163,058	22.12%
MOH - 100%	3,401,945	6,672,500	3,270,555	96.14%
Federal - 100%	885,249	779,636	(105,613)	-11.93%
Subtotal	4,287,194	7,452,136	3,164,942	73.82%
Federal Funding - Social Housing	1,893,461	1,702,262	(191,199)	-10.10%
Total Revenue	6,180,655	9,154,398	2,973,743	48.11%
TOTAL MUNICIPAL LEVY	12,643,395	13,832,710	1,189,315	9.41%

DISTRICT OF SOCIAL SERVICES ADMINISTRATION BOARD (DSSMSSAB)

2024 CONSOLIDATED BUDGET

Community Housing & Development	Approved	Proposed	Variance	Variance
<i>Direct Administration</i>	2023	2024	\$	%
Salaries and Benefits	2,434,800	2,567,800	133,000	5.46%
Operating Expenses				
Office Expenses	47,060	3,100	(43,960)	-93.41%
Advertising and Public Relations	7,400	-	(7,400)	-100.00%
Training and Travel	17,000	15,100	(1,900)	-11.18%
Fees and Services	18,350	6,500	(11,850)	-64.58%
Rent and Utilities	186,375	36,100	(150,275)	-80.63%
TOTAL BUDGET	2,710,985	2,628,600	(82,385)	-3.04%

Community Housing & Development	Approved	Proposed	Variance	Variance
<i>Housing Providers</i>	2023	2024	\$	%
Provincial Housing Providers	4,900,000	5,050,000	150,000	3.06%
Federal Housing Providers - RS	170,000	143,600	(26,400)	-15.53%
Urban Native Housing	363,482	345,500	(17,982)	-4.95%
TOTAL BUDGET	5,433,482	5,539,100	105,618	1.94%

DISTRICT OF SOCIAL SERVICES ADMINISTRATION BOARD (DSSMSSAB)

2024 CONSOLIDATED BUDGET

Community Housing & Development	Approved	Proposed	Variance	Variance
<i>Fully Funded Programs (100%)</i>	2023	2024	\$	%
Homelessness Prevention Program (HPP)	1,841,100	5,102,300	3,261,200	177.13%
Reaching Home	779,636	779,636	-	0.00%
COCHI	1,153,795	1,178,800	25,005	2.17%
OPHI	407,050	391,400	(15,650)	-3.84%
Safe Voluntary Isolation Sites	105,613	-	(105,613)	-100.00%
TOTAL BUDGET	4,287,194	7,452,136	3,164,942	73.82%

DISTRICT OF SOCIAL SERVICES ADMINISTRATION BOARD (DSSMSSAB)
2024 CONSOLIDATED BUDGET

Early Years Services	Approved 2023	Proposed 2024	Variance \$	Variance %
Direct Administration	1,395,419	1,305,600	(89,819)	-6.44%
Internal Support Services	410,307	551,400	141,093	34.39%
Less: Fully Funded Administration	(939,989)	(964,381)	(24,392)	2.59%
Core Programming	7,235,402	7,235,402	-	0.00%
Fully Funded Programs (100%)	12,968,174	12,532,683	(435,491)	-3.36%
Total Expenditures	21,069,313	20,660,704	(408,609)	-1.94%
MEDU - Core Programming	6,890,363	6,890,363	-	0.00%
MEDU - Fully Funded Programs (100%)	12,968,174	12,532,683	(435,491)	-3.36%
Total Revenue	19,858,537	19,423,046	(435,491)	-2.19%
TOTAL MUNICIPAL LEVY	1,210,776	1,237,658	26,882	2.22%

Early Years Services	Approved 2023	Proposed 2024	Variance \$	Variance %
<i>Direct Administration</i>				
Salaries and Benefits	1,152,100	1,220,100	68,000	5.90%
Operating Expenses				
Office Expenses	83,894	20,000	(63,894)	-76.16%
Advertising and Public Relations	24,100	10,000	(14,100)	-58.51%
Training and Travel	25,000	30,000	5,000	20.00%
Fees and Services	43,700	25,500	(18,200)	-41.65%
Rent and Utilities	66,625	-	(66,625)	-100.00%
TOTAL BUDGET	1,395,419	1,305,600	(89,819)	-6.44%

DISTRICT OF SOCIAL SERVICES ADMINISTRATION BOARD (DSSMSSAB)

2024 CONSOLIDATED BUDGET

Early Years Services <i>Core Programming</i>	Approved 2023	Proposed 2024	Variance \$	Variance %
General Operating	3,283,043	3,260,893	(22,150)	-0.67%
Expansion Planning	1,019,839	1,019,839	-	0.00%
Pay Equity	101,169	101,169	-	0.00%
Special Needs Resourcing	532,651	532,651	-	0.00%
Licensed Home Child Care	165,600	165,600	-	0.00%
Fee Subsidy	1,900,000	1,900,000	-	0.00%
Administration	233,100	255,250	22,150	9.50%
TOTAL BUDGET	7,235,402	7,235,402	-	0.00%

Early Years Services <i>Fully Funded Programs (100%)</i>	Approved 2023	Proposed 2024	Variance \$	Variance %
Wage Enhancement	889,797	889,797	-	0.00%
ELCC	755,679	755,679	-	0.00%
EarlyON	1,790,269	1,790,269	-	0.00%
Journey Together	1,905,646	1,905,646	-	0.00%
Childcare and EY Workforce	159,297	-	(159,297)	-100.00%
CWELC	7,467,486	7,191,292	(276,194)	-3.70%
TOTAL BUDGET	12,968,174	12,532,683	(435,491)	-3.36%

DISTRICT OF SOCIAL SERVICES ADMINISTRATION BOARD (DSSMSSAB)

2024 CONSOLIDATED BUDGET

Direct Delivery of Childcare	Approved 2023	Proposed 2024	Variance \$	Variance %
Salaries and Benefits	1,059,500	1,027,959	(31,541)	-2.98%
Operating Expenses				
Prince Charles	75,799	80,510	4,711	6.22%
St. Paul	21,000	8,373	(12,627)	-60.13%
Total Expenditures	1,156,299	1,116,842	(39,457)	-3.41%
MEDU - Provincial Funding	331,114	409,638	78,524	23.72%
Parent Fees	825,185	707,204	(117,981)	-14.30%
Total Revenue	1,156,299	1,116,842	(39,457)	-3.41%
TOTAL MUNICIPAL LEVY	-	-	-	0.00%

Direct Delivery of Childcare			
<i>Operating Costs - by Location</i>	Prince Charles	St. Paul	Total
Supplies and Equipment	5,000	1,000	6,000
Food	45,000	5,000	50,000
Rent and Leases	13,560	-	13,560
Insurance	3,800	-	3,800
Purchased Services	3,750	300	4,050
Repairs and Maintenance	2,000	1,000	3,000
Training and Meetings	7,400	1,073	8,473
TOTAL BUDGET	80,510	8,373	88,883

DISTRICT OF SOCIAL SERVICES ADMINISTRATION BOARD (DSSMSSAB)
2024 CONSOLIDATED BUDGET

Paramedic Services - Land Ambulance	Approved 2023	Proposed 2024	Variance \$	Variance %
Direct Administration	9,932,641	10,503,350	570,709	5.75%
Internal Support Services	448,774	603,100	154,326	34.39%
Less: Salaries/Benefits allocation to GRFN	(236,600)	(256,120)	(19,520)	8.25%
Less: Salaries/Benefits allocation to CPLTC	(118,300)	(128,060)	(9,760)	8.25%
Capital Items	657,715	634,600	(23,115)	-3.51%
Total Expenditures	10,684,230	11,356,870	672,640	6.30%
MOHLTC - 50/50	4,743,563	4,935,000	191,437	4.04%
Reserve Utilization	464,576	200,000	(264,576)	-56.95%
Total Revenue	5,208,139	5,135,000	(73,139)	-1.40%
TOTAL MUNICIPAL LEVY	5,476,091	6,221,870	745,779	13.62%

Paramedic Services - Land Ambulance	Approved 2023	Proposed 2024	Variance \$	Variance %
<i>Direct Administration</i>				
Salaries and Benefits	8,650,965	8,972,200	321,235	3.71%
Operating Expenses				
Travel and Training	25,000	31,600	6,600	26.40%
Vehicle	150,000	188,700	38,700	25.80%
Utilities and Fuel	141,426	154,900	13,474	9.53%
Materials and Supplies	312,250	406,550	94,300	30.20%
Maintenance and Repairs	124,000	130,000	6,000	4.84%
Rent and Leases	476,000	503,400	27,400	5.76%
Purchased and Contracted Services	53,000	116,000	63,000	118.87%
TOTAL BUDGET	9,932,641	10,503,350	570,709	5.75%

DISTRICT OF SOCIAL SERVICES ADMINISTRATION BOARD (DSSMSSAB)
2024 CONSOLIDATED BUDGET

Paramedic Services - Land Ambulance <i>Capital Items</i>	Approved 2023	Proposed 2024	Variance \$	Variance %
Ambulance	529,152	296,200	(232,952)	-44.02%
ERV - Vehicle	-	138,400	138,400	#DIV/0!
Stretchers	128,563	56,600	(71,963)	-55.97%
Defibrillator - Zoll X-Series	-	77,300	77,300	#DIV/0!
Lucas	-	66,100	66,100	#DIV/0!
TOTAL BUDGET	657,715	634,600	(23,115)	-3.51%

Paramedic Services - Land Ambulance <i>Reserve Utilization</i>	Approved 2023	Proposed 2024	Variance \$	Variance %
Ambulance	264,576	-	(264,576)	-100.00%
New Base	200,000	200,000	-	0.00%
TOTAL BUDGET	464,576	200,000	(264,576)	-56.95%

DISTRICT OF SOCIAL SERVICES ADMINISTRATION BOARD (DSSMSSAB)
2024 CONSOLIDATED BUDGET

Paramedic Services - GRFN	Approved 2023	Proposed 2024	Variance \$	Variance %
Direct Administration	1,430,861	1,494,500	63,639	4.45%
Internal Support Services	128,221	172,300	44,079	34.38%
Add: Salaries/Benefits allocation from Land	236,600	256,120	19,520	8.25%
Capital Items	-	-	-	0.00%
Total Expenditures	1,795,682	1,922,920	127,238	7.09%
MOHLTC - 100%	1,725,083	1,922,920	197,837	11.47%
Reserve Utilization	-	-	-	0.00%
Total Revenue	1,725,083	1,922,920	197,837	11.47%
TOTAL MUNICIPAL LEVY	70,599	-	(70,599)	-100.00%

Paramedic Services - GRFN	Approved 2023	Proposed 2024	Variance \$	Variance %
<i>Direct Administration</i>				
Salaries and Benefits	1,232,133	1,267,500	35,367	2.87%
Operating Expenses				
Travel and Training	6,600	6,800	200	3.03%
Vehicle	27,400	27,400	-	0.00%
Utilities and Fuel	34,428	35,000	572	1.66%
Materials and Supplies	55,050	70,180	15,130	27.48%
Maintenance and Repairs	33,200	38,260	5,060	15.24%
Rent and Leases	30,000	35,000	5,000	16.67%
Purchased and Contracted Services	12,050	14,360	2,310	19.17%
TOTAL BUDGET	1,430,861	1,494,500	63,639	4.45%

DISTRICT OF SOCIAL SERVICES ADMINISTRATION BOARD (DSSMSSAB)
2024 CONSOLIDATED BUDGET

Paramedic Services - CP	Approved 2023	Proposed 2024	Variance \$	Variance %
Direct Administration	1,446,921	1,451,800	4,879	0.34%
Internal Support Services	69,529	86,140	16,611	23.89%
Add: Salaries/Benefits allocation from Land	118,300	128,060	9,760	8.25%
Capital Items	-	-	-	0.00%
Total Expenditures	1,634,750	1,666,000	31,250	1.91%
MOHLTC - 50/50	1,634,750	1,666,000	31,250	1.91%
Reserve Utilization	-	-	-	0.00%
Total Revenue	1,634,750	1,666,000	31,250	1.91%
TOTAL MUNICIPAL LEVY	-	-	-	0.00%

DISTRICT OF SOCIAL SERVICES ADMINISTRATION BOARD (DSSMSSAB)

2024 CONSOLIDATED BUDGET

Paramedic Services - CP	CPLTC	HISH	ALC	Total
<i>Direct Administration</i>	2024	2024	2024	2024
Salaries and Benefits	784,064	328,892	184,081	1,297,037
Operating Expenses				
Travel and Training	8,000	3,000	3,250	14,250
Vehicle	-	9,700	9,700	19,400
Utilities and Fuel	20,000	-	-	20,000
Materials and Supplies	14,500	5,000	5,420	24,920
Maintenance and Repairs	10,000	4,000	4,000	18,000
Rent and Leases	-	-	-	-
Purchased and Contracted Services	34,900	11,893	11,400	58,193
Internal Support Services	51,700	21,500	12,940	86,140
Add: Salaries/Benefits allocation from Land	76,836	32,015	19,209	128,060
Capital Items	-	-	-	-
Total Expenditures	1,000,000	416,000	250,000	1,666,000
MOHLTC	1,000,000			1,000,000
Ontario Health - HISH		416,000		416,000
Sault Area Hospital - ALC			250,000	250,000
Total Revenue	1,000,000	416,000	250,000	1,666,000
Net Costs	-	-	-	-



Social Services | Services Sociaux
Zhawenimi-Anokiitaagewin
Sault Ste. Marie District

2024 DSSMSSAB Consolidated Operating Budget

PREPARED BY: DAVID PETERSSON, CHIEF FINANCIAL OFFICER

OCTOBER 19, 2023

Consolidated Summary

2024 Budget



- Factors impacting 2024 budget:
 - SSMHC inflationary costs increasing – up approx. 23%
 - Rate/Price increases on many goods and services including:
 - Construction costs
 - Fuel costs
 - Vehicle maintenance
 - Ambulance and equipment replacement costs
 - Industry wide insurance rate increases
 - Utilities
 - Unit repairs from damages
 - Investment in IT infrastructure – M365
 - Housing and Homelessness – mental health and addiction crisis in community
 - CPP Enhanced effective 2024 – now taxed in 2 phases

Current Value Assessments

2024 Levy Allocation



As approved by the District of Sault Ste. Marie Social Services Administration Board at the meeting held on March 25, 2004, the weighted percentages approach has been applied in determining the Annual Budget Levy Apportionment. Based on the most recent MPAC assessments (2022 calendar year), The final weighted percentages are as follows

City Sault Ste. Marie	Prince Township	T.W.O.M.O.
\$7.231M	\$0.159M	\$0.795M
88.34%	1.94%	9.72%

Consolidated Summary

2024 Budget



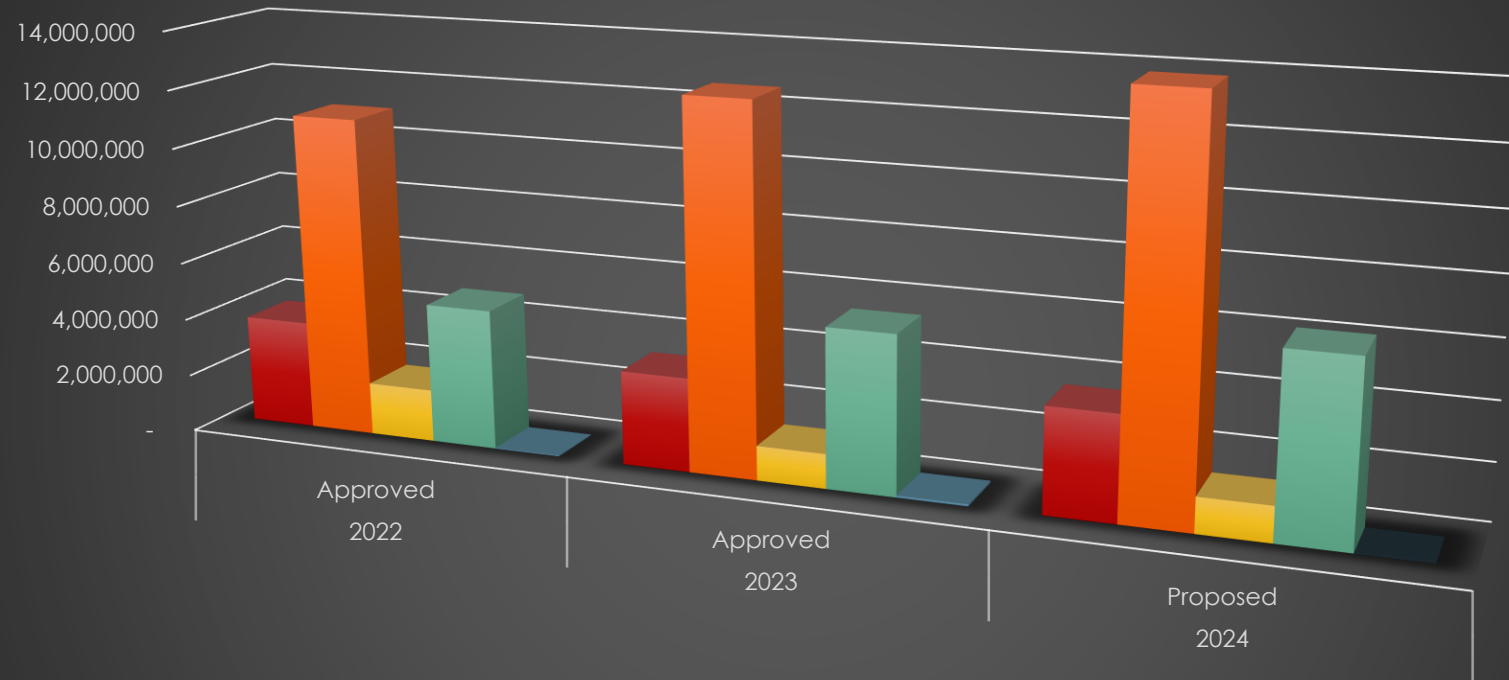
DSSMSSAB DIVISON	MUNICIPAL LEVY			
	2023	2024	Increase (Decrease)	
	Approved	Proposed	\$	%
Ontario Works	3,253,283	3,641,800	388,517	11.94%
Community Housing & Development	12,643,395	13,832,710	1,189,315	9.41%
Early Years Services	1,210,777	1,237,658	26,881	2.22%
Direct Delivery of Childcare	-	-	-	0.00%
Subtotal	17,107,455	18,712,168	1,604,713	9.38%
Land Ambulance	5,470,673	6,221,870	751,197	13.73%
Garden River First Nation	70,599	-	(70,599)	-100.00%
Community Paramedicine	-	-	-	0.00%
Subtotal	5,541,272	6,221,870	680,598	12.28%
TOTAL BUDGET - MUNICIPAL LEVY	22,648,727	24,934,038	2,285,311	10.09%
% Change	5.41%	10.09%		

Consolidated Summary

2024 Budget



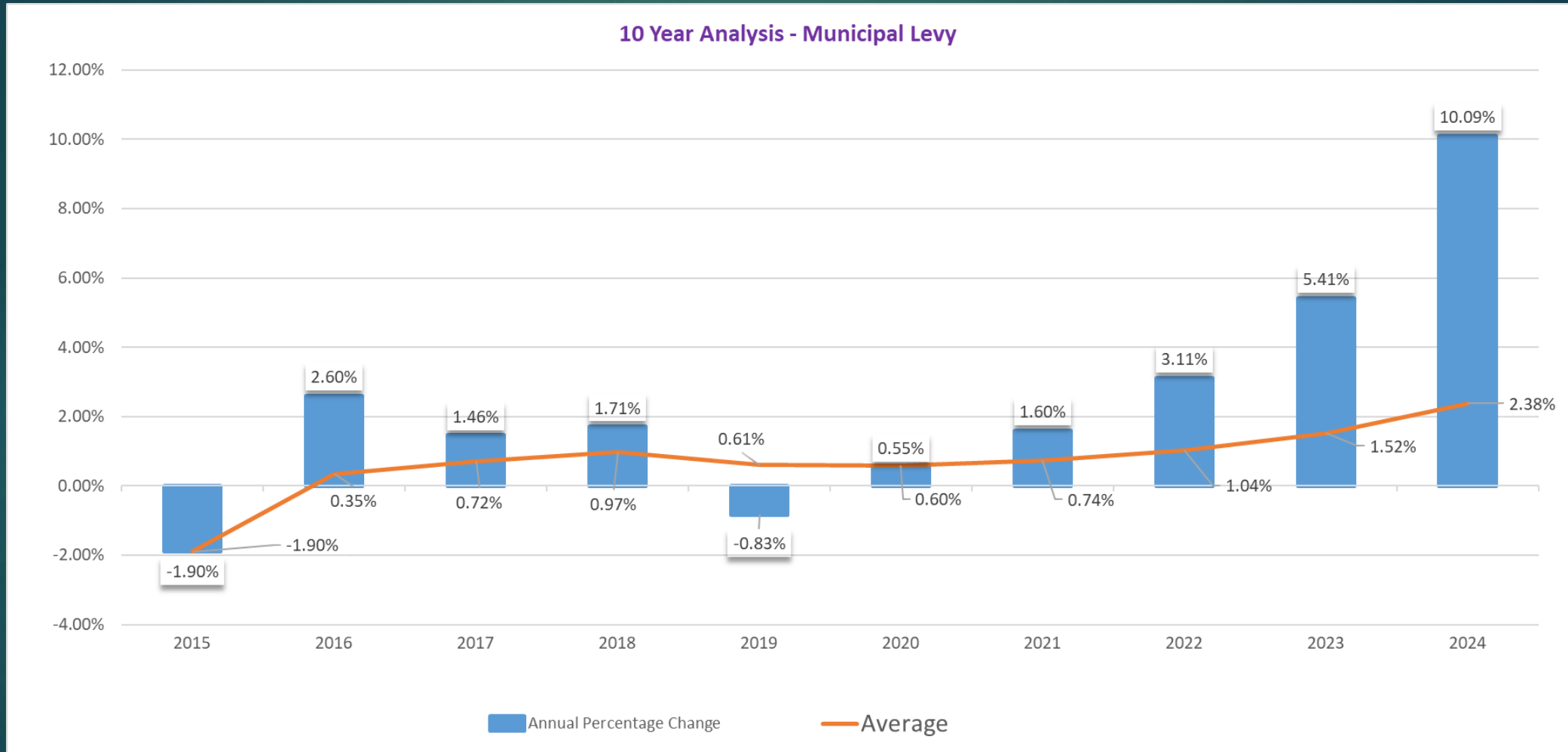
Municipal Levy Breakdown by Division



- Ontario Works
- Community Housing & Development
- Early Years Services
- Land Ambulance
- Garden River First Nation

Consolidated Summary

2024 Budget



Consolidated Summary

2024 Budget



- **New for 2024** - accounting change coinciding with move to one location. Centralized many of the organization wide expenses, which are now paid for and managed through Corporate Services.
 - Administrative expenses for items shared throughout organization now 100% charged to Finance and include items such as: Office Supplies & Equipment, Telephone & Internet, Insurance, IT related costs.
 - Administrative expenses for items specific to divisional area remain with division and include item such as: Travel & Training, Advertising & Promotion, certain Purchased Services, Rent.

Consolidated Summary

2024 Budget



	2023	2024	\$ Variance	% Variance
TOTAL BUDGET	\$ 2,618,247	\$ 3,126,700		
Total Office Expenses	322,697	278,600	(44,097)	(13.67%)
Total Advertising & Public Relation:	72,000	67,500	(4,500)	(6.25%)
Total Training & Travel	206,100	256,700	50,600	24.55%
<i>Subtotal</i>	600,797	602,800	2,003	0.33%
Total Fees & Services	954,870	1,141,500	186,630	19.55%
Total Rent & Utilities	1,062,580	1,382,400	319,820	30.10%
	\$ Δ	508,453		
	% Δ	19.42%		

- Chart above consolidates all administrative expenses (excluding Paramedic Services) and compares that to 2023
- Office Expenses, Advertising & Public Relations, as well as Training & Travel, result in an annual increase of \$2,003 or 0.33%
- Efficiencies were found moving to one building with respect to Office Expenses and Advertising & Public Relations
- Training & Travel – now returning to post COVID and ability to attend training opportunities both locally and abroad as well as newer managers/supervisors resulted in increasing this budget to accommodate staff development

Consolidated Summary

2024 Budget



Fees & Services – increase of \$186,630 due to:

1. M365 implementation – One Time Costs of \$170K plus annual license of \$60K
 2. 2nd year of renewal contract down \$10K over 2023
 3. Dayforce payroll software license. 8.1% cost increase per employee per pay. Increase staff size impacts this line as well. Overall projecting a dollar increase of \$16K
 4. DocuSign/Scanning software – moving to electronic file storage throughout organization and annual cost of \$7.5K
 5. Fees due to Reloadable Payment Cards in Ontario Works division as required by Province and amounts to annual cost increase of \$7.3K
 6. Audit requirements – Asset Retirement Obligation requirement commencing 2023 year end and estimated audit costs of \$6K
 7. Savings in others areas such as Professional fees (\$27.2K) and software (\$43K)
- ❖ Backing out the increases noted in Points 1 through 6 would result in Fees & Services at an overall annual decrease of 2.11% or \$20.2K

Consolidated Summary

2024 Budget



Rent & Utilities – increase of \$319,820 due to:

1. Rent of \$219,700 related to new Office. At the Board Meeting held in September 2021, we presented a projected budget for the new Office Building with four (4) options using different scenarios of reserve utilization and/or debt financing. Option was approved to proceed with full debt financing with no reserves. This resulted in an additional annual cost to the DSSMSSAB of \$219,220 which would be utilized by each divisional administration line, where room was available, and any remaining through the Municipal Levy. The result when calculating all costs once in the new Office (Principal and Interest payments and annual operating costs) was an increase of \$219,700 which was within \$500 of projection in 2021.
2. Rent of \$72,200 (new for 2024) related to rent at the Hub locations. Both Ontario Works and Housing Programs operates out of both 2LW and Rosedale Hubs. For each, SSMHC is charging rent for a total of \$72,200.
3. Insurance of \$38,520. Initial quote received from our Insurance provider as well as throughout the industry, projecting a 15% increase for 2024.
4. These 3 items represent an increase of \$330,420. We did realize savings on the internet/telephone and utilities line brought the overall increase to \$319,820.

CORPORATE SERVICES

Corporate Services

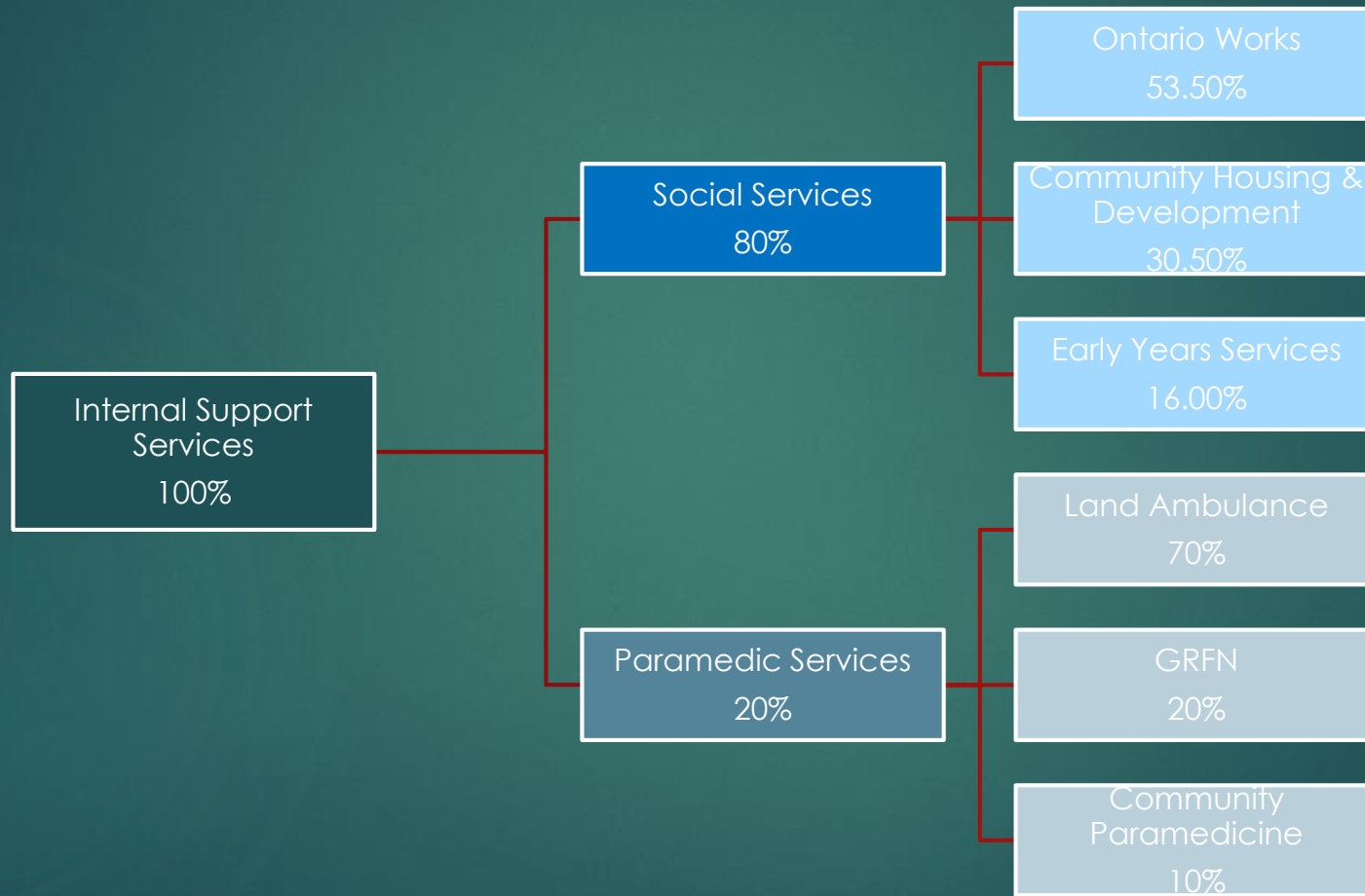
2024 Budget



- Provides support to the DSSMSSAB through the Office of the CEO, Finance, Human Resources, Information Technology, Purchasing & Procurement, Insurance, Assets & Contract Management.
- The total costs of the Corporate Services Division are allocated across each divisional area on a weighted average approach.
- Weighted by overall divisional budget and FTE count. The allocation is recorded in each division under the line “Internal Support Services”.

Corporate Services

2024 Budget



Corporate Services

2024 Budget



	2023	2024	\$ Variance	% Variance
TOTAL BUDGET	\$ 3,205,525	\$ 4,307,540		
Salaries & Benefits	2,189,000	2,381,040	192,040	8.77%
Office Expenses	41,325	251,500	210,175	508.59%
Advertising & Public Relations	40,500	57,500	17,000	41.98%
Training & Travel	129,100	144,500	15,400	11.93%
Fees & Services	757,820	1,022,500	264,680	34.93%
Rent & Utilities	318,680	725,500	406,820	127.66%
Interest Income	(270,900)	(275,000)	(4,100)	1.51%
	\$ Δ	1,102,015		
	% Δ	34.38%		

Highlights:

- Office, Advertising and most of Fees & Services now includes the full DSSMSSAB - previously captured within each division.
- Training – addition for added training to staff to support organization and ensure no disruption in service (i.e. Payroll function).

Corporate Services

2024 Budget



Highlights (continued):

- Fees & Services include:
 - ❖ IT Contract with MicroAge (current contract expires August 2025)
 - ❖ Payroll services (Ceridian) – 8.1% rate increase took effect 2023 and reflected in 2024
 - ❖ Audit Fees – Asset Retirement Obligation requirement
- Rent & Utilities include:
 - ❖ Rent – updated to reflect New Office in 2024. Amounts previously allocated to HP and EY now charged through Corporate
 - ❖ Insurance – 15% estimated increase
 - ❖ Telephone/Internet – costs charged 100% to Corporate Services effective 2024. Moving towards Cell Phones vs Landline
- Interest Income – on operating account only. Interest in Reserves stays with the Reserve Bank.

Corporate Services

2024 Budget



Summary of Internal Support Allocation across divisions based on weighted average

Grand Total				4,307,540.00	
<u>Social Services</u>	<u>80.00%</u>	<u>3,446,000.00</u>			
Ontario Works		53.50%		1,843,600.00	
Community Housing & Development		30.50%		1,051,000.00	
Early Years Services		16.00%		551,400.00	
	<i>Note</i>	100.00%	-	3,446,000.00	-
<u>Paramedic Services</u>	<u>20.00%</u>	<u>861,540.00</u>			
Land Ambulance		70.00%		603,100.00	
Garden River First Nation (GRFN)		20.00%		172,300.00	
CPLTC		6.00%		51,700.00	
HISH		2.50%		21,500.00	
ALC		1.50%		12,940.00	
		100.00%	-	861,540.00	-

ONTARIO WORKS

Ontario Works (OW) 2024 Budget



	2023	2024	\$ Variance	% Variance
TOTAL LEVY	\$ 3,253,283	\$ 3,641,800		
Direct Administration Schedule 1	6,006,218	5,923,100	(83,118)	(1.38%)
Internal Support Services	1,371,965	1,843,600	471,635	34.38%
Employment Related	788,000	788,000	-	0.00%
Social Assistance	21,340,000	21,340,000	-	0.00%
<i>Subtotal - Total Budget</i>	<i>29,506,183</i>	<i>29,894,700</i>	<i>388,517</i>	<i>1.32%</i>
MCSS - ERE/Admin	4,958,900	4,958,900	-	0.00%
MCSS - Social Assistance	21,294,000	21,294,000	-	0.00%
<i>Subtotal - Total Revenue</i>	<i>26,252,900</i>	<i>26,252,900</i>	<i>-</i>	<i>0.00%</i>
	Levy - \$ Δ	388,517		
	Levy - % Δ	11.94%		

Levy Change over Prior Year:

↑ 11.94%

↑ \$388,517

Ontario Works

2024 Budget



Schedule 1	2023	2024	\$ Variance	% Variance
TOTAL DIRECT ADMINISTRATION	\$ 6,006,218	\$ 5,923,100		
Salaries & Benefits	5,194,900	5,144,200	(50,700)	(0.98%)
Office Expenses	150,418	4,000	(146,418)	(97.34%)
Advertising & Public Relations	-	-	-	0.00%
Training & Travel	35,000	67,100	32,100	91.71%
Fees & Services	135,000	87,000	(48,000)	(35.56%)
Rent & Utilities	490,900	620,800	129,900	26.46%
	\$ Δ	(83,118)		
	% Δ	-1.38%		

Ontario Works

2024 Budget



Highlights:

- Office Expenses almost entirely moved to Corporate
- Training & Travel
 - ❖ Moving to more client outreach with Case Managers
 - ❖ New Leadership group – focus on training opportunities in 2024
- Fees & Services include:
 - ❖ Accerta, monthly cheque stub mailer
 - ❖ Bank fees up due to RBC reloadable payment cards
 - ❖ Nimble (electronic scanning system with Province); Geowarhouse, Visioncraft
- Rent & Utilities include:
 - ❖ Rent – updated to reflect OW share in New Office (50/50 cost share)
 - ❖ New for 2024 – rent at 2 Hub locations (Rosedale/2LW)

Ontario Works (OW)

2024 Budget



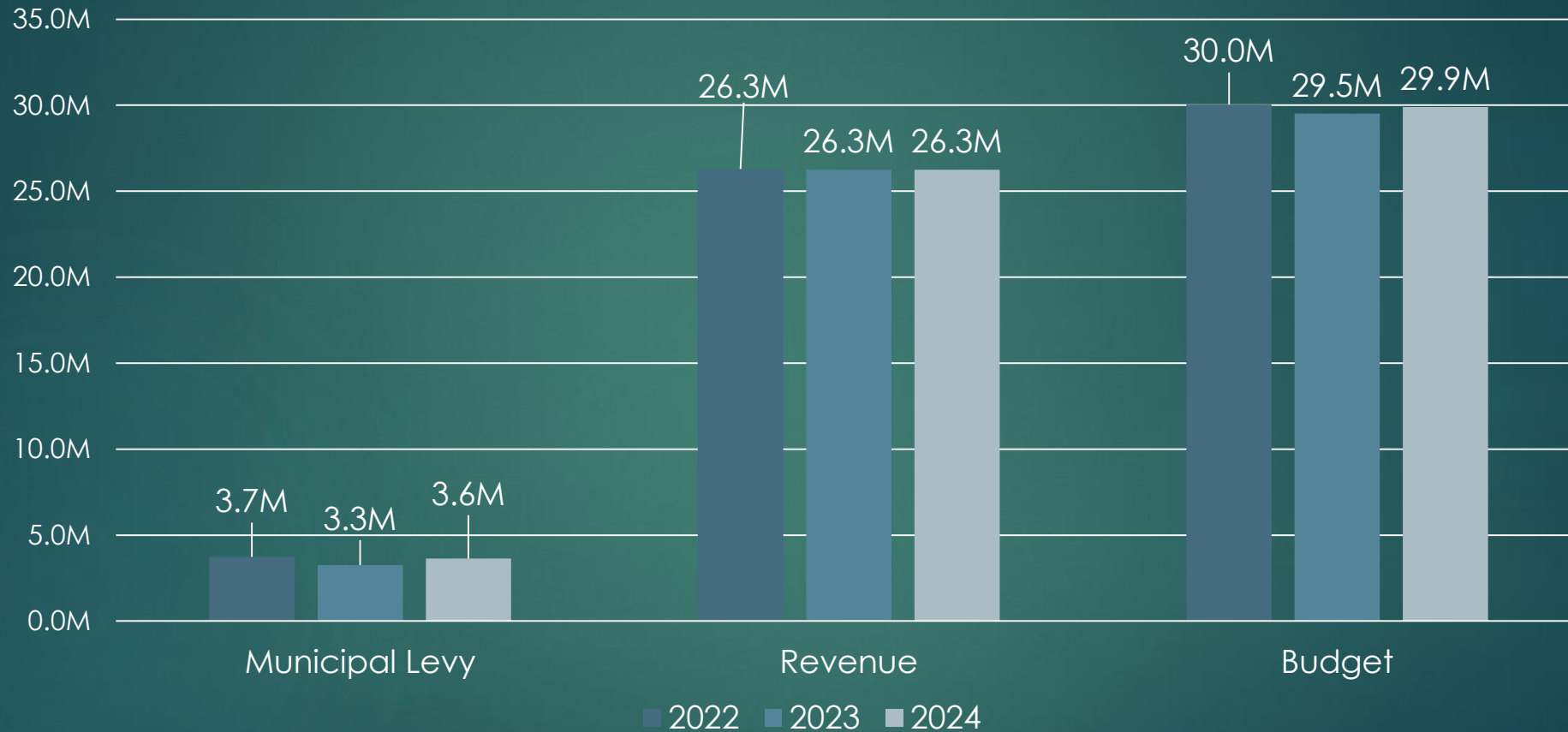
Employment Related

- At time of budget, planning allocation not received
- Budget at same allocation as 2023
 - 100% = \$1,931,000;
 - 50/50 = \$3,027,900
 - Total Allocation = \$4,958,900
- Allocation used for Employment Related and Administration expenses

Social Assistance

- Social Assistance funded 100% by the Province since 2018
- Average Caseloads have remained consistent over the past 20+ months
- Continue to maintain budget at prior year levels
- No Municipal Levy impact

Ontario Works (OW) 2024 Budget



COMMUNITY HOUSING & DEVELOPMENT

Community Housing & Development

2024 Budget



		2023	2024	\$ Variance	% Variance
TOTAL LEVY		\$ 12,643,395	\$ 13,832,710		
Direct Administration	Schedule 1	2,710,985	2,628,600	(82,385)	(3.04%)
Less: Fully Funded Admin.		(241,582)	(190,542)	51,040	(21.13%)
Internal Support Services		782,148	1,051,000	268,852	34.37%
Housing Providers		5,433,482	5,539,100	105,618	1.94%
Sault Ste. Marie Housing Corp.		3,005,823	3,697,814	691,991	23.02%
Rent Supplement/Strong Comm.		2,580,000	2,543,000	(37,000)	(1.43%)
Shelter Supports - 137 East		175,000	175,000	-	0.00%
Shelter Services		91,000	91,000	-	0.00%
Fully Funded Programs (100%)	Schedule 2	4,287,194	7,452,136	3,164,942	73.82%
<i>Subtotal - Total Budget</i>		18,824,050	22,987,108	4,163,058	22.12%
MOH - 100%		3,401,945	6,672,500	3,270,555	96.14%
Federal - 100%		885,249	779,636	(105,613)	(11.93%)
Subtotal		4,287,194	7,452,136	3,164,942	73.82%
Federal Funding - Social Housing		1,893,461	1,702,262	(191,199)	(10.10%)
<i>Subtotal - Total Revenue</i>		6,180,655	9,154,398	2,973,743	48.11%
		Levy - \$ Δ	1,189,315		
		Levy - % Δ	9.41%		

Levy Change over Prior Year:

↑ 9.41%

↑ \$1,189,315

Community Housing & Development

2024 Budget



Schedule 1	2023	2024	\$ Variance	% Variance
TOTAL DIRECT ADMINISTRATION	\$ 2,710,985	\$ 2,628,600		
Salaries & Benefits	2,434,800	2,567,800	133,000	5.46%
Office Expenses	47,060	3,100	(43,960)	(93.41%)
Advertising & Public Relations	7,400	-	(7,400)	(100.00%)
Training & Travel	17,000	15,100	(1,900)	(11.18%)
Fees & Services	18,350	6,500	(11,850)	(64.58%)
Rent & Utilities	186,375	36,100	(150,275)	(80.63%)
	\$ Δ	(82,385)		
	% Δ	-3.04%		

Highlights:

- Administration budget shared among Housing Programs and Infrastructure Divisions
- Office Expenses now mostly with Corporate
- Advertising & Public Relations moved to Corporate in 2024
- Rent & Utilities include:
 - ❖ Rent – removed rent for office as now split with Ontario Works (funding opportunities) and Corporate.
 - ❖ New for 2024 – rent at 2 Hub locations (Rosedale/2LW)

Community Housing & Development

2024 Budget

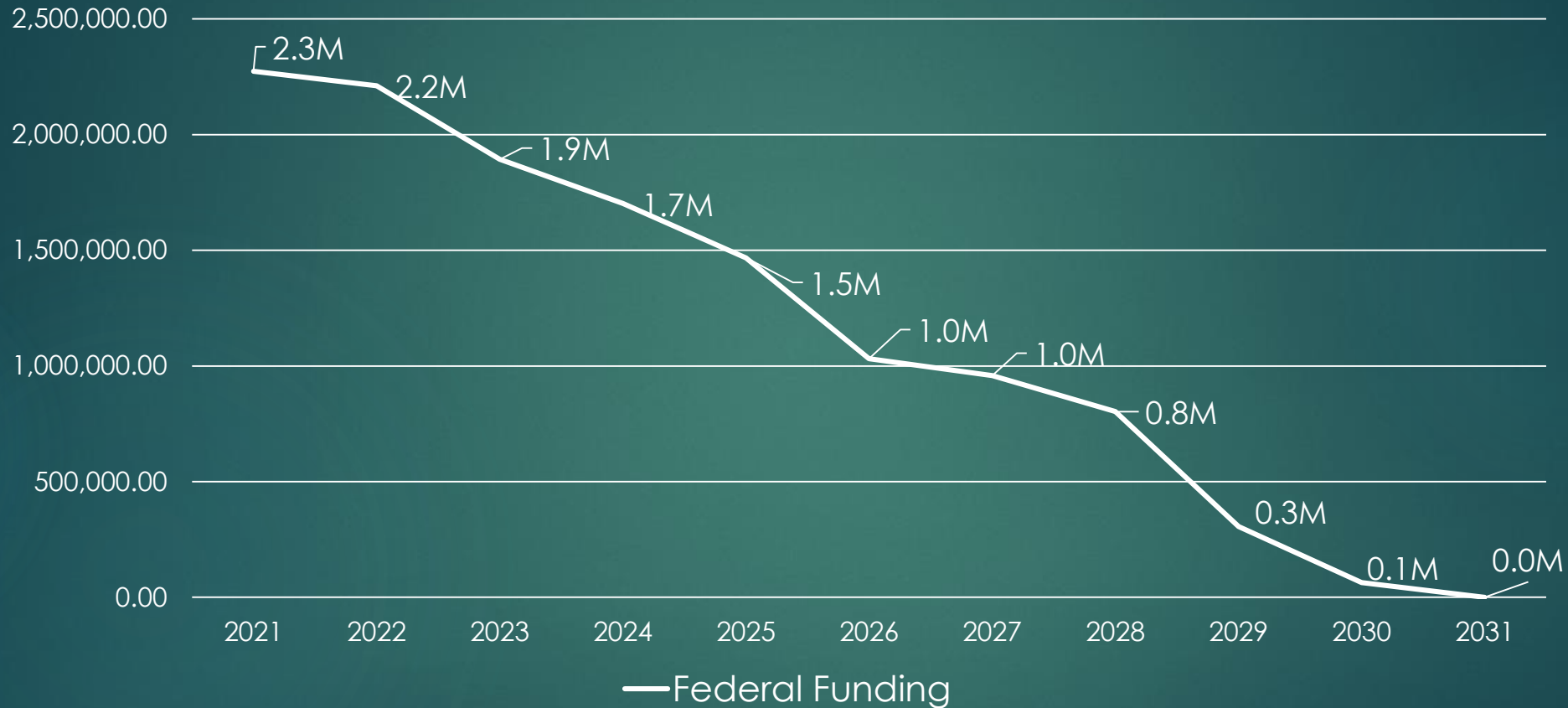


Schedule 2	2023	2024	\$ Variance	% Variance
Fully Funded Programs (100%)	\$ 4,287,194	\$ 7,452,136		
Homelessness Prevention Program (HPP)	1,841,100	5,102,300	3,261,200	177.13%
Reaching Home	779,636	779,636	-	0.00%
COCHI	1,153,795	1,178,800	25,005	2.17%
OPHI	407,050	391,400	(15,650)	(3.84%)
Safe Voluntary Isolation Sites	105,613	-	(105,613)	(100.00%)
	\$ Δ	3,164,942		
	% Δ	73.82%		

Highlights:

- MMAH letter dated March 24, 2023 confirmed HPP funding increase for 2023/24 to \$5,102,300. Although not confirmed at this point, the letter indicated planned allocation again for 2024/25 and 2025/26
- Reaching Home also confirmed for 4 more years but no dollars announced to date. For budget, assumed unchanged
- COCHI/OPHI – both confirmed funding through 2024/25 reflecting a nominal net increase
- Safe Voluntary Isolation Sites ended March 31, 2023

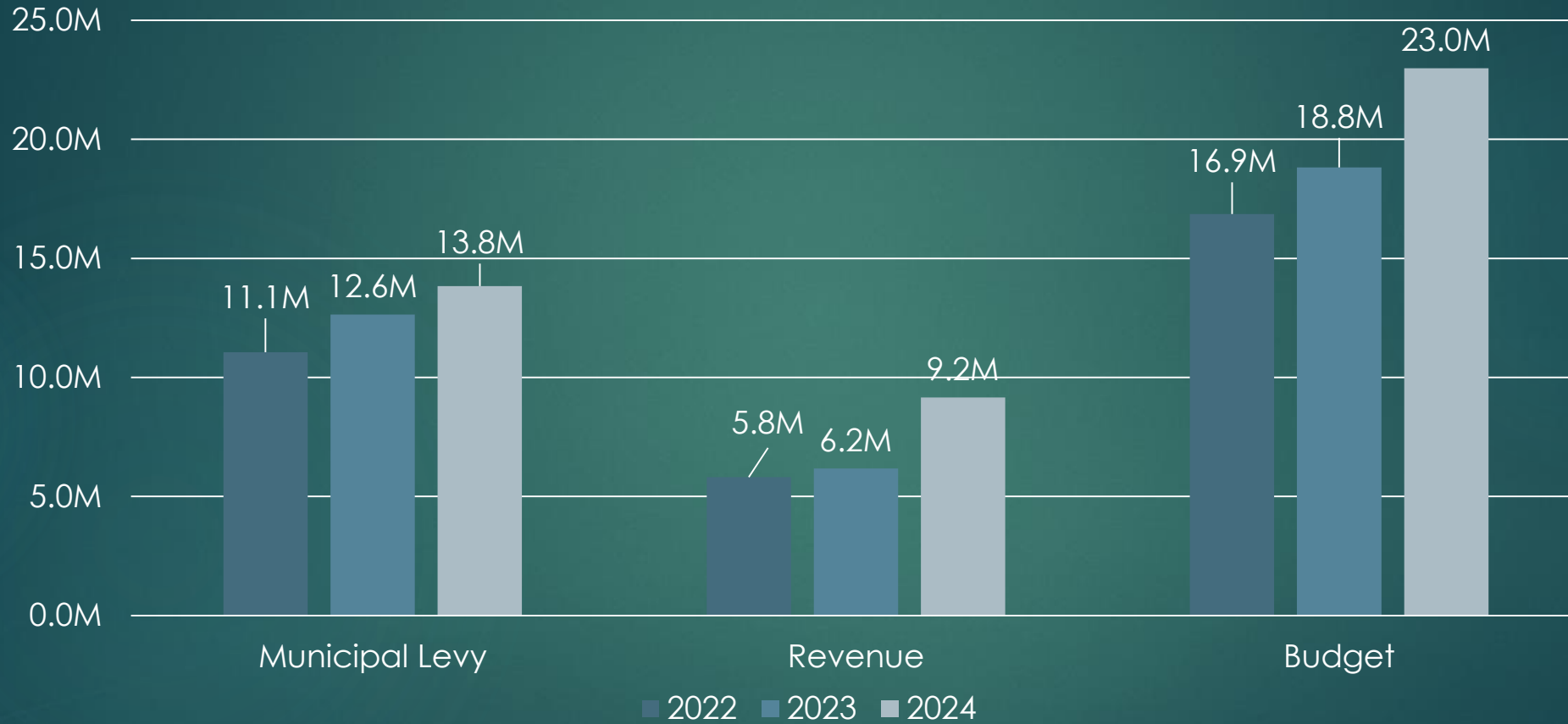
Community Housing & Development 2024 Budget



Source: MOH Letter dated October 31, 2017

Community Housing & Development

2024 Budget



EARLY YEARS SERVICES

Early Years Services

2024 Budget



		2023	2024	\$ Variance	% Variance
TOTAL LEVY		\$ 1,210,776	\$ 1,237,658		
Direct Administration	Schedule 1	1,395,419	1,305,600	(89,819)	(6.44%)
Less: Fully Funded Admin.		(939,989)	(964,381)	(24,392)	2.59%
Internal Support Services		410,307	551,400	141,093	34.39%
Core Programming		7,235,402	7,235,402	-	0.00%
Fully Funded Programs (100%)	Schedule 2	12,968,174	12,532,683	(435,491)	(3.36%)
<i>Subtotal - Total Budget</i>		21,069,313	20,660,704	(408,609)	(1.94%)
MEDU - Core Programming		6,890,363	6,890,363	-	0.00%
MEDU - 100%		12,968,174	12,532,683	(435,491)	(3.36%)
<i>Subtotal - Total Revenue</i>		19,858,537	19,423,046	(435,491)	(2.19%)
		Levy - \$ Δ	26,882		
		Levy - % Δ	2.22%		

Levy Change over Prior Year:

↑ 2.22%

↑ \$26,882

Early Years Services

2024 Budget



Highlights:

- New Funding model is imminent but at time of budget, still not known
- Budget assuming same allocation as prior year for unknowns
- Core Programming of \$6,890,363 is funded as follows:
100% = \$3,316,609; 80/20 = \$3,412,456; 50/50 = \$161,298

Early Years Services

2024 Budget



Schedule 1	2023	2024	\$ Variance	% Variance
TOTAL DIRECT ADMINISTRATION	\$ 1,395,419	\$ 1,305,600		
Salaries & Benefits	1,152,100	1,220,100	68,000	5.90%
Office Expenses	83,894	20,000	(63,894)	(76.16%)
Advertising & Public Relations	24,100	10,000	(14,100)	(58.51%)
Training & Travel	25,000	30,000	5,000	20.00%
Fees & Services	43,700	25,500	(18,200)	(41.65%)
Rent & Utilities	66,625	-	(66,625)	(100.00%)
	\$ Δ	(89,819)		
	% Δ	-6.44%		

Highlights:

- Office Expenses now mostly through Corporate. Remaining amount represents costs specific to the KBK program run in the summer months.
- Much of Advertising & Public Relations moved to Corporate in 2024. Projected costs that remain is for promotions to take place for Capacity Building.
- Training & Travel - New Leadership group so will focus on training opportunities in 2024
- Fees & Services include required annual audit specific to childcare, and looking at increasing Service Provider program audits
- Rent & Utilities - rent for office as now split with Ontario Works (funding opportunities) and Corporate, therefore 100% removed

Early Years Services

2024 Budget

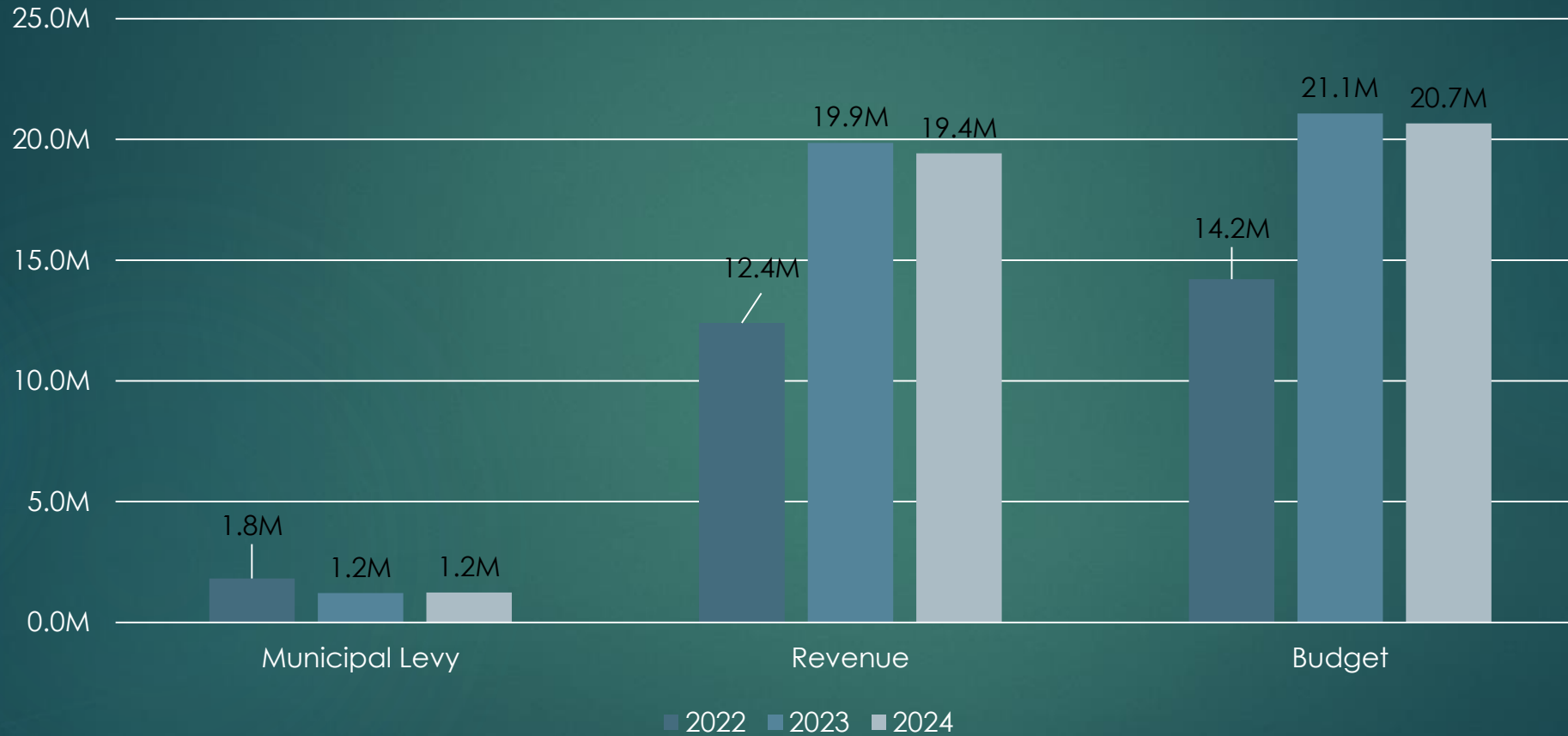


Schedule 2	2023	2024	\$ Variance	% Variance
Fully Funded Programs (100%)	\$ 12,968,174	\$ 12,532,683		
Wage Enhancement	889,797	889,797	-	0.00%
ELCC	755,679	755,679	-	0.00%
EarlyON	1,790,269	1,790,269	-	0.00%
Journey Together	1,905,646	1,905,646	-	0.00%
Childcare and EY Workforce	159,297	-	(159,297)	(100.00%)
CWELCC	7,467,486	7,191,292	(276,194)	(3.70%)
	\$ Δ	(435,491)		
	% Δ	-3.36%		

Highlights:

- Childcare and EY Workforce ended March 31, 2023
- CWELCC allocation had mid year adjustments in 2023 so amount for 2024 reflects actual allocation
- All other funding envelopes remain unchanged pending MEDU announcement
- All at 100%, therefore no impact on Levy

Early Years Services 2024 Budget



DIRECT DELIVERY OF CHILDCARE

Direct Delivery of Childcare

2024 Budget



	2023	2024	\$ Variance	% Variance
TOTAL LEVY	\$ -	\$ -		
Salaries and Benefits	1,059,500	1,027,959	(31,541)	(2.98%)
Operating Costs:				
Prince Charles Schedule 1	75,799	80,510	4,711	6.22%
St. Paul Schedule 1	21,000	8,373	(12,627)	(60.13%)
<i>Total Budget</i>	1,156,299	1,116,842	(39,457)	(3.41%)
MEDU - Provincial Funding	331,114	409,638	78,524	23.72%
Parent Fees	825,185	707,204	(117,981)	(14.30%)
<i>Subtotal - Total Revenue</i>	1,156,299	1,116,842	(39,457)	(3.41%)
	Levy - \$ Δ	-		
	Levy - % Δ	0.00%		

- Revenue collected through Provincial funding and Parent Fees 100% offset budgeted expenditures.
- No Municipal Levy impact.
- Operating since 2021 with surplus generated each year. That surplus was moved to a reserve fund for specific use within these operations.
- Through end of 2022, the reserve sits at \$192,721.

Direct Delivery of Childcare

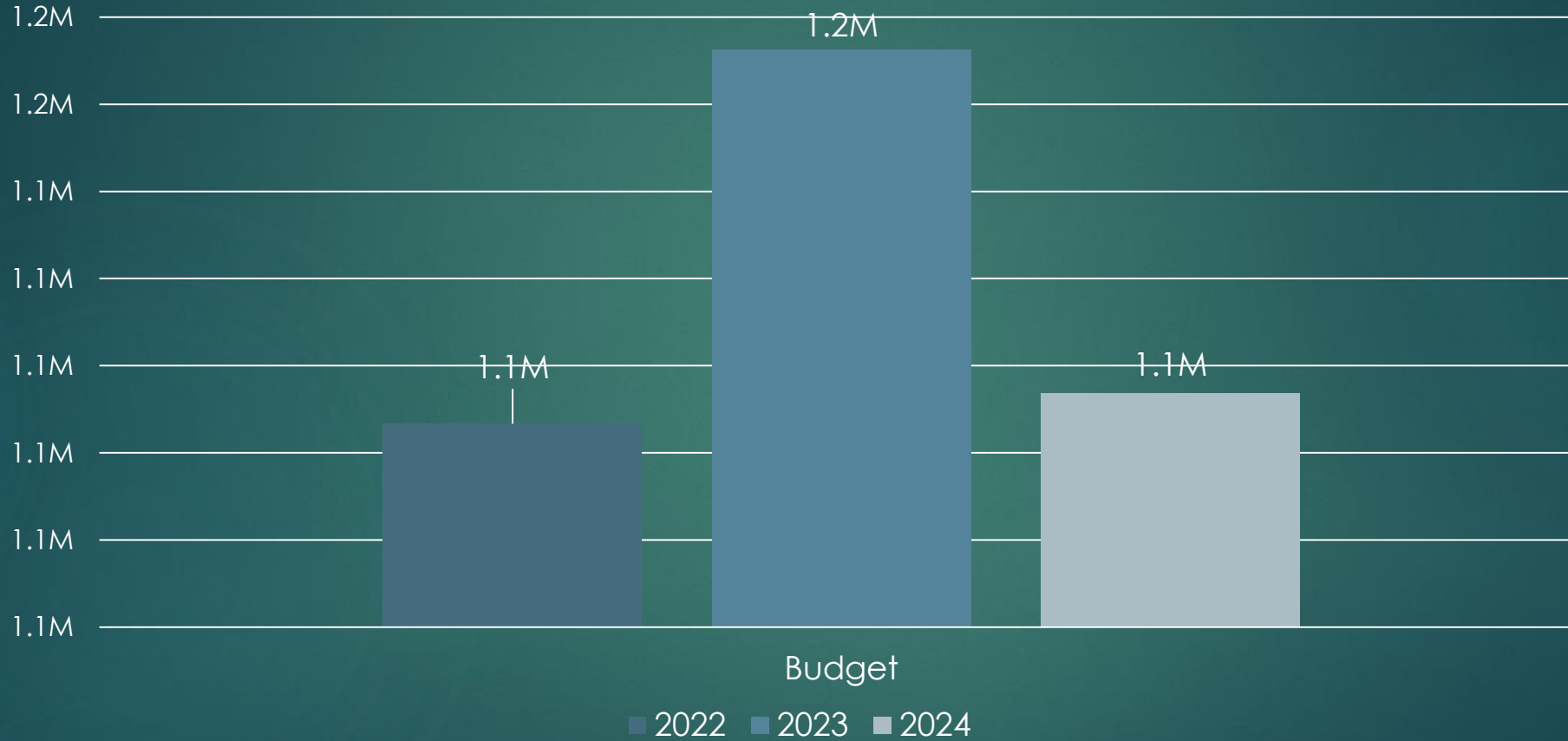
2024 Budget



Schedule 1	Prince Charles	St. Paul	Total
SUPPLIES AND MATERIALS	5,000	1,000	6,000
FOOD	45,000	5,000	50,000
RENT AND LEASES	13,560	-	13,560
INSURANCE	3,800	-	3,800
PURCHASED SERVICES	3,750	300	4,050
REPAIRS AND MAINTENANCE	2,000	1,000	3,000
TRAINING AND MEETINGS	7,400	1,073	8,473
<i>Total Operating Costs</i>	80,510	8,373	88,883

➤ Budgeted operating expenditures breakdown by location/program

Direct Delivery of Childcare 2024 Budget



PARAMEDIC SERVICES LAND AMBULANCE

Paramedic Services – Land Ambulance

2024 Budget



		2023	2024	\$ Variance	% Variance
TOTAL LEVY		\$ 5,476,091	\$ 6,221,870		
Salaries and Benefits (SWB)		8,650,965	8,972,200	321,235	3.71%
Operating Costs	Schedule 1	1,281,676	1,531,150	249,474	19.46%
Internal Support Services		448,774	603,100	154,326	34.39%
Less: SWB allocation to GRFN	20%	(236,600)	(256,120)	(19,520)	8.25%
Less: SWB allocation to CPLTC	10%	(118,300)	(128,060)	(9,760)	8.25%
Capital Items	Schedule 2	657,715	634,600	(23,115)	(3.51%)
<i>Subtotal - Total Budget</i>		10,684,230	11,356,870	672,640	6.30%
MOHLTC - 50/50 Cost Share		4,743,563	4,935,000	191,437	4.04%
Reserve Utilization	Schedule 3	464,576	200,000	(264,576)	(56.95%)
<i>Subtotal - Total Revenue</i>		5,208,139	5,135,000	(73,139)	(1.40%)
		Levy - \$ Δ	745,779		
		Levy - % Δ	13.62%		

Levy Change over Prior Year:

↑ 13.62%

↑ \$745,779

Paramedic Services – Land Ambulance

2024 Budget



Schedule 2	2023	2024	\$ Variance	% Variance
Operating Costs	\$ 1,281,676	\$ 1,531,150		
Total Travel and Training	25,000	31,600	6,600	26.40%
Total Vehicle	150,000	188,700	38,700	25.80%
Total Utilities & Fuel	141,426	154,900	13,474	9.53%
Total Materials & Supplies	312,250	406,550	94,300	30.20%
Total Maintenance & Repairs	124,000	130,000	6,000	4.84%
Total Rent & Leases	476,000	503,400	27,400	5.76%
Total Purchased & Contracted Services	53,000	116,000	63,000	118.87%
	\$ Δ	249,474		
	% Δ	19.46%		

Highlights:

- Vehicle – based on actual 2023 costs plus 2% projected increase
- Utilities & Fuel – moving towards gas powered ambulances from diesel
- Materials & Supplies – increase cost for medical supplies, uniforms cost per paramedic
- Purchased & Contracted Services – new for 2024 is cost for Janitorial services in the amount of \$62K

Paramedic Services – Land Ambulance

2024 Budget



Schedule 3	2023	2024	\$ Variance	% Variance
Capital Items	\$ 657,715	\$ 634,600		
Ambulances	529,152	296,200	(232,952)	(44.02%)
ERV - Vehicle	-	138,400	138,400	0.00%
Stretchers	128,563	56,600	(71,963)	(55.97%)
Defibrillator - Zoll X-Series	-	77,300	77,300	0.00%
Lucas	-	66,100	66,100	0.00%
	\$ Δ	(23,115)		
	% Δ	-3.51%		

Highlights:

- Ambulances (1) – costs for ambulance continue to climb
- ERV (1) – Emergency Response Vehicle – budget ask in 2023, deferred to 2024
- 2 each - Stretchers, Defibrillators, and Lucas

Paramedic Services – Land Ambulance

2024 Budget



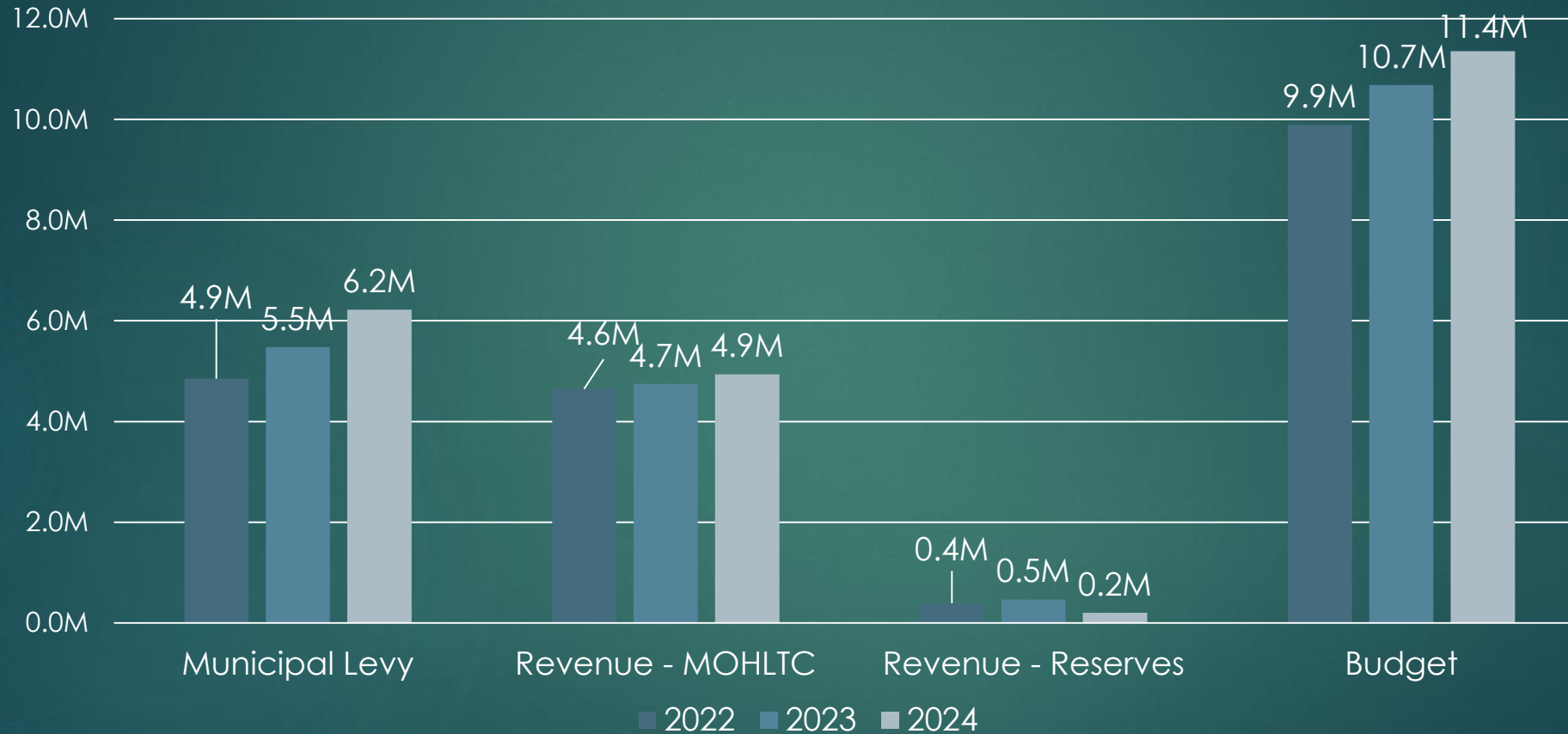
Highlights:

- Land Ambulances funded at 50/50
- Reconciled post year end by MOHLTC and funded in that year – thus one year behind on funding allocation
- Reserves
 - ❖ Projected Rent for new base

Schedule 3	2023	2024	\$ Variance	% Variance
Reserves	\$ 464,576	\$ 200,000		
Ambulances	264,576	-	(264,576)	(100.00%)
New Base	200,000	200,000	-	0.00%
	\$ Δ	(264,576)		
	% Δ	-56.95%		

Paramedic Services – Land Ambulance

2024 Budget



PARAMEDIC SERVICES GRFN

Paramedic Services – GRFN

2024 Budget



	2023	2024	\$ Variance	% Variance
TOTAL LEVY	\$ 70,599	\$ -		
Salaries and Benefits (SWB)	1,232,133	1,267,500	35,367	2.87%
Operating Costs Schedule 1	198,728	227,000	28,272	14.23%
Internal Support Services	128,221	172,300	44,079	34.38%
Add: SWB allocation from Land 20%	236,600	256,120	19,520	8.25%
Capital Items	-	-	-	0.00%
<i>Subtotal - Total Budget</i>	<i>1,795,682</i>	<i>1,922,920</i>	<i>127,238</i>	<i>7.09%</i>
MOHLTC - 100 %	1,725,083	1,922,920	197,837	11.47%
Reserve Utilization	-	-	-	0.00%
<i>Subtotal - Total Revenue</i>	<i>1,725,083</i>	<i>1,922,920</i>	<i>197,837</i>	<i>11.47%</i>
	Levy - \$ Δ	(70,599)		
	Levy - % Δ	-100.00%		

Levy Change over Prior Year:

↓ 100.00%

↓ \$70,599

Paramedic Services – GRFN

2024 Budget



Schedule 1	2023	2024	\$ Variance	% Variance
Operating Costs	\$ 198,728	\$ 227,000		
Total Travel and Training	6,600	6,800	200	3.03%
Total Vehicle	27,400	27,400	-	0.00%
Total Utilities & Fuel	34,428	35,000	572	1.66%
Total Materials & Supplies	55,050	70,180	15,130	27.48%
Total Maintenance & Repairs	33,200	38,260	5,060	15.24%
Total Rent & Leases	30,000	35,000	5,000	16.67%
Total Purchased & Contracted Services	12,050	14,360	2,310	19.17%
	\$ Δ	28,272		
	% Δ	14.23%		

Highlights:

- Vehicle – two vehicles assigned to GRFN, and aligned costs to budget
- Utilities & Fuel – moving towards gas powered ambulances from diesel
- Materials & Supplies – increase cost for medical supplies, uniforms cost per paramedic
- Maintenance & Repairs – budget for software maintenance increases related to Interdev
- Rent & Leases – as per lease agreement, \$5K increase in rent for 2024. Increases thereafter based on CPI
- Purchased & Contracted Services – Audit requirement for GRFN as per MOHLTC, Janitorial services line increased rates

Paramedic Services – GRFN

2024 Budget



Highlights:

- For any Capital items, a special business case is required for submission to MOHLTC for 100% funding
- New for 2024
 - ❖ Historically, MOHLTC sets allocation and funds to that amount
 - ❖ Recent years, as we submit our year end financials, funding was adjusted to line up with actual/budget spend
 - ❖ Reflected in 2024 to show total funding equal to budget – reducing any amount levied (as had been done in prior years) to NIL

PARAMEDIC SERVICES CPLTC

Paramedic Services – CPLTC

2024 Budget



	2023	2024 CPLTC	2024 HISH	2024 ALC	2024 TOTAL	\$ Variance	% Variance
TOTAL LEVY	\$ -	\$ -	\$ -	\$ -	\$ -	-	0.00%
Salaries and Benefits (SWB)	1,154,245	784,064	328,892	184,081	1,297,037	142,792	12.37%
Operating Costs (Schedule 1)	292,676	87,400	33,593	33,770	154,763	(137,913)	(47.12%)
Internal Support Services (2%)	69,529	51,700	21,500	12,940	86,140	16,611	23.89%
SWB allocation from Land (10%)	118,300	76,836	32,015	19,209	128,060	9,760	8.25%
Capital Items	-	-	-	-	-	-	0.00%
<i>Subtotal - Total Budget</i>	1,634,750	1,000,000	416,000	250,000	1,666,000	31,250	1.91%
MOHLTC	1,000,000	1,000,000	-	-	1,000,000	-	0.00%
Ontario Health - HISH	416,000	-	416,000	-	416,000	-	0.00%
Sault Area Hospital - ALC	218,750	-	-	250,000	250,000	31,250	14.29%
<i>Subtotal - Total Revenue</i>	1,634,750	1,000,000	416,000	250,000	1,666,000	31,250	1.91%

CPLTC – Community Paramedicine and Long Term Care

HISH – High Intensity Supports at Home

ALC – Alternate Level of Care

Budget Change over Prior Year:

↑ 1.91%

↑ \$31,250

Paramedic Services – CPLTC

2024 Budget



Schedule 1	2023	2024 CPLTC	2024 HISH	2024 ALC	2024 TOTAL	\$ Variance	% Variance
OPERATING COSTS	\$ 292,676	\$ 87,400	\$ 33,593	\$ 33,770	\$ 154,763	(137,913)	(47.12%)
Total Travel and Training	21,658	8,000	3,000	3,250	14,250	(7,408)	(34.20%)
Total Vehicle	25,590	-	9,700	9,700	19,400	(6,190)	(24.19%)
Total Utilities & Fuel	10,400	20,000	-	-	20,000	9,600	92.31%
Total Materials & Supplies	72,486	14,500	5,000	5,420	24,920	(47,566)	(65.62%)
Total Maintenance & Repairs	27,352	10,000	4,000	4,000	18,000	(9,352)	(34.19%)
Total Rent & Leases	27,900	-	-	-	-	(27,900)	(100.00%)
Total Purchased & Contracted Services	107,290	34,900	11,893	11,400	58,193	(49,097)	(45.76%)



QUESTIONS



Social Services | Services Sociaux
Zhawenimi-Anokiitaagewin
Sault Ste. Marie District

District of Sault Ste. Marie Social Services
Administration Board

Conseil d'Administration des Services du District Sault Ste. Marie
Zhawenimi-Anokiitaagewin

BOARD REPORT

AUTHOR: Mike Nadeau

DATE: October 19, 2023

RE: By-law and Board Policy Changes

RECOMMENDATION

It is recommended that the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) adopt the Procedure By-Law and Board Policy changes outlined in the attachment of this report, as recommended by the DSSMSSAB Governance Committee.

BACKGROUND INFORMATION

The DSSMSSAB Governance Committee began reviewing board policies and procedural by-law during the first quarter of the year. A complete review was undertaken of each DSSMSSAB board policy and recommendations to amend, strengthen, etc. to certain policies and the procedural by-law are all made at the recommendation of the Governance Committee members.

SUMMARY/OVERVIEW

The following policies have recommended changes and/or edits:

Recommended for Update:

- Procedural By-law (2018)
- Attendance Monitoring and Reporting Procedures
- Board Meeting Reports and Minutes Policy
- Board Decisions Outside of Regularly Scheduled Board Meetings
- Board Executive Election Policy
- Board Meeting Arrangements
- Code of Conduct
- Computer Policy
- Gifts and Memorials Expenditure Policy

RE: By-law and Board Policy Changes

Page 2

DATE: October 19, 2023

STRATEGIC PLAN IMPACT

The updates are governance specific and not specifically linked to any goal.

FINANCIAL IMPLICATIONS

The main financial associated with the changes are covering of internet services, which is required for board associated work, at a maximum cost of \$4,800 per year.

CONCLUSION

The updated polices are recommended to ensure the continuation of good corporate governance model. Once adopted, the governance committee will develop a policy review schedule that will guide the review of corporate policies going forward.

Approved by:



Mike Nadeau
Chief Executive Officer



District of Sault Ste. Marie

Social Services Administration Board

Conseil d'Administration des Services du District Sault Ste. Marie Zhawenimi
Anokiitaagewin

Procedural By-laws

Revised September 2023

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District of Sault Ste. Marie Social Services Administration Board

A By-law relating to the transaction of the business and affairs of the District of Sault Ste. Marie Social Services Administration Board (DSSMSSAB) herein referred to as “the Corporation”.

Part 1: Definitions

1.1 Definitions:

“**Act**” means the District Social Services Administration Board Act, R.S.O. 1990, as may be amended;

“**Board**” or “**Board of directors**” means the Board of the DSSMSSAB;

“**Board area**” means the geographic area within which the Board may exercise its jurisdiction;

“**Board Member**” means a person who is a member of the Board appointed by a municipality or elected within an electoral area;

“**Board Meeting**” means a general or special meeting of Board members;

“**By-law**” means this by-law;

“**CEO**” or “**Chief Executive Officer**” means the Chief Executive Officer of the DSSMSSAB; “**CEO**” CAO or “**Chief Executive Administrative Officer**” means the Chief Executive Officer of the DSSMSSAB;

“**Chair**” means the Chairperson of the meeting; the Chairperson of the Board;

“**Committee**” means a committee appointed by the Board;

“**Committee Chairperson**” means Chairperson of a committee of the Board;

“**Committee of the Whole**” means the members of the Board present at a meeting sitting in Committee;

“**Corporation**” means the District of Sault Ste. Marie Social Services Administration board, a Corporation established under Section 3 (3) of the *District Social Services Administration Board Act*

“**DSSAB**” means a District Social Services Administration Board;

“DSSMSSAB” means the District of Sault Ste. Marie Social Services Administration Board;

“Elector of electoral area” means a person who is a permanent resident of, or an owner or tenant of property in, or the spouse of an owner or tenant in, an unincorporated area, who is a Canadian citizen and is at least 18 years of age;

“Electoral area” means an electoral area established for the purposes of representation of the residents of the unincorporated areas/territories without municipal organization (TWOMO) within the Board area;

“Meeting” means any regular, special, committee, sub-committee, or other meeting of the Board or Advisory Body, as the case may be;

“Member” means a Member of the Board or of a Committee;

“MFIPPA” means the Municipal Freedom of Information and Protection of Privacy Act;

“Ministry of Community and Social Services” means the lead agency of District Social Services Administration Boards in the Province of Ontario;

“Municipality” means any incorporated municipality, city, town, village or township within the Board area of the DSSMSSAB;

“Officers” means the Chair, Vice-Chair and Corporate Secretary-Treasurer of the Board;

“Presiding Officer” means a person appointed by the Members present at a Board meeting in the event the Chair is not in attendance within fifteen (15) minutes after the hour appointed for the Board meeting and the Vice-Chair is not in attendance; or unable or unwilling to preside, or in the event the Chair declares a conflict of interest with the subject matter in the meeting;

“Recorded Vote” means the recording of the name and vote of every Member present on any matter or question;

“Recording Secretary” means a person designated by the Chief Administrative Officer to record the minutes of a meeting of the Board or Committee;

“TWOMO” means territory without municipal organization and refers to electoral areas;

“Vice-Chair” means a member of the Board duly elected by a majority of Board members to act as Vice-Chair of the Board.

Part 2: Corporate Status

- 2.1 **Corporate Status:** The District of Sault Ste. Marie Social Services Administration Board is a Corporation, as established by the District Social Services Administration Boards Act. The number of Board members, the areas they represent, and the manner and term of their appointment/election are prescribed in the Regulations of the Act.

Part 3: Head Office

- 3.1 The Head Office of the Corporation shall be in the City of Sault Ste. Marie and at such place therein as the Directors may from time to time determine.

Part 4: DSSMSSAB Area

- 4.1 **Jurisdiction:** The jurisdictional area of the DSSMSSAB consists of The Corporation of the City of Sault Ste. Marie, The Corporation of the Township of Prince and the territory without municipal organization (TWOMO) that is within the planning area for the Sault North Planning Board, as prescribed within *Ontario Regulation 278/98 Schedule 5.1*.
- 4.2 **Electoral Areas:** The electoral areas of the DSSMSSAB include all the areas noted under 8.1 Jurisdiction and are divided into the following three areas:
- (a) Area 1 is the area of jurisdiction of The Corporation of the City of Sault Ste. Marie;
 - (b) Area 2 is the area of jurisdiction of The Corporation of the Township of Prince;
 - (c) Area 3 is the territory without municipal organization (TWOMO) that is within the planning area for the Sault North Planning Board consisting of the following townships:
 - a. Anderson
 - b. Archibald
 - c. Aweres
 - d. Dennis
 - e. Deroche
 - f. Duncan
 - g. Fenwick
 - h. Fisher
 - i. Gaudette
 - j. Havilland
 - k. Herrick
 - l. Hodgins
 - m. Home
 - n. Jarvis
 - o. Kars
 - p. Kincaid

- q. LaVerendrye
- r. Ley
- s. Marn
- t. Nicolet
- u. Palmer
- v. Peever
- w. Pennefather
- x. Rix
- y. Ryan
- z. Shields
- aa. Slater
- bb. Smilsky
- cc. Tilley
- dd. Tupper
- ee. Vankoughnet

Part 5: Role of the Board

The role of the Board is to provide overall governance responsibility in order to be accountable for and to carry out the duties of the Board including:

- 5.1 To represent the public and to consider the well-being of all the member municipalities and Territories Without Municipal Organization (TWOMOs)
- 5.2 To develop and abide by the policies and programs of the Board
- 5.3 To determine which services the Board provides
- 5.4 To ensure that administrative practices and procedures are in place to implement the decisions of the Board
- 5.5 To maintain the financial integrity of the Board
- 5.6 To carry out the duties of the Board under the District Social Services Administration Boards Act, the Ontario Works Act, the Child Care and Early Years Act, 2014, the Housing Services Act, 2011, the Ambulance Act and the related regulations or any Act as required including the legislation of the Ministry of Health and Long Term Care where applicable.
- 5.7 To ensure open communication channels with provincial government Ministries and all Federal departments.

Part 6: Role of Employees and/or Contracted Service Providers

- 6.1 To implement the Board's decisions and establish administrative practices and procedures to carry out the Board's decisions.

- 6.2 To undertake research and provide advice to the Board on the policies and programs of the Board.
- 6.3 To carry out the duties required under the DSSAB Act or any Act and other duties as assigned by the Board.

Part 7: Powers of the Board

The affairs of the corporation shall be managed by the Board.

The Board members on behalf of the corporation exercise all the powers that the corporation may legally exercise unless restricted by law. These powers include, but are not limited to, the power:

- 7.1 To enter into contracts or agreements;
- 7.2 To make banking and financial arrangements;
- 7.3 To execute documents;
- 7.4 To direct the manner in which any other person or persons may enter into contracts or agreements on behalf of the corporation;
- 7.5 To purchase, lease or otherwise acquire, sell, exchange, or otherwise dispose of real or personal property, securities or any rights or interests for such consideration and upon such terms and conditions as the Board members may consider advisable;
- 7.6 To borrow on the credit of the corporation for the purposes of operating expenses, or on the security of the corporation's real or personal property; and
- 7.7 To purchase insurance to protect the property, rights and interests of the corporation and to indemnify the corporation, its members, Board members, and officers from any claims, damages, losses or costs arising from or related to the affairs of the corporation.
- 7.8 Hiring, evaluating the performance and terminating the chief staff person (CEO or other designate) **INSERTED**

Part 8: Board Membership and Elections

- 8.1 Board members representing the two incorporated municipalities will be appointed by their respective councils. Appointments will take place in a manner and term selected by the representing incorporated municipality in accordance with all applicable legislation
- 8.2 At the same time as the municipal elections, an election for the representative from the unincorporated area will be held under rules approved by the Ministry of

Community and Social Services.

- 8.3 Each municipally appointed member of the Board serves at the pleasure of the council which appointed or elected them. Each council may replace their appointment by a resolution of their council.
- 8.4 The members of the Board from the unincorporated area serve at the pleasure of the unincorporated area which elected him/her. The unincorporated area may replace their representative by a new election to be held under the rules to be approved by the Ministry of Community and Social Services.

Part 9: Board Member Term

- 9.1 Each member of the Board shall begin January 1, of the year following a municipal election for a four year term to end on December 31st in the year in which municipal elections take place; in accordance with the DSSAB Act and regulations.. Generally, no Board meeting will be held in December of a municipal election year.

Part 10: Special General Meetings

- 10.1 Special General Meetings may be called at any time at the request of a majority (at least two) of the three constituency areas participating in the operation of the Board, a majority of Board members, or by the Board Chair.
- 10.2 The Board Chair shall preside at the Special General Meeting and shall determine the agenda.
- 10.3 All meetings shall be open and accessible to the public.
- 10.4 The Board Chair may expel any person for improper conduct at the meeting.

Part 11: Closed Meetings

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

- 11.1 The security of the property of the DSSMSSAB,
- 11.2 Personal matters about an identifiable individual, including employees of the Board,
- 11.3 A pending or proposed acquisition of land by the Board,
- 11.4 Labour relations or employee negotiations,
- 11.5 Litigation or potential litigation, including matters before administrative tribunals, affecting the Board,
- 11.6 Advice that is subject to solicitor-client privilege, including communications

necessary for that purpose,

- 11.7 A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act.
- 11.8 The Board must hold a closed meeting if the matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act if the Board is the head of an institution for the purposes of that Act. Before holding a closed meeting the Board shall state by resolution, the fact of the holding of a closed meeting, and the general nature of the matter to be considered in the closed meeting.
- 11.9 Or reason recommended by a professional advisor ie. Legal, Audit etc.
- 11.10 Any other reason approved unanimously by the board to go into a closed meeting

Part 12: Board Executive

The Board shall, at its first meeting in January of each year, elect from its members a Board Chair, Board Vice-Chair, Secretary and Treasurer.

- 12.1 The member of the Board who is elected Board Chair shall serve until the first meeting of the New Year and may be re-elected for the ensuing year, subject to sub-section 8.3
- 12.2 No member of the Board shall serve for more than six consecutive years as Board Chair. No member of the Board shall serve for more than four consecutive years as Board Chair.

Part 13: Duties of the Board Chair

- 13.1 To carry out the duties of the Board Chair under the DSSAB Act or any other Act related to fulfilling the mandated Board functions.
- 13.2 Designating a spokesperson, when required, regarding the actions and plans of the Board
- 13.3 To preside over Board meetings including:
- 13.4 Opening the meeting by taking the chair and calling the members to order;
- 13.5 Receiving and submitting, in the proper manner, all motions presented;
- 13.6 Putting to a vote all motions which are moved and seconded, or necessarily arise in the course of proceedings, and to announce the results;

- 13.7 Declining to put to vote motions which infringe the rules of procedure;
- 13.8 Enforcing the observance of order and decorum;
- 13.9 Signing all By-laws, resolutions and minutes of the Board;
- 13.10 Representing and supporting the Board, declaring it's will, and implicitly obeying its decisions in all things;
- 13.11 Adjourning the meeting when the business is concluded, or adjourning the meeting, without the question being put, in the case of grave disorder arising during the meeting.

Part 14: Board Quorum

- 14.1 A quorum for a meeting of the Board shall be a double majority (a majority of the Board members (at least 5 members) and a majority (at least 2) of the 3 constituencies represented).

Part 15: Voting Rights

- 15.1 Each member, including the Board Chair, is entitled to one (1) vote.

Part 16: Board Meetings

- 16.1 The Board Chair shall preside at all meetings of the Board, enforce order and observance the By-laws and regulations and sign all necessary documents.
- 16.2 During the absence or inability of the Board Chair to participate due to a conflict of interest, the Board Vice-Chair shall exercise those duties and functions.
- 16.3 In the event that both the Board Chair and the Board Vice-Chair are absent at a meeting, the attending members may elect one of their numbers to preside.
- 16.4 Any member of the Board who fails to attend, without reasonable cause as determined by the Board, seventy five percent of the Board meetings held in any one fiscal year or three consecutive meetings of the Board shall, if the Board so resolves, be disqualified as a director and such director's term in office shall thereupon cease.
- 16.5 The maximum length of any Board meeting will be 3 hours unless extended for good cause.

Part 17: Rules of Procedure

- 17.1 All procedures shall be according to the most recent edition of “Robert's Rules of Order” by Henry Martyn Robert except as indicated otherwise by provincial legislation or regulation, or the By-law

Part 18: Minutes

- 18.1 The minutes of the meetings of the Board shall record:
- 18.2 The place, time and date of the meeting;
- 18.3 The names of the presiding officer and a record of the members in attendance and those in partial attendance;
- 18.4 Disclosure of conflict of interest

Part 19: Notice Policy

The Board will provide notice by posting such notice on the Board website for each of the following:

- 19.1 Before adopting or amending all or part of the budget.
- 19.2 Before enacting or amending its procedure by-law.
- 19.3 Before adopting or amending the notice policy.
- 19.4 Before establishing or amending any fee or charge exclusive of rental charges in Social Housing.

Part 20: Expanding Services

- 20.1 Any decision of the Board to expand services beyond those set out as mandatory services in the District Social Services Administration Board Act will be by resolution approved by a double majority (a majority of the Board members and a majority of the three constituencies represented).

Part 21: Consensus Building

- 21.1 The Board shall ensure that all resolutions passed are passed with consensus of a double majority. A double majority is a majority of the Board members (at least 5 members) and a majority (at least 2) of the three constituencies represented).

Part 22: Standard of Care of Directors and Officers

- 22.1 Every director and officer, in exercising his powers and discharging his duties, shall:

- (a) act honestly and in good faith with a view to the best interests of the corporation;
- (b) exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

22.2 Subject to the provisions of section 20.1 of this By-law, no director or officer shall be liable for the acts, receipts, neglects or defaults of any other director or officer or employee or for any loss, damage, or expense happening to the corporation through the insufficiency or deficiency of title to any property acquired by order of the board for or on behalf of the corporation or for the insufficiency or deficiency of any security in or upon which any of the moneys of or belonging to the corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency, or tortuous act of any person, firm or corporation with whom or which any moneys, securities or effects of the corporation shall be lodged or deposited or for any loss occasioned by any error of judgment or oversight on his part, or for any other loss, damage or misfortune whatsoever which may happen in the execution of the duties of his respective office or trust or in relation thereto, unless the same are occasioned by his own willful neglect or default; provided that nothing herein shall relieve any director or officer from the duty to act in accordance with the Act and the regulations there under or from liability for any breach thereof.

Part 23: Protection of Directors and Officers

23.1 The corporation shall indemnify a director or officer, a former director or officer or a person who acts or acted at the corporation's request as a director or officer of a body corporate of which the corporation is or was a shareholder or creditor, and his heirs and legal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by him in respect of any civil, criminal or administrative action or proceeding to which he is made a party by reason of being or having been a director or officer of the corporation or such body corporate if: he acted honestly and in good faith with a view to the best interests of the Corporation and in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, he had reasonable grounds for believing that his conduct was lawful.

The corporation may from time to time enter into agreements pursuant to which the corporation agrees to indemnify one or more persons in accordance with the provisions of this section.

23.2 The corporation shall, subject to the approval of the Ontario Court (General Division), indemnify a person referred to in subsection 21.1 of this bylaw in respect of an action by or on behalf of the corporation or body corporate to procure a judgment in its favour, to which he is made a party by reason of being or having been a director or officer of the corporation or body corporate, against all costs, charges and expenses reasonably incurred by him in connection with such action if he fulfills the conditions set out in clauses 21.1

23.3 Notwithstanding anything in this article, a person referred to in section 21.1 of this By-law is entitled to indemnity from the corporation in respect of all costs, charges and expenses reasonably incurred by him in connection with the defense of any

criminal, civil or administrative action or proceeding to which he is made a party by reason of being or having been a director or officer of the corporation or body corporate, if the person seeking indemnity:

- (a) was substantially successful on the merits in his defense of the action or proceeding, and
- (b) fulfills the conditions set out in clauses 21.1 .

23.4 The corporation may purchase and maintain insurance for the benefit of any person referred to in subsection 21.1 of this bylaw against any liability incurred against him

(a) in his capacity as director or officer, except where the liability relates to his failure to act honestly and in good faith with a view to the best interests of the corporation, or

(b) in his capacity as director or officer of another body corporate where he acts or acted in that capacity at the corporation's request, except where the liability relates to his failure to act honestly and in good faith with a view to the best interests of the body corporate.

The directors shall be reimbursed for their out-of-pocket expenses incurred in attending board, committee or general meetings or otherwise in respect of the performance by them of their duties.

Part 24: Books and Records

24.1 The Board Chair shall see that all necessary books and records of the Corporation required by the By-laws or by any applicable statute or law are regularly and properly kept.

Part 25: Financial Year

25.1 The fiscal year of the Corporation shall terminate on the 31st day of December each year.

Part 26: Cheques, Etc.

26.1 All cheques, drafts or orders for the payment of money and all notes and acceptances and bills of exchange shall be signed from time to time prescribed by the Board. Documents requiring execution by the Corporation may be signed by the Board Chair or the Board Vice-Chair and the Secretary or the Treasurer or by any 2 Directors.

Part 27: Auditor

27.1 **Appointment/Confirmation of Auditors:** The Board appoints or confirms one or more auditors, who are licensed under the Public Accountancy Act, to prepare audited

financial statements for the current year, in accordance with Public Sector Accounting Board (PSAB) recommendations. The Board's procurement policies must be followed to secure an auditor.

- 27.2 **Disqualification of Persons as Auditors:** No person can be appointed as an auditor of the Corporation who is, or during the preceding year, was a Board member.

Part 28: Committee Structure and Responsibilities

- 28.1 **Executive Committee Chair:** The Board Chair shall chair all Executive Committee Meetings.
- 28.2 The Board Vice-Chair assumes the duties of the Board Chair in his/her absence or inability to act due to a conflict of interest.

Part 29: Secretary

- 29.1 Will ensure records of the proceedings of all general and Board meetings are kept and all notices required to members and directors are sent. Will ensure custodial care of the corporate seal and of all the books, papers, records, correspondence and documents belonging to the Corporation.

Part 30: Treasurer

- 30.1 Will ensure that full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account are kept. Disburses funds of the corporation as directed by the Board.

Part 31: Board Committees

- 31.1 **The Board Committees include; Executive Committee, Finance Committee and Governance Committee. The Board may create other committee(s) for a specific purpose and/or for a specific time period. COMMITTEES ADDED**
- 31.2 General Committee Rules
- 31.21 All committees shall be made up of three or more Board members and related program staff.
- 31.22 Only Board members have voting rights at the Committee meetings.

- 31.23 Committee decisions are subject to the final approval of the Board.
- 31.24 The Board Chair is an ex-officio member of each committee with voting rights within each Committee.
- 31.25 Each Committee will elect a Committee Chair. The Committee Chair will review the agenda, chair committee meetings and report results to the Board.
- 31.26 Minutes of all Committee meetings will be distributed to all Board members.
- 31.27 Any dispute concerning the Committees mandate, powers or processes will be resolved by a Board resolution.
- 31.28 Committees do not exercise authority over staff or operations and must work within the Board's mission and policy framework.

Part 32: Ownership and Disposal of Property

- 32.1 The Board shall ensure the establishment and maintenance of a public register listing and describing the real property owned or leased by the DSSMSSAB.
- 32.2 The Board will adhere to its policy related to the "Disposal of Surplus DSSMSSAB Equipment and Obsolete Goods" as related to the DSSAB procurement policy.

Part 33: Public Input

The Board will provide for public input by:

- 33.1 Ensuring there is sufficient notice of meetings posted on the Board website.
- 33.2 Ensuring that meetings are held in a location which is readily accessible to the public.
- 33.3 Ensuring a policy concerning public presentations is posted on the Board website.

Part 34: Amendments

- 34.1 These By-laws may be amended by a resolution of the Directors, confirmed by a double majority of the members of the Board.



District of Sault Ste. Marie
Social Services Administration Board

Attendance Monitoring and Reporting Procedures

1. The Executive Assistant to the ~~CEOAO~~ will monitor and document Board members attendance at meetings.
2. This will include attendance at all regularly scheduled Board meetings, Special Board meetings and ~~sub-committee meetings, training, workshops, conferences, and consultations.~~
3. The Board will pass resolutions authorizing a Board member to attend meetings out of the Board's geographic jurisdiction or this may occur as part of the Annual Budget process.
4. The Board member will be responsible for advising the Board Chair of any meetings they intend on attending as a representative of the Board in advance of such meetings.
- ~~5. The Executive Assistant to the CAO will document the meetings attended by the Board members and Board staff.~~
- ~~6.5.~~ The attendance reports will be submitted by the Executive Assistant to the ~~CEOAO~~ to the Social Services Finance Department for payment.
- ~~7.6.~~ Board members who receive honoraria may utilize the direct deposit option available.

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Board Meeting Reports Minutes Policy

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Meeting Schedule

1. The Board will establish an annual meeting calendar in January of each year that will be posted on the Board website.
- ~~2.~~ A Special Board meeting can be called at any time at the request of the majority of the designated jurisdictions, a majority of the Board members by the Board Chair, by the CEO (or designate).~~members or by the Board Chair.~~
- ~~2.~~
3. All regularly scheduled Board meetings will begin at 4:30 PM
4. The Board Chair may extend the start time ~~by 15 minutes~~ in order to achieve a quorum.
5. At the January Meeting of each year, the Executive of the Board will be elected from amongst its members. (See Board Executive Election Policy).

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General Meeting Procedures:

1. The Executive Assistant to the Chief Executive Officer in consultation with the Board Chair will make all arrangements for all Board meetings.
2. The Executive Assistant to the Chief Executive Officer and Board Chair will work to ensure that Board member attendance for the meeting fulfils the double majority quorum requirements of the Procedural By-Law.
3. Board members will advise of any anticipated absence from a scheduled Board meeting or event by advising the Executive Assistant to the Chief Executive Officer at least 3 days in advance of the meeting.
4. If Board attendance does not meet quorum, the Board Chair is advised and an alternative date as close as possible to the original meeting date is set where quorum can be met.

Board Agenda

1. The Draft agenda will include the following in this order:
 - i. Call to Order
 - ii. Approval of Agenda
 - iii. Declarations of Pecuniary Interest
 - iv. Approval of Previous Minutes (to include Committee meeting minutes)

- v. Manager's Reports
- vi. New Business
- vii. Items Outstanding from Previous Meetings
- viii. In Camera Session
- ix. Correspondence Brought Forward For Discussion
- x. Adjournment

2. The Draft Agenda will be set jointly by the Board Chair with input from the Chief Executive Officer.
3. The Agenda will attempt to be made available to the Board by 4.00 pm on the Friday preceding the date of the meeting.
4. The Agenda will attempt to be made available on the website no later than by 12:00 PM (noon) on the Monday preceding the date of the meeting
5. The agenda will be presented for approval at the meeting.
6. Additions to the Agenda will be limited by the Board Chair to important issues which were either inadvertently missed or when the item become known after the setting of the agenda; in accordance with the Board's Procedural By-laws Items which should be added to a subsequent agenda may also be identified at this time.
7. The final Agenda for the meeting will be accepted by resolution.

Board Meeting Facilitation

1. In order to expedite the meeting, the Executive Assistant to the Chief Executive Officer will complete the names of the movers and seconders of standard resolutions. This will be done on a rotational basis.
2. The resolution mover and seconder may be changed at the meeting if necessary or if so requested by a member.
3. The resolutions will contain a section at the bottom of each resolution to record those in favour and those opposed in order to ensure double majority consensus.

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~~Board Reporting~~

Financial Reporting

1. Quarterly Financial Reports will be presented at the meeting held two months following the month the Quarter ends. Specifically:

First Quarter Financial Report - May
Second Quarter Financial Report - August
Third Quarter Financial Report – November
Fourth Quarter (Year End) Financial Report – February/March

Program Quarterly Activity Reports

1. The Chief Executive Officer will provide a quarterly update report to the board. The quarterly update report will include an overview of activities completed, any significant variance in caseload/waitlist/program applications/call volumes etc.

Minutes

All meeting minutes will record:

- ◆ Those present
- ◆ Those Absent With Regrets,
- ◆ Those simply Absent
- ◆ The time any member left the meeting
- ◆ Meeting start time
- ◆ Time of Meeting Adjournment
- ◆

Board Decisions Outside of Regularly Scheduled Board Meetings

This section is to address those occasions where a decision concerning the mandated services and/or direction is required from the Board. These measures would be used in extraordinary circumstances.

Procedure for Determining Board Action:

1. The issue and all related background information is presented to or gathered by the **CEAO** (ex: from Provincial Ministry officials, other DSSABS, AMO, OMSSA, etc).
2. The CAO contacts the Board Chair and provides an overview of the issue and the background information as well as options and recommendations available to address the issue.
3. The Board Chair decides if an emergency Board meeting needs to be called or if the issue can be addressed through a phone and/or polling of the Board members.

Emergency Board Meeting Procedure:

1. In the event of an Emergency meeting, the Executive Assistant to the **CEAO** contacts all Board members to set the ~~soonest~~ earliest date possible for the meeting and arranges for the quorum of the Board.
2. The Emergency Board meeting is advertised through appropriate media outlet and posted on the DSSAB website.
3. All relevant staff are advised of the Emergency Board meeting and any preparations they are expected to make.
4. Any guests or potential presenters with information relevant to the issue are also advised of the time and date of the meeting.
5. The procedures for a regular Board meeting are followed.

Board Executive Election Policy

The Board will fill the Executive positions on the Board Chair, Vice Chair, Secretary and Treasurer. The Board members elected to these positions will hold them for one year. These elections will occur at the January-first Board meeting of each calendar year.

Procedure

1. The CEAO shall call the meeting to order.
2. The CEAO shall announce that the elections to the executive positions will occur as the first order of business.
3. The order of elections is as follows: Board Chair, Board Vice Chair, Treasurer and Secretary.
4. The CEAO asks for a motion to open the floor for nominations for the executive position. Board members are nominated for the position by another Board member and that nomination must be seconded by another member, and accepted by the nominee
5. The CEAO confirms that there are no other nominees. They then ask for a motion to close the floor for nominations.
6. If there is only one nominee. It is announced that that member is acclaimed into the executive position for which they were nominated.
7. If there is more than one nominee, ballots are distributed to all Board members. They write down the name of the nominee of their choice. The ballots are collected and counted by the CEAO.
8. The nominee with the majority of the votes confirmed through the ballots is named to the executive position.
9. The ballots are retained and destroyed by the Executive Assistant to the CEAO.

Following the Election process the Board Chair presides over the remainder of the Board Meeting.

Approved—January 2018

Board Meeting Arrangements

1. The Executive Assistant to the CEAO will book a meeting room large enough to accommodate all Board members, Board staff, ~~invited contract staff~~ and public

~~The Executive Assistant will book a separate meeting room for a meal to be served in prior to the meeting-~~

2. The meeting room will be readily accessible to the public.

Public Notice

~~The Administrative Assistant will send notices of date, time, place of the Meeting to print and electronic media three weeks in advance of the meeting date~~

1. The notice will appear on the Board website
2. The public are welcome to attend all Board Meetings

Board Packages:

- 1 The Executive Assistant to the CEO will compile and distribute Board Meeting Packages to all Board members and identified staff by email notification.
- 2 The Board Meeting Packages shall generally consist of:
 - Meeting Notice Memo
 - Agenda for Board Meeting
 - Draft Board Meeting Minutes from previous Meeting
 - Any Written Reports from Committee Meetings
 - Reports on Programs/DSSAB Business
 - Other attachments as necessary
- 3 All staff will provide Board reports to the CEO six (6) business days prior to the Board meeting.
- 4 The Board Packages will attempt to be ~~are~~ distributed to all Board members by posting the board material on the Board portal by 4:00 pm of the Friday preceding the Board meeting date.
5. The Board Package will attempt to be made ~~is~~ available to the public on the website by

noon on the Monday preceding the Board Meeting.

Board Member Responsibilities

1. Each Board member will confirm the annual schedule of dates, times and location of the Board meetings by reference to the Annual Meeting Calendar.
2. It will be the responsibility of the Board member to advise the Executive Office if they are unable to attend any Board meeting at least 3 days in advance of the meeting.

Code of Conduct

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Note: (Expectations of the Board included in this document)

The Board expects of itself and its members ethical, businesslike and lawful conduct. This commitment includes proper use of authority and appropriate group and individual behaviour when acting as Board Members.

1. Board Members are expected to consider and represent the interests of the Board, its membership and its community as a whole in preference to any other interests, which that member may also have or represent;
2. Board Members must declare a conflict of interest with respect to their fiduciary (trustee) responsibility;
 - 2.1 There must be no conduct of private business or personal services between any member and the Board, except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information;
 - 2.2 Board Members must not use their position to obtain for themselves, family members or close associates, employment within the organization or with contracted service providers;
 - 2.3 Should a Board Member apply for or be considered for permanent employment, ~~s/het~~hey must temporarily withdraw from Board deliberation, voting and access to applicable Board information;
 - 2.4 Where a Board Member has an interest in Board business involving potential monetary or non-monetary effect, either business or personal, s/he must declare that conflict and the Board shall consider the conflict and determine whether the Member may participate in discussion or voting on that issue.
3. Board Members may not attempt to exercise individual authority over the Board except as explicitly set forth in Board policies:
 - 3.1 Board Member's interaction with the Board staff must recognize the lack of authority in any individual member or group of members, except as noted above—i.e. only the Board as a whole has authority;
 - 3.2 A Board Member's interaction with the public, press or other media entities must support decisions taken by the Board as a whole; the Board Member may comment as a city counsellor or in the capacity of another elected representative but not as a DSSAB Board Member or on issues that pertain specifically to the DSSAB organization.
 - 3.3 Board Members will make no judgments of the staff performance except as that performance is assessed against explicit Board policies or performance appraisal criteria.

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Expectations of the Board included in this document added:

4. Board members need to work together as a team so that they can govern effectively. This means that the Board shares its collective legal and fiscal responsibilities. In the spirit of teamwork, members need to contribute and participate fully and be respectful of one another's contributions.

5. The following ground rules reinforce this spirit:

Cultivate a sense of humour.

- Practice mutual respect.
- Accept conflict/tension as healthy and handle both creatively.
- Deal with problems promptly.
- Encourage and affirm each member's unique potential.
- Make use of individual skills. Delegate tasks appropriately.
- Encourage all members to participate in discussions—listen to and value diverse opinions.
- Emphasize that it is okay to make mistakes.
- Keep an open mind.
- Treat each person with courtesy.
- ~~•~~ Never monopolize, interrupt or intimidate during discussions.
- Take a collegial approach to the task

6. These are the expectations that members have of each other so that they can fulfill their important governance role:

- • Attend orientation sessions.
- Attend Board events.
- Be committed to the vision and mission of the Board.
- Attend meetings and participate actively. If unable to attend, call in regrets.)
- Serve on committees and attend scheduled meetings.
- Be prepared—do your readings and bring materials to meetings.
- Maintain confidentiality.
- Declare any conflict of interest.
- Ensure ethical behavior.
- Take advantage of opportunities to learn about the Board and its jurisdiction.
- • Participate in Board development and education.

7. As a member of this Board I will, to the best of my ability:

- Represent the interests of the people served and employed by this Board;
- Approach all matters discussed by the Board with a mind prepared to make the

best decision for the organization and jurisdiction as a whole:

- Live up to the trust of those who elected/ appointed the Board and of those we serve;
- Focus my efforts on the mission, policies and strategies of the organization;
- Not use the organization or my service on this Board in a manner which violates the Board By-Laws, policies and procedures;
- Keep confidential information confidential;
- Exercise my authority as a Board member only when acting in Board meetings or as delegated by the Board Chair or CEO (or designate).

Board Member: _____

Signature: _____

Date: _____

Computer Policy

The Board requires, for its ongoing functioning, that Board members have access to a personal computer which is connected to the Internet. The Board will assist its members in the following manner.

Where the Board member does not have access to a computer or the member is not provided a computer or tablet by another entity, the Board will loan the Board member a PC and related equipment during the term of their tenure on the Board. The loaned equipment will be returned to the Board when the individual ceases to be a member of the Board.

Where required, Board staff will review the computer and ancillary equipment of Board members who already have their own equipment to provide whatever is needed to ensure high-speed connectivity to the Board website and printing functionality.

Internet Service

The Board will ensure that Board members are not out of pocket when it comes to the cost of ensuring a Board member's high-speed connectivity to the Internet. Each Board Member will be paid \$50/ per month. This will be paid annually in December of each year.

This funded high-speed Internet service provision shall end one month following the end of an individual's tenure as a Board member.

Acknowledgement of Computer/Equipment Loan

Each Board member receiving a computer or tablet on loan will sign a receipt for the equipment received. This receipt will specify the equipment which has been provided.

The computer and the associated equipment remains the property of the Board.

Only persons authorized by the Board staff shall provide any service to the equipment.

It is agreed that the computer and associated equipment will be returned to the Board one month following the end of an individual's tenure as a Board member.

Gifts and Memorials Expenditures Policy

The Board may send gifts and memorials for Board members, past Board members, and senior staff of the District of Sault Ste. Marie Social Services Administration Board, provincial or federal representative and provincial Ministry staff that has been actively involved with the Board, or other as determined by the Board Chair or CEO (or designate):-

Gifts and Memorials will be sent for the following events.

- Funeral of individual, close immediate family member
- Retirement
- Leaving Employment for other position outside of Board programs
- Surgery
- Significant Illness resulting is more than one week off work
- Marriage
- New child
- Other determined by the Board Chair or CEO

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Procedure

1. The Executive Assistant to the CEO is advised of the situation/event and specifically who is involved.
2. The Executive Assistant to the CEO advises the Board Chair of the situation and who is involved.
3. A decision is made by the Board Chair to send a gift or memorial.
4. The maximum expenditure will be \$100.00.