

AGENDA

Thursday, April 11, 2024 at 6:30 p.m.

Board Meeting Via Zoom Video Conference



-
- 1. CALL MEETING TO ORDER.**
 - 2. TRADITIONAL LAND ACKNOWLEDGMENT.**
 - 3. DISCLOSURE OF PECUNIARY INTEREST.**
 - 4. APPROVAL OF MINUTES:**
 - 4.1 March 14, 2024 ®
 - 5. DEPUTATIONS & PRESENTATIONS.**
 - 6. REPORTS:**
 - 6.1 Chair
 - 6.2 Chief Administrative Officer
 - 6.3 Chief Financial Officer
 - 7. OUTSTANDING ISSUES.**
 - 8. NEW BUSINESS:**
 - 8.1 Ontario Works Rates Resolution ®
 - 8.2 Broadway Transitional Housing Program
 - 8.3 Esprit Tender ®
 - 8.4 Procurement Policy ®
 - 8.5 Approval & Signing Authorization Policy ®
 - 8.6 Waubeek Early Learning & Child Care Centre Amalgamation
 - 9. IN-CAMERA.**
 - 10. CORRESPONDENCE:**
 - 10.1 CAS Letter of Support re: Youth Wellness Hub Application
 - 10.2 WPS Community Support Services Letter of Support re: Grant Application
 - 10.3 Prosper Canada Letter of Support re: Financial Assistance
 - 10.4 North Bay Parry Sound District Health Unit Overdose Report
 - 10.5 Labour Market Group Monthly Report March 2024
 - 11. ADJOURNMENT. ®**

MEETING MINUTES

Thursday, March 14, 2024 at 6:30 PM



Board Meeting via Zoom Video Conference

Board Members Present:

Ryan Baptiste
Jerry Brandt
Teri Brandt
Janice Bray
Joel Constable
Mike Dell
Gail Finsson
Teresa Hunt
Ted Knight
Jamie McGarvey
Peter McIsaac
Sharon Smith
Rick Zanussi

Board Members Absent:

Ted Collins
Tom Lundy

Staff:

JJ Blower, Communications Officer
Jennifer Harris, Administrative Officer
Shannon Johnson, CFO
Tammy MacKenzie, CAO

Guests:

1. **CALL MEETING TO ORDER:**

The meeting was called to order by Rick Zanussi at 6:32 PM.

2. **TRADITIONAL LAND ACKNOWLEDGMENT.**

3. **DISCLOSURE OF PECUNIARY INTEREST.**

4. **APPROVAL OF MINUTES:**

4.1 February 8, 2024

Resolution 24 03 01

CARRIED

Moved by Ryan Baptiste

Seconded by Gail Finsson

“THAT the Board meeting minutes of Thursday, February 8, 2024 be approved as presented.”

5. **DEPUTATIONS & PRESENTATIONS.**

6. **REPORTS:**

6.1 Chair

6.2 Chief Administrative Officer

Ms. MacKenzie was available to take any questions regarding the CAO report. Starting April 1st, Ms. Harris will be taking on a temporary role within our Human Resources department so Ms. Blower will be taking over her duties and will be your Board contact going forward.

6.3 Chief Financial Officer

7. OUTSTANDING ISSUES.

8. NEW BUSINESS:

8.1 Reaching Home Funding Resolution

A written report was presented and reviewed by Ms. MacKenzie.

Resolution 24 03 02

CARRIED

Moved by Teresa Hunt

Seconded by Teri Brandt

“THAT the District of Parry Sound Social Services Administration Board supports the attached Reaching Home Funding Resolution from NOSDA;

AND THAT a copy of this resolution be forwarded to Scott Aitchison, MP Parry Sound-Muskoka and Anthony Rota, MP Nipissing - Timiskaming along with Municipalities within the District of Parry Sound requesting their support of this resolution.”

9. IN-CAMERA: 4

Resolution 24 03 03

CARRIED

Moved by Joel Constable

Seconded by Sharon Smith

“THAT pursuant to Section 38 of the District of Parry Sound Social Services Administration Board’s *Procedural Rules*, the Board moves to an In-Camera session in order to address matters pertaining to:

- iii) the acquisition or disposal of property
- vi) a decision concerning negotiations for an agreement or contract between the Board and a third party
- vi) a decision in respect of negotiations with employees of the Board
- ii) the disclosure of intimate, personal or financial information in respect of a member of the Board or a committee or an employee or perspective employee of the Board.”

Resolution 24 03 04

CARRIED

Moved by Peter McIsaac

Seconded by Jamie McGarvey

“THAT the Board now rises out of In-Camera without report.”

Resolution 24 03 05

CARRIED

Moved by Mike Dell

Seconded by Janice Bray

“THAT the Board receive and adopt the District of Parry Sound Social Services Administration Board 2024 Draft Operating and Capital Budgets.”

10. ADJOURNMENT.

The meeting was adjourned to the next regular meeting to be held Thursday, April 11, 2024 via Zoom Video Conference.

Resolution 24 02 06

CARRIED

Moved by Ted Knight

Seconded by Jerry Brandt

“THAT the Board meeting now be adjourned to the next regular meeting to be held Thursday, April 11, 2024 at the hour of 6:30 PM via Zoom Video Conference.”

DRAFT

District of Parry Sound



Social Services
Administration Board

Chief Administrative Officer's Report

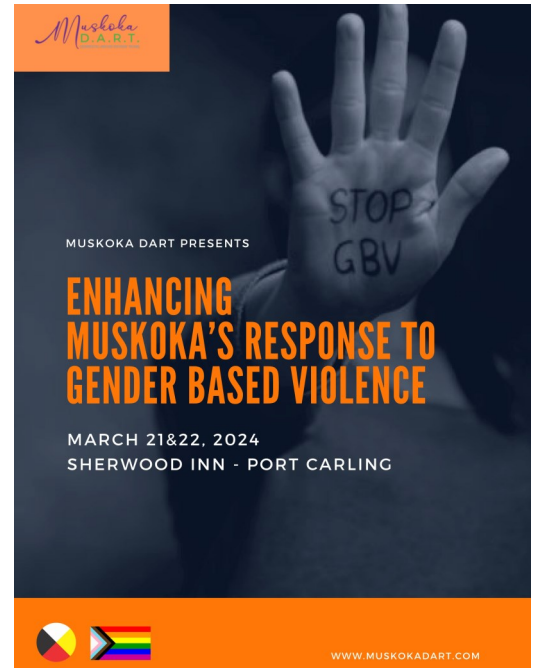
April 2024

Mission Statement

To foster healthier communities by economically providing caring human services that empower and enable the people we serve to improve their quality of life.

Enhancing Muskoka's Response to Gender Based Violence: Conference 2024

On March 21 & 22, I attended the 2024 conference hosted by Muskoka D.A.R.T (Domestic Abuse Review Team) along with our Director of Women's Services and several members of the Esprit Place and Income Support & Stability teams. One highlight of this event was an impassioned presentation from the White Ribbon Campaign about the importance of engaging men and boys as allies in promoting gender equality and healthy masculinity. It was also a great opportunity to engage with other social service agencies from across our region.



2024 Ontario Budget

On March 27, Finance Minister Peter Bethlenfalvy delivered the 2024 Ontario Budget. Of note:

- The government has said it will invest an additional \$152 million over the next three years to support individuals facing unstable housing conditions and dealing with mental health and addictions challenges. This money can be used to provide rent supplements and maintain dedicated supportive housing.
- No new funding is being provided for the Ontario Disability Support Program (ODSP) or the Ontario Works (OW) program.
- This budget provides an additional \$13.5 million over three years to enhance initiatives that support women, children, youth and others who are at increased risk of violence or exploitation

Full budget: [2024 Ontario Budget: Building a Better Ontario](#)

Summary: [2024 Ontario Budget | In Brief](#)

MPP Graydon Smith meeting

On April 4, 2024, we welcomed Graydon Smith, MPP for Parry Sound Muskoka, into the DSSAB office in Parry Sound to provide current updates on our programs and services. Through these regular discussions, our goal is to keep our local provincial representatives informed about our successes and the challenges we face throughout the District of Parry Sound.

Ontario Minimum Wage

On March 28, 2024, the Ontario government announced it would be increasing the minimum wage from \$16.55 per hour to \$17.20, effective October 1, 2024, which is a 3.9 per cent annualized wage increase based on the Ontario Consumer Price Index (CPI).

Human Resources Update

The Human Resources department had a very busy first quarter. Recruitment continues, and we have been successful in staffing most programs. On March 1st, we successfully made the switch to Manulife for our benefits plan.

Our focus this spring for staff training is the second workshop in our commitment to enhancing indigenous training for all staff. Building on the Foundations of Cultural Competency workshop completed in 2023, this mandatory one-day workshop will focus on what it means to be an ally and how we can work towards being an ally to Indigenous people. Facilitator Kelly Brownbill has conducted countless cultural awareness training sessions across a broad range of service sectors and believes that enhanced knowledge is the key to successful Aboriginal and non-Aboriginal relationships, whether it be employee/employer relations. or in collaborating with Aboriginal communities and organizations.

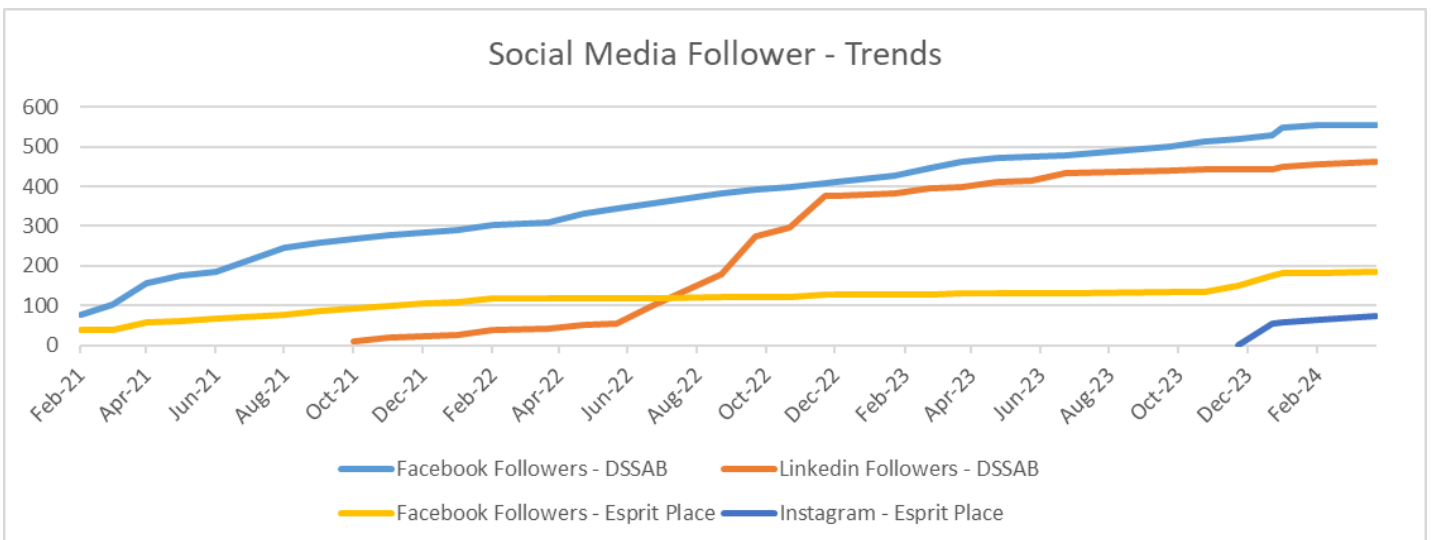
Of interest in the legal landscape, on March 21, 2024, Ontario’s Bill 149 Working for Workers Four Act 2023, received Royal Assent. Bill 149 amends several employment-related statutes including the Employment Standards Act, 2000 (ESA) and the Workplace Safety and Insurance Act, 1997 (WSIA). We will be completing a thorough review of the Bill, but upon first reading, there are no major changes that will affect our operations at the DSSAB.

Facebook Pages



A friendly reminder to follow our Social Media Pages

- ◆ [FACEBOOK - District of Parry Sound Social Services Administration Board](#)
- ◆ [FACEBOOK - Esprit Place Family Resource Centre](#)
- ◆ [FACEBOOK—EarlyON Child and Family Centres in the District of Parry Sound](#)
- ◆ [LINKEDIN—District of Parry Sound Social Services Administration Board](#)
- ◆ [INSTAGRAM—Esprit Place Family Resource Centre](#)



Social Media

Facebook Stats

District of Parry Sound Social Services Administration Board	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024
Total Page Followers	513	521	530	547	556	556
Post Reach this Period (# of people who saw post)	2,667	4,324	2,441	5,647	4,003	3324
Post Engagement this Period (# of reactions, comments, shares)	287	305	289	724	392	413

Esprit Place Family Resource Centre	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024
Total Page Followers	133	151	175	181	183	186
Post Reach this Period (# of people who saw post)	92	5,743	1,610	283	214	241
Post Engagement this Period (# of reactions, comments, shares)	16	624	292	14	3	127

DSSAB LinkedIN Stats https://bit.ly/2YyFHIE	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024
Total Followers	444	444	444	450	456	462
Search Appearances (in last 7 days)	49	52	25	20	69	68
Total Page Views	49	48	30	47	40	54
Post Impressions	1,036	570	368	815	575	697
Total Unique Visitors	22	18	16	15	21	25

NEW! Instagram - Esprit Place Family Resource Centre https://www.instagram.com/espritplace/	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024
Total Followers	0	55	59	64	74
# of posts	0	18	19	21	23

Licensed Child Care Programs

Total Children Utilizing Directly Operated Child Care in the District February 2024

Age Group	Fairview ELCC	First Steps ELCC	Highlands ELCC	Waubeek ELCC	HCCP	Total
Infant (0-18M)	1	2	0	2	18	24
Toddler (18-30M)	12	7	15	21	24	79
Preschool (30M-4Y)	17	13	20	32	52	135
# of Active Children	30	22	35	55	96	238

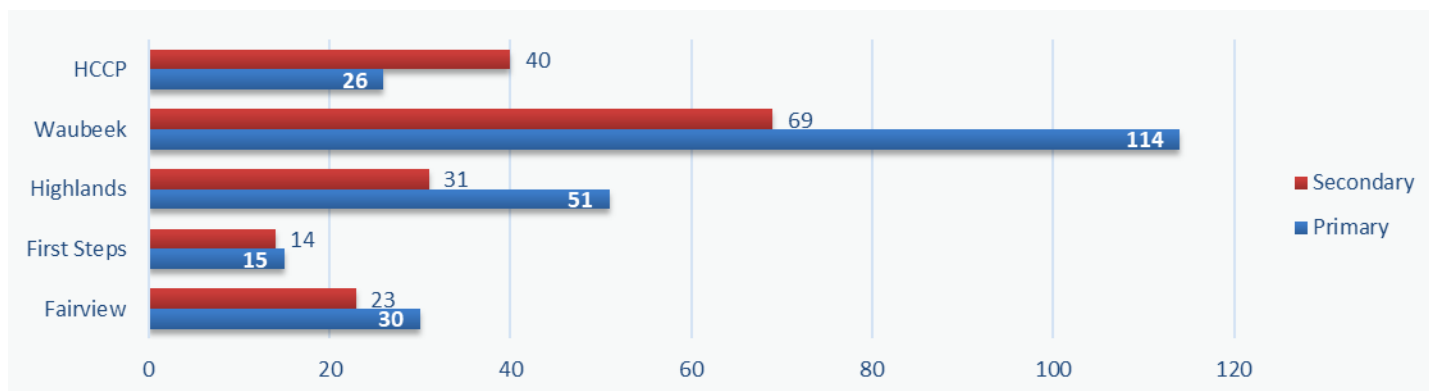
Staffing continues to be a struggle, with many opportunities for staff to move locations and programs as vacancies have become available. We are seeing a positive trend in the number of qualified applicants being received, and a slight increase in the casual staff roster. The programs are enjoying the warmer weather this past month, spending more time with the children outside exploring their environments. The child care centres are in the process of training more staff in the Seeds of Empathy program and will continue to offer the empathy-based learning opportunities to the preschool-aged children through adult-led visits with an infant from their community. The Home Child Care Program (HCCP) was able to open a new home in the town of Sundridge in January and a second new home in Novar could be open by the end of April. The HCCP staff have received an increase in the number of serious inquiries for potential providers, however, with the Ministry of Education’s Directed Growth Strategy now in effect, these enquiries have been placed on a waiting list in the event an opportunity to open a home in the future becomes available.

School Age Programs February 2024

Location	Enrollment	Primary Waitlist	Secondary Waitlist
Mapleridge After School	26	7	7
Mapleridge Before School	10	0	0
Mapleridge Summer Program	N/A	13	0
Sundridge Centennial After School	12	7	1
Home Child Care	32	2	2
# of Active Children	86	22	6

The Mapleridge Summer Program will be offered again this July and August with 13 spaces being filled by 4 –6-year-olds, with 9 children currently enrolled. The Mapleridge & Sundridge School Age programs are operating at capacity. All district school boards have distributed the 2024-2025 School Age Program needs survey and we will continue to work with them to ensure that both current programs are viable.

Directly Operated Child Care Waitlist by Program February 2024



The blue bar indicates the current number of children currently needing care that cannot be accommodated. The red bar shows the number of children that will be needing care in future months.

All program supervisors have updated the program waitlists, removing families that no longer required care in preparation for a centralized district-wide wait list program. Currently, there are 236 non-unique children listed on the Directly Operated Child Care Programs waiting lists and 178 non-unique children to be in need of care for 2025-2026. Families are starting to call program supervisors looking for Before and/or After School care in the fall of 2024 with 22 children on the immediate waitlist.

Inclusion Support Services February 2024

Age Group	EarlyON	Licensed ELCC's	Monthly Total	YTD Total	Waitlist	New Referrals	Discharges
Infant (0-18M)	0	1	1	1	1	1	0
Toddler (18-30M)	6	6	8	8	2	1	0
Preschool (30M-4Y)	6	31	37	37	3	1	0
School Age (4Y+)	4	20	24	22	0	1	1
Monthly Total	10	56	66	-	6	4	1
YTD Total	10	56	-	68	13	5	2

The ISS Resource Consultants are currently supporting 3 newcomer children from India and the Ukraine as they transition to the licensed child care programs. The program is in the process of expanding services to include Indigenous-led Child and Family settings and are making active connections through joint planning with the Indigenous partners, which will include Resource Consultant support for children in their communities.

**EarlyON Child and Family Programs
February 2024**

Activity	February 2024	YTD
Number of Children Attending	1028	1909
Number of New Children Attending	42	65
Number of Adults Attending	690	1276
Number of Virtual Programming Events	12	22
Number of Engagements through Social Media	413	1130
Number of Views through Social Media	10544	30451

In February, the EarlyON Virtual Program staff started to offer wellness checks, upon request, using the virtual platform. These checks provide isolated families the opportunity to speak with an EarlyON facilitator and receive individualized support and resources on a variety of topics including child development, community services, and other topics of interest (ie. toileting, feeding and nutrition, socialization, behaviour challenges, etc). A Family Fun Night was held at the Sound Community Hub with over 60 people in attendance, and staff are currently collaborating with the Town of Parry Sound to host a family Earth Day event. We are happy to share that, in February, a program staff member was able to start visiting EarlyON locations across the district to offer French programming and we are receiving very positive feedback regarding this initiative.

Child Care Service Management Update

As we move into 2024, we are working to find quality professional development opportunities for educators and providers in our district. As workforce funding has now concluded, the focus for professional development will be around providing training opportunities that will benefit the whole sector, rather than individual educators & providers. Along with training opportunities, educators and providers now have access to the expansive Padlet resource lending library. The library contains resources and early learning kits to support and assist educators both personally and professionally.

As we continue to navigate CWELLC funding we are also learning new billing and attendance processes for child care. These new processes have led to some barriers and challenges and have brought forward new questions and conversations from operators and families. We are continuing to work through these challenges to keep families and operators informed. Maintaining ongoing communication is the priority moving forward.

In March, the quality assurance supervisor and program support worker visited the Great Beginnings program to do a short presentation on finding child care in the district of Parry Sound. Present during the workshop were 28 new moms and their babies. The feedback from the session was focused on the ongoing struggles of finding child care in our area. The group wanted to learn more about what child care options are available in our district and how best to find quality care.

Funding Sources for District Wide Childcare Spaces

February 2024

Active	# of Children	# of Families
CWELCC*	82	79
CWELCC Full Fee	206	202
Extended Day Fee Subsidy	1	1
Fee Subsidy	40	27
Full Fee	23	21
Ontario Works	5	4
Total	357	334

Exits	# of Children	# of Families
Extended Day Fee Subsidy	2	2
Total	2	2

* CWELCC – Canada-Wide Early Learning Child Care; eligible for children 0 - 6

Funding Source - New	# of Children	# of Families
CWELCC	1	1
CWELCC Full Fee	1	1
Fee Subsidy	1	1
Ontario Works	1	1
Total	11	11

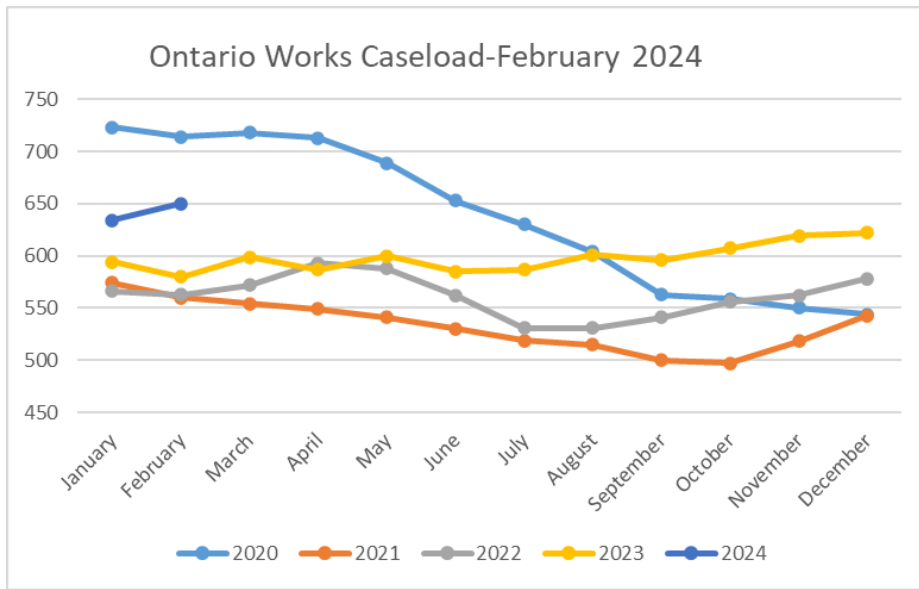
Income Support & Stability Divisional Update

Bridges Out of Poverty/Transformational Case Management Training – In preparation for Employment Services Transformation, we submitted a one-time funding request to MCCSS (which was approved) in late 2023 to secure a new training opportunity offered through the City of Peterborough Ontario Works in conjunction with Aha Training. This training would support the agency as a whole, and the income support and stability team, in preparing for Employment Services Transformation (EST) with a common language. This training program utilizes the Bridges Out of Poverty foundation, framework, and coaching skills. The training is divided into 4 parts. It aims to provide staff with a deeper understanding of poverty dynamics and equip them with tools to better support clients from impoverished backgrounds. We have chosen to make this training available to all staff to further support integration and help us speak a common language. By adopting this approach agency-wide, we strive to enhance our effectiveness in serving marginalized communities and promote sustainable pathways out of poverty. We also invited our community partners to attend the Bridges Out of Poverty sessions and had attendance from 14 participants from partners such as CMHA, Employment North and Almaguin Adult Learning Centre.

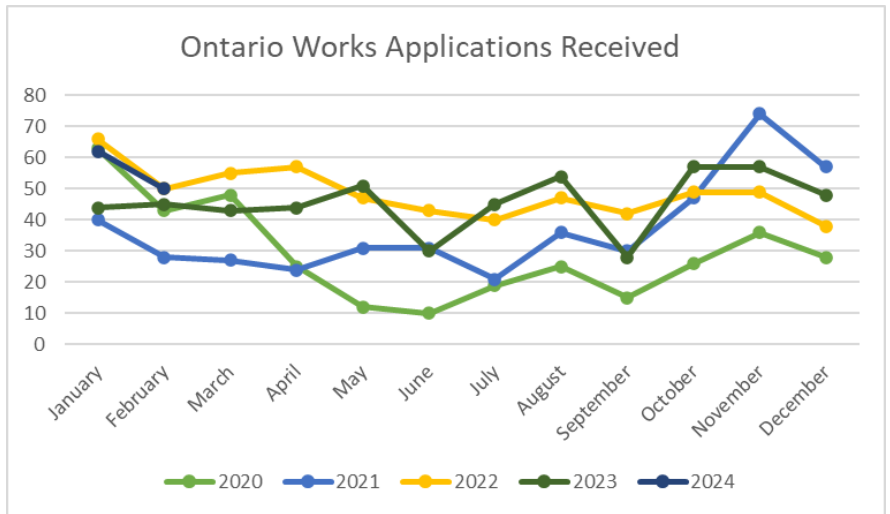
The four parts of the training program are 1. Bridges out of Poverty – Individual Lens, 2. Bringing your Best Self to Human Services, 3. Coaching for Life Stabilization, 4. Creating a Person-Centered Workplace Culture. These sessions began in February and will conclude in September.

Additionally, as the nature and scope of our work continues to shift towards life stabilization and coordinating person-centred supports, we continue to train new and ongoing staff with other foundational training such as Trauma Informed Care and Trauma Informed Care Leadership. Provided to our staff in late 2022 (along with Motivational Interviewing), Trauma Informed Care was attended by our new hires in February and facilitated by the Ontario Municipal Social Services Association (OMSSA). Trauma Informed Care Leadership was run in March and facilitated by OMSSA. The importance of these foundational concepts builds and renews the staffs understanding of trauma, and its impacts, so that staff can provide more effective and empathetic supports. It will assist in preventing re-traumatization, and it allows for an enhanced collaboration when working with those individuals who have experienced trauma. Staff will be able to recognize trauma and refer to appropriate supports and community partners. These trainings will also reduce employee burnout while offering professional development. Trauma Informed Care Leadership sets the foundation for a workplace that plays a role in fostering trauma informed culture, modeling empathy, prioritizing staff well being and allocating resources for training and other supportive initiatives.

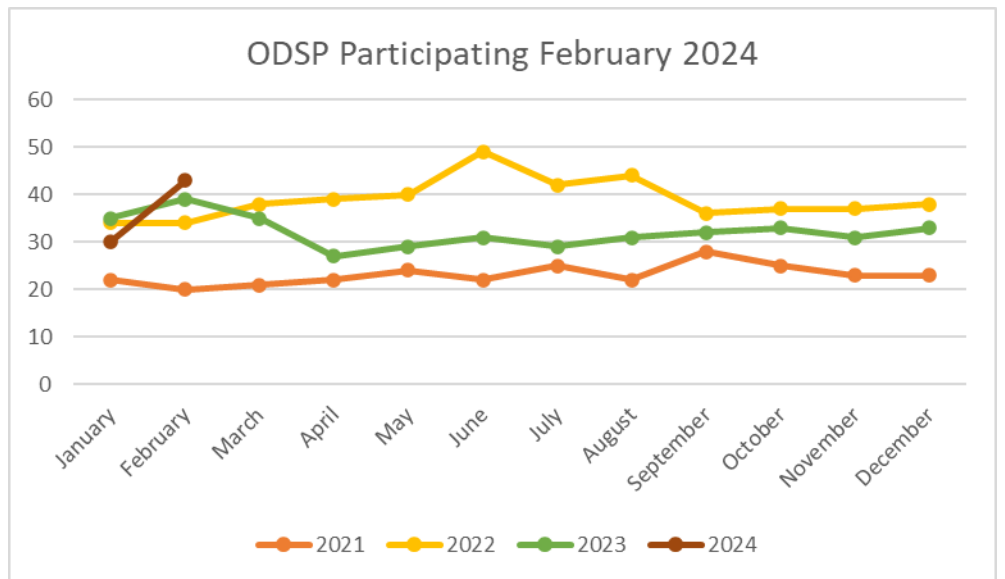
Mental Health First Aid - On February 22nd, Income Support and Stability staff from across the district joined up with Employment North for a full day of virtual training on Mental Health First Aid. This training aligns and supports our shift towards life stabilization case management with Ontario Works and Housing Stability clients. Staff learned how to identify signs of mental illness, offer initial support, and guide individuals towards appropriate professional help. The training also covered a variety of mental health disorders, crisis intervention techniques and self care strategies. The hope is that it will equip staff to better support those experiencing mental health difficulties and contribute to reducing the stigma that a large majority of our Ontario Works & Housing Stability clients must deal with.



Ontario Works Intake - Social Assistance Digital Application (SADA) & Local Office Ontario Works Applications Received

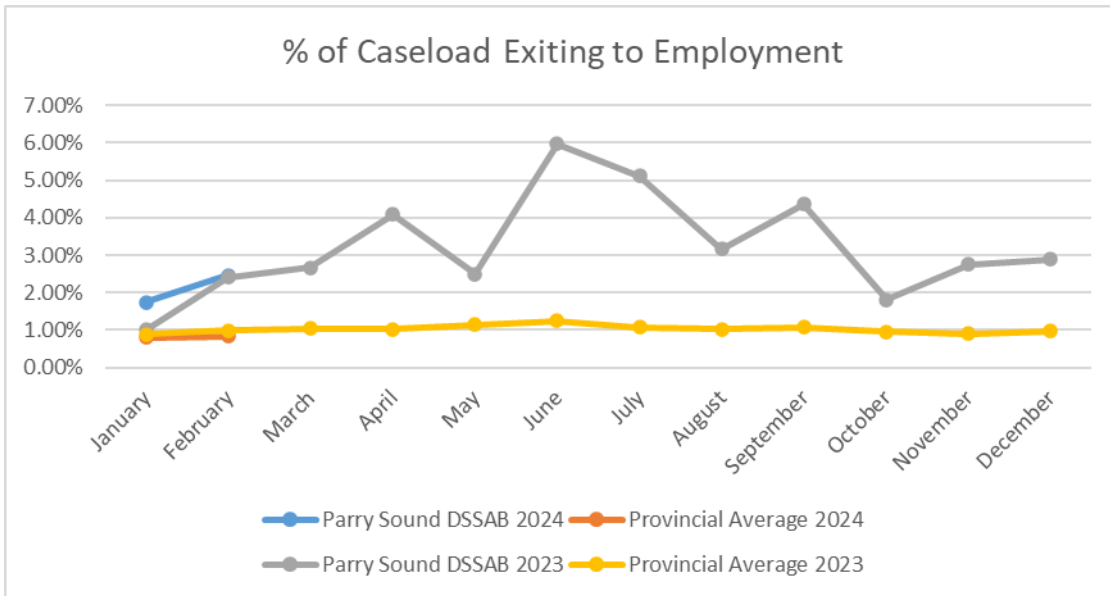
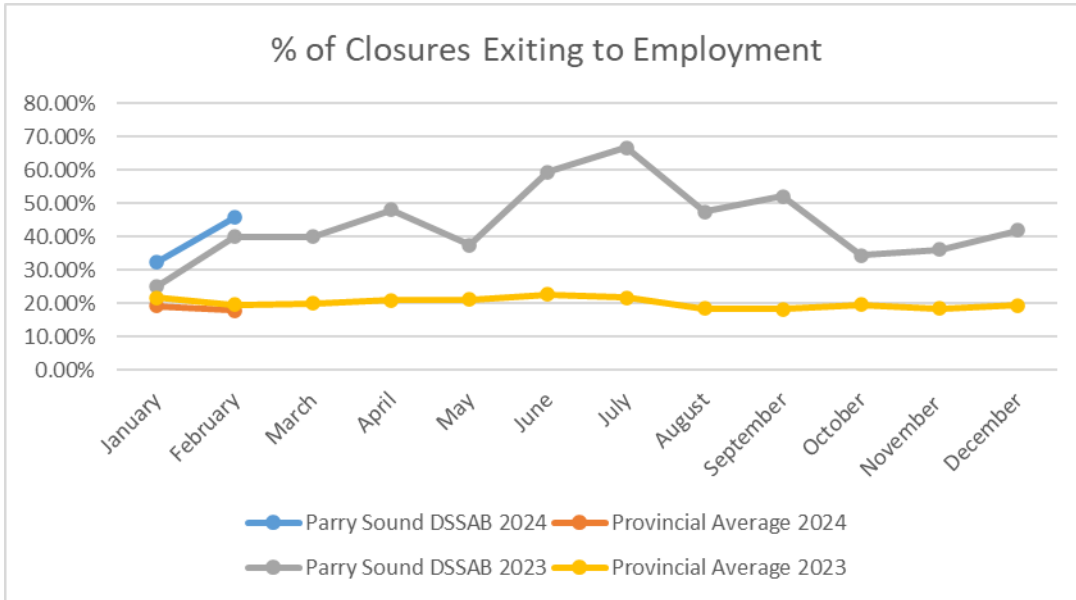


ODSP Participants in Ontario Works Employment Assistance



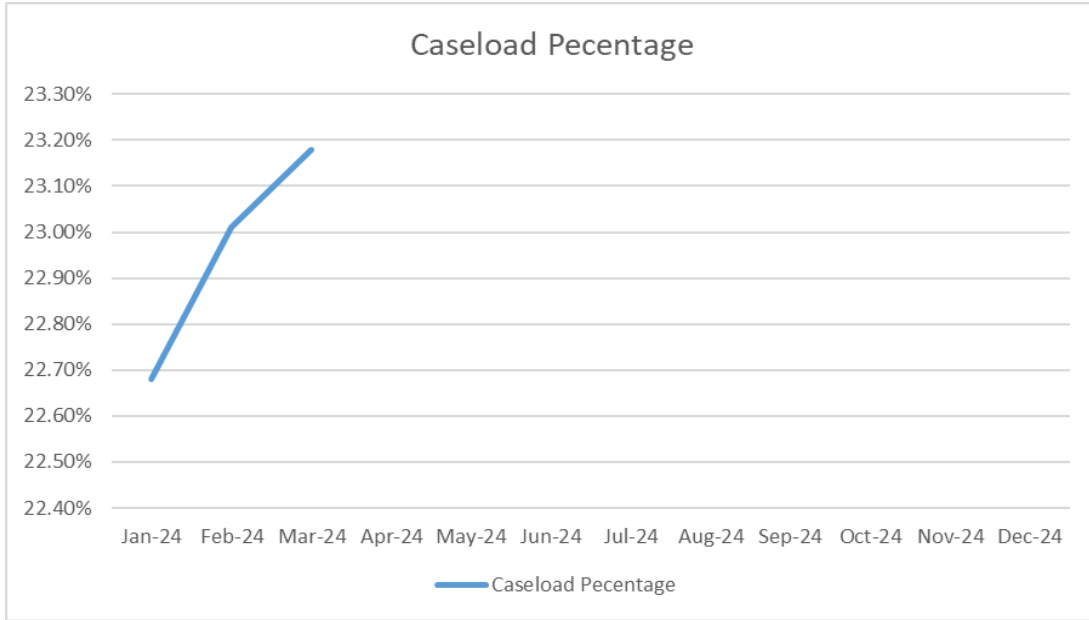
The OW Caseload as of the end of February is **650**. We are supporting **43** ODSP participants in our Employment Assistance program. We also have **54** Temporary Care Assistance cases. Intake was steady month over month. We had **50** Ontario Works Applications (33 of those online through SADA) in the month of February.

Employment Assistance & Performance Outcomes

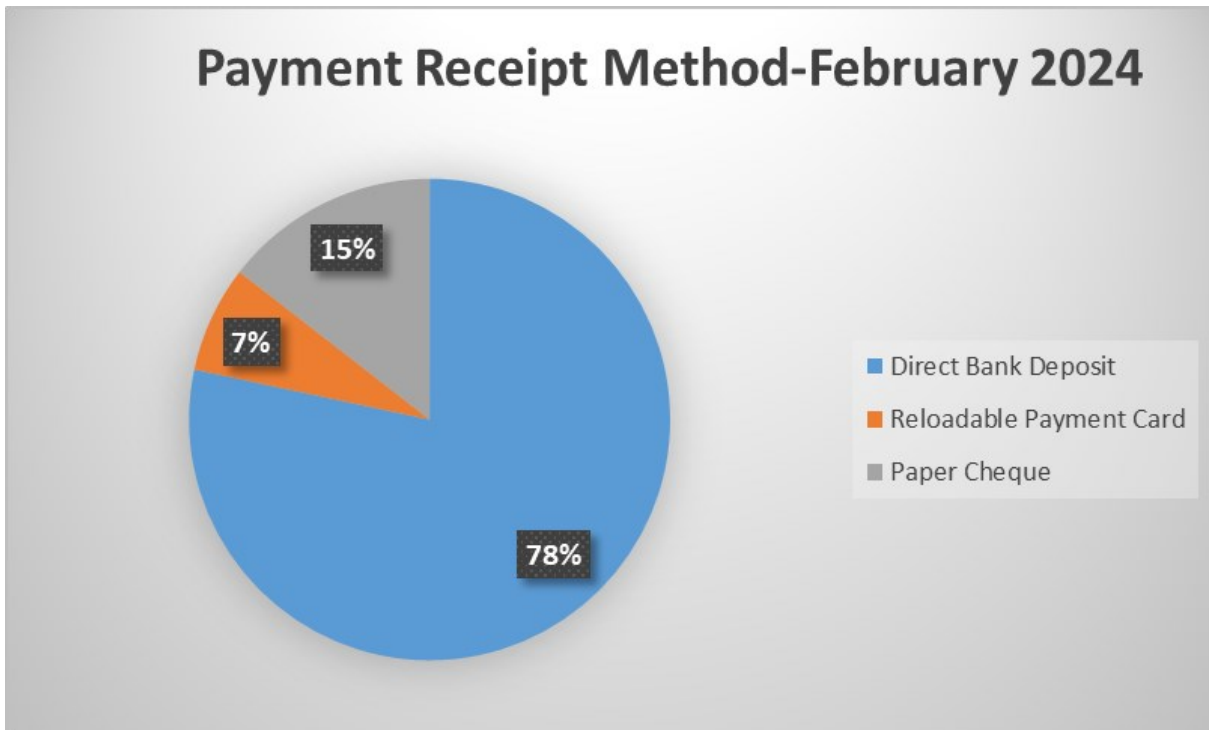


Our Employment Outcomes performance remains strong as we continue to trend above our 2023 performance and well beyond the provincial average. Additionally, 5.4% of the caseload exited the program.

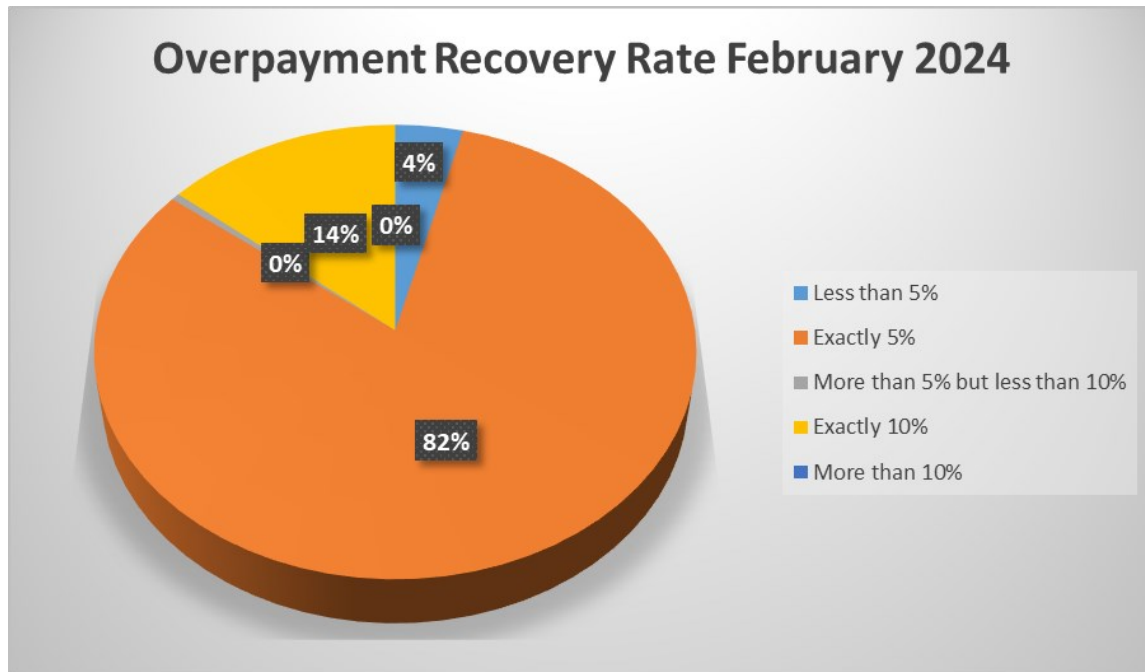
MyBenefits Enrollment 2024



DBD Enrollment



Overpayment Recovery Rate



Ontario Works Update

The Employment Placement Program, in collaboration with Employment North, was renewed for another year. This year the program will allow for 6 new clients and placements.

The goal of this initiative is to entice employers by offering incentives for hiring these individuals. This not only benefits the clients by providing employment opportunities, but also helps strengthen the local workforce.

Participant Record Management is a new Ministry led initiative which went live on February 26th. Income Support & Stability worked on establishing new processes and policies to align with the ministries expectations. This initiative aims to streamline the data entry of new records in SAMS to reduce duplications and confusion when issuing payments.

NOSDA OW Directors Meeting The Director of Income Support & Stability, along with the other Northern Ontario Service Deliverers Association (NOSDA) Ontario Works Administrators, attended an Employment Services Transformation information session with Ministry of Children, Community and Social Services (MCCSS) in anticipation of our onboarding to the new model as part of Phase 3 SSM selection.

Partnership with Elizabeth Fry of Simcoe/Muskoka To continue to support our Under 18 Ontario Works participants, we have renewed our service agreement with the Elizabeth Fry Society of Simcoe/Muskoka to provide trustee support to those participants, as required by the Ontario Works Act.

Housing Stability Program - Community Relations Workers

Support

All services performed, provided, or arranged by the Homelessness Prevention Program staff to promote, improve, sustain, or restore appropriate housing for individuals active within the Homelessness Prevention Program, periodically within the month, not requiring intense case management.

February 2024 Income Source	East	West
Senior	12	14
ODSP	11	26
Ontario Works	5	15
Low Income	23	33

Intense Case Management

Intense Case Management involves the coordination of appropriate services and the provision of consistent and on-going weekly supports, required by the individual to obtain, and sustain housing stability.

February 2024 Income Source	East	West
Senior	13	18
ODSP	4	14
Ontario Works	8	15
Low Income	9	54

Contact/Referrals

February 2024	East	West	YTD
Homeless	1	4	8
At Risk	1	7	13
Esprit Outreach Homeless	0	0	0
Esprit Outreach at Risk	0	0	0
Esprit in Shelter	0		3
Program Total	21		

Short Term Housing Allowance

	Active	YTD
February 2024	3	3

Housing Stability: Household Income Sources and Issuance from HPP:

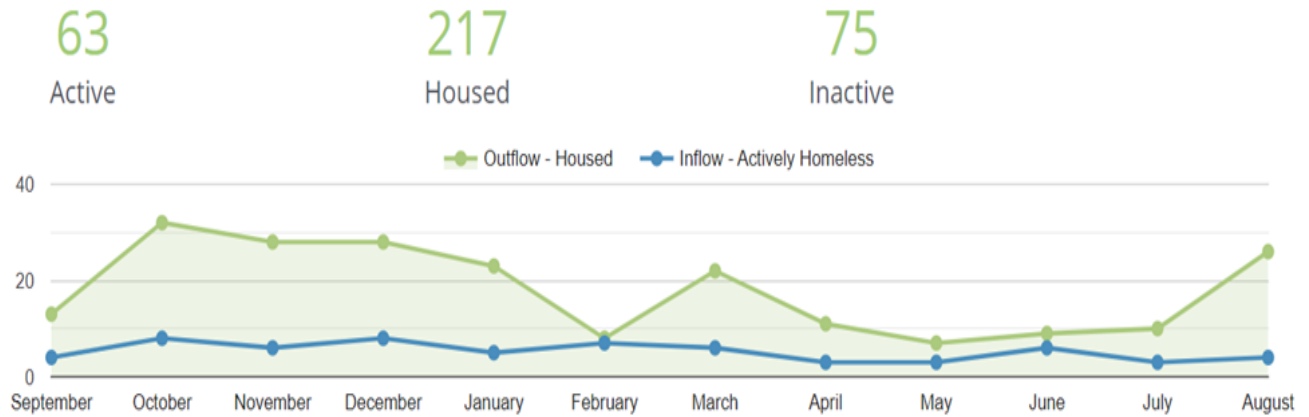
February 2024 Income Source	Total	HPP	February 2024 Reason for Issue	Total
Senior	5	\$1,227.00	Rental Arrears	\$5,275.00
ODSP	2	\$59.00	Utilities/Firewood	\$732.19
Ontario Works	3	\$1,429.00	Transportation	\$
Low Income	1	\$1,075.80	Food/Household/Misc	\$6,494.69
			Emergency Housing	\$
			Total	\$12,501.88

Ontario Works: Household Income Sources and Issuance from HPP

February 2024 Income Source	Total	HPP
ODSP	8	\$8,438.69
Ontario Works	5	\$4,063.19

February 2024 Reason for Issue	Total
Rental Arrears	\$5,275.00
Utilities/Firewood	\$732.19
Food/Household/Misc.	\$6,494.69
Total	\$12,501.88

**By-Name List Data
September 1, 2021– February 29, 2024**



Housing Stability Update

Encampment Tracking – In response to the need for a more effective management of homeless encampments in our district, our organization has developed and implemented a new approach for tracking within our own internal system called FIIT. This method aims to track the homeless population in conjunction with our By Name List. This new tracking system will enhance our ability to provide targeted support and resources to those in need. The benefits will have real time updates and data integration with our collaborative platform that can be viewed by anyone in the agency that has access to our program.

Northern Cohort CAEH – The Canadian Alliance to End Homelessness (CAEH) established a working group that focuses on housing and homelessness solutions in Northern Ontario. This group is facilitated by CAEH and acknowledges the region's unique needs and demographics. Income Support supervisors attend these meetings quarterly with the intention of building relationships with other members of the cohort. The group aims to strategize and implement tailored solutions to effectively address homelessness in the area. By bringing together representatives from the other northern District Social Services Boards (DSSAB's) and Consolidated Municipal Service Managers (CMSM's), the group seeks to coordinate efforts and leverage resources to provide comprehensive support to individuals experiencing homelessness in Northern Ontario. The goal of this group is to share ideas, leverage expertise and bring awareness to the challenges faced to the northern Ontario population and human services workers.

Income Tax Clinics- A free income tax clinic was held at our office in Parry Sound on March 12th. This clinic was able to support over 45 individuals with their personal tax needs. Many social assistance recipients are eligible for various tax credits and benefits such as Canada Child Benefit, GST, Trillium, Climate Action Incentive, one time housing top up to the Canada Housing Benefit and many more. By assisting recipients in filing their taxes accurately and claiming all available credits, it empowers individuals to better manage their finances and help alleviate financial stress. Many recipients that access low-income housing are required to file their taxes. This clinic allows for seamless annual rental reviews, ensuring their rent is not impacted for failing to complete the reviews. This clinic was a huge success thanks to frontline staff and Sudbury Credit Counseling.

Housing Programs

**Social Housing Centralized Waitlist Report
February 2024**

	East Parry Sound	West Parry Sound	Total
Seniors	47	132	179
Families	124	431	555
Individuals	493	197	690
Total	664	760	1424
Total Waitlist Unduplicated			459

**Social Housing Centralized Waitlist (CWL) 2023 - 2024 Comparison
Applications and Households Housing from the CWL**

Month 2023	New App.	New SPP	Cancelled	Housed	SPP Housing	Month 2024	New App.	New SPP	Cancelled	Housed	SPP Housing
Jan	5	1	13			Jan	3		2	1	
Feb	5	1	10			Feb	5		11	1	
Mar	6		35			Mar					
Apr	11		17	6		Apr					
May	13	2	9	2		May					
June	9	1	2	1		June					
July	5	1	5	1		July					
Aug	14	1	3	1		Aug					
Sept	12		4			Sept					
Oct	8	1	1	4	2	Oct					
Nov	12		3			Nov					
Dec	1		2	3	3	Dec					
Total	101	8	104	18	5	Total	8		13	2	

SPP = Special Priority Applicant

Housing Programs Update

Housing Programs has been busy in the first quarter of 2024 working on a centralized waitlist update. We are working through each file to ensure that all information is accurate and those on our list remain eligible. Updated forms were due back at the end of February, however, we have received just over 100 of the nearly 400 updates we sent out, so there is more work to come in contacting applicants to update their files. In February, we saw 5 new applications, and 11 cancelled, with one due to being housed. The other files were cancelled at the applicant's request, or we were informed they had passed away.

The Ministry of Municipal Affairs and Housing recently sent out a Social Housing Notification regarding Special Priority and Rent Geared to Income assistance. They have released a guide that is intended to support both Service Managers who administer the policy, and service providers who work with survivors of abuse and trafficking. The guide includes information on the following:

- Special Priority Policy rules and related RGI assistance rules
- Supports and services for survivors, and
- Training opportunities for Service Managers and service providers

The ministry has also released a webpage on Ontario.ca for survivors of abuse and trafficking, the public, and service providers who work with survivors. The webpage includes general information on the Special Priority policy, RGI assistance and how to apply. The webpage can be found by following this link: [Priority access to housing for survivors of abuse and trafficking | ontario.ca](https://www.ontario.ca/priority-access-to-housing-for-survivors-of-abuse-and-trafficking)

We have seen an increase in Special Priority applications since COVID. From 2020 into the first quarter of 2024, we have received over 60 applications to the special priority program. Of those, 38 applications were complete, and 23 were approved. Of those approved, 22 were domestic violence incidents, and 1 was human trafficking. We have seen 14 of those applicants housed. These numbers speak to the increase we have seen in domestic violence, as well as the state of the housing crisis we are experiencing.

Our department recently received and approved an application to our Additional Units Program. The funding comes in the form of a forgivable loan and allows for the creation of an affordable unit within the homeowners' main place of residence, or property. The rent for the additional unit must remain 20% below the average market rent for the area and must maintain affordability for a period of 15 years. Potential tenants for the additional unit are screened by Housing Programs to ensure that they meet the eligibility criteria for affordable housing. This program is a great resource for the residents of the District of Parry Sound to access to provide more affordable housing options for their loved ones, friends, and community members.

Housing Programs has also continued to receive and approve Ontario Renovates Accessibility Grants. These grants provide funding to homeowners to complete renovations that increase the safety and accessibility of their home, allowing them to remain in their homes as they age. In 2023, and the first quarter of 2024, we approved 6 grants, and provided almost \$30,000 in funding. Most requests are for wheelchair ramps, but also for accessible showers and tubs, grab bars, and widened doorways.

**Parry Sound District Housing Corporation
February 2024**

Activity for Tenant and Maintenance Services

	Current	YTD
Move outs	2	7
Move in	2	4
L1/L2 forms	1	1
N4 - notice of eviction for non payment of rent	1	1
N5 - notice of eviction disturbing the quiet enjoyment of the other occupants	1	2
N6 - notice of eviction for illegal acts or misrepresenting income for RGI housing	0	0
N7 - notice of eviction for willful damage to unit	0	1
Repayment agreements	5	28 (19 carried from 2023)
No Trespass Order	0	3
Tenant Home Visits	11	37
Mediation/Negotiation/Referrals	20	42
Tenant Engagements/Education	0	2

Tenant Services Update

During the first quarter of 2024, Tenant Services has been very busy with the tenant and maintenance software update. We continue to work closely with the Finance Department in efforts to streamline rent charges, payments, and tenant ledgers to mitigate rental arrears. Also, with new modules of YARDI being implemented, Tenant Services is preparing to support tenants with obtaining email addresses, setting up accounts for the upcoming launch of the new Tenant Portal. This Portal will allow the tenant to pay rent, make maintenance requests, and view their payment history. This is a large project, therefore will take a while to roll out fully, but we are excited to share this with our tenants.

We look forward to building our team to help accommodate some additional tasks related to the above changes, and other initiatives including coordinating educational opportunities for tenants.

Over the spring and summer months Tenant Services will be offering educational opportunities to tenants, with a focus on our family units . For many families, the dynamics of the household has changed significantly since they originally moved in, and they are in need of support to restore a healthy understanding of Rent Geared to Income (RGI) intentions and purpose. There is also a need to work on strengthening their relationships with the Community Relations Workers so that they can access assistance with paperwork or navigating other programs and community services.

**Property Maintenance
February 2024**

Pest Control		3 buildings are currently being inspected monthly for bedbugs; 14 units have been treated
Vacant Units	14	one-bedroom (10); multiple bedroom (4) (not inclusive of The Meadow View)
Vacant Units - The Meadow View	3	one-bedroom market units available
After Hours Calls	10	After hours for February: Wellness check, Reliance requiring access, Fire Supervisory, signal trouble, reset required. On call contracted to outside service provider.
Work Orders	42	Work orders were created for maintenance work and related materials for the month of February
Fire Inspections		In the month of February, annual inspections were done for 1 apartment building

**Maintenance Quarterly report
February 2024**

Staff attended the Bridges Out of Poverty and Bringing Your Best Self to Human Service Delivery. Both training opportunities were relevant to the services delivered by the Housing Operations Department.

The Maintenance Program was busy within the month of March initiating annual inspections of all units within the Parry Sound District Housing portfolio.

**Capital Projects
February 2024**

Duplex Project: Deficiency walk through was done in January, with minimal deficiencies. Final Occupancy signed off in March.

Esprit Renovation Project: Finalizing drawings, tender review and final tender posted in March.

Window Replacement Project: 5 storey building in Parry Sound; Tender posted to the public in March.

Underground water pipe leak investigations occurred; development of remedial plan in place; work to be carried out in April 2024.

Asbestos abatement, and mould remediation carried out within family homes, resulted in one family temporary displacement.

Drain repair for a childcare center.

**Esprit Place Family Resource Centre
February 2024**

Emergency Shelter Services	February 2024	YTD
Number of women who stayed in shelter this month	8	14
Number of children who stayed in the shelter this month	1	3
Number of hours of direct service to women (shelter and counselling)	291	568
Number of days at capacity	0	0
Number of days over capacity	0	0
Overall capacity %	33%	49%
Resident bed nights (women & children)	95	294
Phone interactions (crisis/support)	20	37

Transitional Support	February 2024	YTD
Number of women served this month	1	1
Number of NEW women registered in the program	1	1
Number of public ed/groups offered	0	0

Child Witness Program	February 2024	YTD
Number of children/women served this month	2	2
Number of NEW clients (mothers and children) registered in the program	1	1
Number of public ed/groups offered	0	0

Esprit Place Family Resource Centre Update

Esprit Place experienced a bit of a slowdown in admissions to the shelter during the early part of this year. This has provided a much-needed reprieve for Esprit Place staff and has allowed them to focus on supporting current shelter clients, shelter upkeep, policy development and review, and ongoing training and professional development. Outreach clients, crisis calls, and connection with community partners have continued to be busy during this period.

Report #: 8.1
Subject: Ontario Works Rates
To: Board Members
Presented By: Tammy MacKenzie, CAO
Prepared By: Jeff Degagne, Director of Income Support & Stability
Date: April 11, 2024

Resolution:

THAT the District of Parry Sound Social Services Administration Board calls upon the Premier and the Minister of Children, Community and Social Services to set Basic Needs and Shelter Rates for Ontario Works according to locally defined market basket of essential goods, including transportation, telephone, average market rents and a nutritious food basket, that are adjusted annually according to the Consumer Price Index;

AND THAT a copy of this resolution be sent to the Premier of Ontario, the Minister of Children, Community and Social Services, local Members of Provincial Parliament, member municipalities, the Ontario Municipal Social Services Association, the Northern Ontario Service Deliverers' Association, and the Association of Municipalities of Ontario.

Report:

Ontario Works (OW) rates for Basic Needs and Shelter have not been increased since 2018. Since that time, the cost of a fixed basket of consumer products has risen 18.67% between 2018 and December 2023, according to the Bank of Canada.

Additionally, the housing market, since COVID-19, has seen a greater demand for rental units, resulting in escalating rental rates. Social Assistance shelter rates are well below average market rent in Ontario. This creates additional challenges and pressures for individuals on Ontario Works to access safe and stable housing. In our district, 85% of the caseload rents from the private market.

Locally, 68% of the OW caseload in 2023 were single people, of which the maximum assistance they can receive from Ontario Works is \$733. This leads to intense pressures for individuals to maintain housing, food security, and transportation (needed to support employment).

From a Housing Stability and Homelessness perspective, 35% of individuals on our By Name List for homelessness in the district are on Ontario Works. 5% of the caseload self-identify that Housing Stability is their biggest barrier to employment and self-sustainability. In 2023, 191 OW participants accessed Homelessness Prevention Program funding due to either being homeless or were at risk of homelessness, which equals 33% of all program requests.

Report #: 8.2
Subject: Broadway Transitional Housing Program
To: Board Members
Presented By: Tammy MacKenzie, CAO
Prepared By: Jeff Degagne, Director of Income Support & Stability
Date: April 11, 2024

For Information

Report:

As reported to the Board in May 2023, included in the 2023-24 Homelessness Prevention Program Investment Plan to MMAH was a plan to begin Transitional Housing programs in the district to serve those on our By Name List, filling a gap in our housing continuum. In partnership with our LHC, who has converted duplexes at 15A & 15B Broadway Ave. in South River into 2 1 bedroom units and 2 2 bedroom units (for a total of 6 bedrooms), our Income Support and Stability division (Ontario Works and Housing Stability programs) will begin operating transitional housing.

This intensive invite-only program will serve eligible individuals on our By Name List that require additional support to obtain and maintain safe and stable housing. Each participant will develop an Action Plan with their Community Relations Worker or Case Worker. Progress Meetings will take place weekly (more as required).

Coordination of wraparound supports with our community partners will be crucial to the success of participants. Examples of wrap around supports provided include our Mental Health and Addictions Worker from the West Parry Sound Health Centre, Community Paramedicine, the Nurse Practitioner-Led Clinics, housing stability resources and supports through our Housing Stability team and life stabilization and financial assistance through Ontario Works.

Additionally, the location of the transitional program also provides proximity to additional supports like Employment Ontario programs, the Food Bank, grocery stores and our 16 Toronto Ave office, where Child Care and Early On supports could be offered if appropriate, as part of their Action Plan.

We anticipate that the program will begin operation later this Spring.



Report#: 8.3
Subject: Tender: Esprit Place Renovation
To: Board Members
Presented By: Shannon Johnson, CFO
Prepared By: Shannon Johnson, CFO
Date: April 11, 2024

Resolution:

THAT the Board direct staff to award the tender for the extensive renovations to WS Morgan Construction in the amount of \$1,159,380.00 inclusive of HST, and to carry 10% contingency in the amount of \$115,938. For a total amount of \$1,275,318.

Report:

The DSSAB, with assistance from Housing Services Corporation, has prepared a tender that will address the needed renovations for the Esprit Women's Shelter

Scope of Work

Update kitchen area to include an opening to allow more space; structure repairs required as per Building Code where required as per renovation, to include the HVAC system, and electrical panel; installation of a fire panel; update interior doors, security systems, and washrooms; repair ramp and provide proper drainage on the exterior; removal of exterior sagging canopy in courtyard; brick restoration, new painting, and flooring throughout

Tender Timeline

TASK	TARGET DATE
Posting of tender	Monday, March 11 th , 2024
Mandatory site meeting location: 3A Beechwood Dr. Parry Sound, P2A 1J2	Monday, March 18 th , 2024 @ 10:00 am EDT
Deadline for questions	Wednesday, March 20, 2024, by 2:00 pm EDT
Answers to questions and distribution of addenda, as required	Monday, March 25 th , 2024
Tender Closing Date	Tuesday, April 2nd, 2024, by 2:00 pm EDT
Public Tender Opening (optional) via conference call	Tuesday, April 2nd, 2024, 3:30 pm EDT
Evaluation of Bids	Tuesday, April 2 nd to week of April 8 th , 2024
Tentative Award of Contract	Week of April 8 th , 2024
Agreement to Take Effect	Week of April 15, 2024
Completion of Work	Friday, November 29 th , 2024

Mandatory Site Visits

Five (6) construction companies attended the mandatory site visit, March 18th, 2024, at 10:00 am.

Tender Submission

Received two (2) tender submissions:

Contractor		Inclusive of HST
Anacond Contracting Inc.	\$2,082,000.00	\$2,352,660.00
WS Morgan Construction	\$1,026,000.00	\$1,159,380.00

Staff recommends awarding the tender for the renovation of Esprit to WS Morgan Construction in the amount of \$1,159,380.00 inclusive of HST. With the DSSAB carrying a 10% contingency of \$115,938. The project will commence on April 22, 2024, and have an anticipated completion date of November 29, 2024.

April 4, 2024

Trevor Kitchen
Senior Project Manager, Technical Services
Housing Services Corporation
P: 705-345-5714
sent via email to tkitchen@hscorp.ca

**Re: Tender Analysis
Esprit Place Renovation (DPSSSAB)
Our Project No. 2356**

Thank you for forwarding the results of the tender for the Esprit Place Renovation.

We understand there were two submissions as follows. The submissions were reviewed. Our notes are included below.

Anacond Contracting Inc. - \$2,082,000.00

- a completed Tender Form as per the Bid Documents.
- proof of Automobile, General Liability, Property and Equipment Insurance
- an agreement to Bond (50% Performance and 50% Labour and Material Payment)

W.S. Morgan Construction Ltd. - \$1,026,000.00

- a completed Tender Form as per the Bid Documents.
- proof of Automobile, General Liability, Property and Equipment Insurance
- an agreement to Bond (50% Performance and 50% Labour and Material Payment)

The lowest bid was received from **W.S. Morgan Construction Ltd.** from Parry Sound, Ontario. There was a large variance between the bid amounts. It is assumed that the lower bid would be preferred, so our review concentrated on the formality and quality of the lower bid only.

We were pleased to see the low bid submission was within \$6,700 of the construction estimate prepared on February 9, 2024. The submitted breakdown was not considered comparable to the estimate, but the overall amount was equivalent to the above estimate prior to applying the contingency. Mindful of several design clarifications at the end of design, this amount appears reasonable for the scope of work.

As noted in Schedule B of the bid form, W.S. Morgan have noted they will charge 20% OH&P for additional/deleted work. We often specify a maximum of 10-15% markup.

Timing

Regarding timing, the low bidder noted a construction duration of 32 weeks, 4 weeks sooner than the higher bidder.

Experience with the Low Bidder

In the past few years, we have performed multiple projects with the low bidder, W.S. Morgan. They have listed MFM as the mechanical subcontractor and Lynx as the electrical subcontractor. Neither BWA nor Suppa have worked with these subcontractors in the past.

The experiences with W.S. Morgan have been mostly satisfactory. There is a tendency to find added work for

changes, which will likely be a part of this renovation project. We have had no major issues with workmanship and quality.

We have no issue awarding to the low bidder. A contingency is always recommended for unforeseen issues. We recommend reviewing the insurance and bond certificates with your insurance provider.

Kindly advise us of your decision to proceed with the award for this work. Should you have any questions, comments or require any additional information, please do not hesitate to contact the undersigned.

Best regards,

A handwritten signature in black ink, appearing to read "Marcus Wheeler". The signature is fluid and cursive, with the first name "Marcus" written in a smaller, more legible script than the last name "Wheeler".

Marcus Wheeler, Partner/Architect
BEDS., M.Arch., OAA, MRAIC

RECOMMENDATION TO AWARD

Client: District of Parry Sound Social Services Administration Board
Attention: Sharon Davis
Project Address: 3A Beechwood Drive, Parry Sound
Subject: ITT #24-480-12 - Shelter Renovations (Esprit Place)

Project Scope

Shelter Renovations at 3A Beechwood Drive (Esprit Place).

Work includes various renovations to the interior and exterior of Esprit Place, including replacement of flooring, doors, trim and lighting throughout. Renovation of the kitchen, four existing washrooms, exterior deck replacement as well as upgrades to the mechanical and electrical throughout the building.

Issue of Tender Documents

Tender documents were made available to interested General Contractors on March 11, 2024. The ITT was posted on Bonfire with links to Bonfire on MERX, Biddingo.com, and the Client and HSC's websites.

Mandatory Site Visit

A mandatory site visit was held on March 18, 2024 at 10:00 am. Six Bidders were in attendance and are listed below:

1. Anacond Contracting
2. Helix
3. Quinan
4. Stuart and Hill
5. W.S. Morgan
6. Yousu Fi Renovation

Submissions

Two bids were received before the Closing Date of April 2, 2024 by 2:00 p.m.

A public tender opening was held on April 2, 2024 at 3:30 p.m via conference call. Attendance at

the public tender opening was optional. The Bidders and their prices were read out as noted below:

Anacond Contracting	Two million eighty-two thousand dollars excl. HST (\$2,082,000.00)
W.S. Morgan Construction	One million twenty-six thousand dollars excl. HST (\$1,026,000.00)

Representatives from both Bidders were in attendance.

Evaluations

All bids underwent a review for compliance with the mandatory requirements outlined in the ITT. All bids were deemed compliant.

HSC and the Consultant, Bertrand Wheeler, then reviewed the submissions and deemed W.S. Morgan Construction Limited, of Parry Sound, ON, as the low compliant bid in the amount of \$1,026,000.00 plus HST of \$133,380.00 for a total price of \$1,159,380.00.

Considerations

The low compliant bid was submitted by W.S. Morgan Construction Limited in the amount of \$1,026,000.00 plus HST of \$133,380.00 for a total price of \$1,159,380.00.

Recommendation

It is HSC’s recommendation that the District of Parry Sound Social Services Administration Board enter into a contract with W.S. Morgan Construction Limited to conduct the shelter renovations at 3A Beechwood Drive in Parry Sound (Esprit Place) in the amount of \$1,026,000.00 plus HST of \$133,380.00 for a total price of \$1,159,380.00.

Attachments:

Scoring Summary

(Signing page follows)

I agree with the details and recommendations outlined above and provide authorization to move forward with the recommendations contained in this document.

THE DISTRICT OF PARRY SOUND SOCIAL SERVICES ADMINISTRATION BOARD

<i>Your Name (please print):</i>	
<i>Title:</i>	
<i>Signature:</i>	
<i>Date:</i>	

Recommendation provided by:

<i>HSC Senior Project Manager, Technical Services</i>	Trevor Kitchen
<i>Signature:</i>	<i>Trevor Kitchen</i>
<i>Date: April 8, 2024</i>	



**ITT #24-480-12 - Parry Sound DSSAB – Shelter Renovations
Scoring Summary**

	Total	Pricing
Supplier	/ 100 pts	/ 100 pts
W.S. Morgan Construction Ltd.	100	100 (\$1,026,000.00)
ANACOND CONTRACTING INC.	49.28	49.28 (\$2,082,000.00)

Report #: 8.4
Subject: Revised Procurement Policy
To: Board Members
Presented By: Shannon Johnson, CFO
Prepared By: Shannon Johnson CFO &
Tammy MacKenzie, CAO
Date: April 11, 2024

Recommendation:

That the Board approves the Revised Procurement Policy as attached.

Report:

The Procurement Policy was last revised in April 2019, and has been amended to reflect revised purchase approval limits, and comply with Bill 84, Fewer Fees, Better Services Act.

The revised policy has been included for review.

<p>Procurement Policy</p> <p>Applies to: All</p>	<p style="text-align: center;"><u>BOARD & GENERAL</u></p> <p style="text-align: center;">Policy No. 1.01</p>	<p>Effective: January 2005</p> <p>Revised: April 2024</p>
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INTENT:

1. To ensure that The District of Parry Sound Social Services Administration Board (PSDSSAB or the Board) obtains the best value when purchasing goods or contracting services.
2. To maximize openness, accountability and transparency while safeguarding the assets, protecting the financial best interest of the PSDSSAB and allow for programming needs.
3. To promote and maintain the integrity of the procurement process and the controls necessary for a public institution, including adherence to the Supply Chain Code of Ethics.

Definitions

“Canadian Free Trade Agreement (CFTA)” is a national agreement that regulates trade between the provinces to ensure equal access to public sector procurement for all Canadian suppliers. The agreement aims to reduce barriers to the movement of persons, goods, services and investments within Canada.

“Award” means authorization to proceed with purchase of Goods and/or Services from a chosen Supplier.

“Board” means the Board of Directors of The District of Parry Sound Social Services Administration Board.

“Budget” means the budget or portion of the budget approved by the PSDSSAB Board.

“Chief Administrative Officer” or “CAO” means the head of operations at the PSDSSAB, his or her designate or any successor position thereto.

“Chief Financial Officer” or “CFO” means the head of financial operations at the PSDSSAB, his or her designate or any successor position thereto.

“Conflicts of interest” can occur, for example if employees:

- Have a financial or other personal interest in any transaction(s) during the proper discharge of their duties;
- Derive direct or indirect benefits from PSDSSAB contracts on which they can influence decisions;
- Demand, offer, or accept from a person who has dealings with the PSDSSAB, commissions, rewards, advantages, or benefits of any kind, directly or

Procurement Policy Applies to: All	<u>BOARD & GENERAL</u> Policy No. 1.01	Effective: January 2005 Revised: April 2024
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indirectly, themselves or through a member of their family, or through anyone else for their benefit;

- Knowingly accord preferential treatment to relatives, friends, or to organizations in which they, or relatives or friends, have an interest.

“Contract” means a binding agreement between two or more parties that creates an obligation to provide goods or perform services.

“Director” means the head of departmental operations at the PSDSSAB, his or her designate or any successor position thereto.

“Disposal” means the selling, trading, assignment and/or scrapping of surplus assets

“Emergency” includes:

- an imminent or actual danger to the life, health or safety of a member of the Board, volunteer or an employee while acting on the PSDSSAB’s behalf;
- an imminent or actual danger of injury to or destruction of real or personal property belonging to PSDSSAB;
- an unexpected interruption of an essential public service;
- mandate of a non-compliance order.

“In House Bid” means a bid made by one or more internal staff or affiliates to compete with external entities for procurement opportunities by formally providing a submission in response to a Public Bid solicitation.

“Purchase Order” means a written confirmation of the purchase of Goods and/or Services at a specific cost.

“Total Acquisition Cost” means an evaluation of quality and service in the assessment of a bid and the sum of all costs including purchase price, all taxes, warranties, life cycle costs, time of completion or delivery, inventory carrying costs, operating and disposal costs for determining the lowest compliant bid.

POLICY:

It is the policy of the PSDSSAB to:

1. Purchase goods and services in an efficient and cost effective manner;
2. Consider the total cost of acquisition, repair, staff training, operation and disposal as opposed to only the lowest invoice price;

Procurement Policy Applies to: All	<u>BOARD & GENERAL</u> Policy No. 1.01	Effective: January 2005 Revised: April 2024
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3. Maintain best and leading practices for its Procurement Procedures;
4. Structure specifications that do not exclude vendors or manufacturers unless there is documented evidence to warrant exclusion;
5. Procure goods, services and/or construction with due regard for the preservation of the natural environment and to encourage the use of environmentally sustainable products and services;
6. Participate with other publicly funded bodies in co-operative purchasing activities where they are in the best interest of the Board;

Procurement Goals

Goal	Description
<i>Effective</i>	The extent to which the procurement process is achieving its intended results. The desired outcomes are substantive or quality results as opposed to process results.
<i>Objective</i>	The procurement of goods and services made in an unbiased way and not influenced by personal preferences, prejudice or interpretations.
<i>Fair</i>	Applying policies equally to all bidders.
<i>Open and Transparent</i>	The quality of transactions and activities being open to examination by all stakeholders and the public. While promoting openness and transparency, the policy should be governed by the legal considerations for confidentiality and the protection of privacy.
<i>Accountable</i>	The obligation to answer for procurement results and for the way the procurement responsibilities are delegated.
<i>Efficient</i>	Measures the quality, cost and amount of goods and services procured as compared to the time and effort to procure them.

STANDARDS OF APPLICATION

Roles and Responsibilities

1. It is the responsibility of the Board to approve corporate policies, and a Supply Chain Code of Ethics governing procurement.
2. Unless otherwise provided in accordance with the Procurement of Goods, Services, the Chief Financial Officer shall:
 - a. Be responsible for providing all necessary advice and services required for purchases authorized by this policy;

<p>Procurement Policy</p> <p>Applies to: All</p>	<p style="text-align: center;"><u>BOARD & GENERAL</u></p> <p style="text-align: center;">Policy No. 1.01</p>	<p>Effective: January 2005</p> <p>Revised: April 2024</p>
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- b. In order to maintain consistency, provide guidelines to departments on procurement policies and procedures and on the structure, format and general content of procurement documentation;
- c. Review proposed procurement documentation to ensure clarity, reasonableness and quality and shall advise the requisitioning departments of suggested improvements;
- d. Conduct training as required to teach the requirements of this Policy to PSDSSAB employees;
- e. Review the effectiveness of this policy every five years, or more frequently as required. This review will include both legislative and best practices;
- f. Establish purchasing procedures consistent with the purchasing principles set out in the policy relating to:
 - i. Maintaining appropriate internal controls to ensure accountable processes for purchasing;
 - ii. The form, content and use of forms, whether electronic or printed, including requisitions, purchase orders, bonds, letters of credit and other forms of guarantee or surety, tender, proposal and other contract documents;
 - iii. The identification of goods, services and construction which, are more effectively acquired through cooperative purchasing;
 - iv. The process to be followed in issuing, receipt and evaluation of quotations, tenders and request for proposals;
 - v. Any aspect of process or procedure not specifically provided for in this policy.
3. Requisitioning departments are responsible for:
 - a. Preparing and approving all specifications and terms of reference in consultation with the Director of the department requisitioning;
 - b. Managing respective contracts to ensure goods and/or services are received by PSDSSAB, comply with contract terms and conditions and recording receipt in form prescribed by Finance;
 - c. Monitoring all contract expenditures and ensuring that all financial limitations have been complied with;
 - d. Monitoring supplier performance and completing documentation through established vendor performance reporting processes;
 - e. Standardizing the use of goods and/or services where such standardization supports the purpose and principle of this Policy.
4. The approval authority schedule, as established in Policy Policy No. 1.05: outlines the delegated authorities that may be authorized to commit the

Procurement Policy Applies to: All	<u>BOARD & GENERAL</u> Policy No. 1.01	Effective: January 2005 Revised: April 2024
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PSDSSAB to any procurement. Prior to commencement, any procurement of goods, services or construction must be approved in accordance with Policy No. 1.05 Goods and Services that are obtained without following the provisions of the aforementioned will not be accepted, and any invoices received may not be processed for payment.

5. All acquisitions shall be in accordance with approved department budgets except where the PSDSSAB Board, by resolution, determines otherwise.
6. Each staff member is accountable for the decisions and actions, which they take pursuant to this Policy and in the administration of contracts, which have been awarded pursuant to this policy.
7. In-House bids will not be considered in response to public bid solicitations.

General Information

Purchase of Goods, Non-Consulting Services and Construction

1. \$0 - \$100: Purchases may be carried out by the requisitioning department in accordance with the principles established in this policy using petty cash;
2. \$0 - \$10,000: Purchase may be carried out by the requisitioning department in accordance with the principles established in this policy using corporate credit card;
3. \$5,001 - \$15,000: The requisitioning department shall solicit verbal quotes. The contract award will be made to the lowest compliant quotation;
4. \$15,001 - \$60,000: The requisitioning department, shall solicit a minimum of three written quotes through an appropriate public procurement process;
5. \$60,001 or greater: The requisitioning department, shall coordinate an open Request for Tender (RFT), or Request for Proposal (RFP).

Purchase of Professional or Consulting Services

1. \$5,000 - \$60,000: The requisitioning department, shall solicit at least three quotes;
2. \$5,000 - \$60,000: Where the Direct Negotiation method is recommended to select a vendor for professional and consulting services, the Director of the requisitioning department shall obtain written approval of the CAO prior to proceeding;
3. \$60,001 or greater: the requisitioning department, shall coordinate an open Request for Tender (RFT), or Request for Proposal (RFP);
4. \$60,001 or greater: Where the negotiation method is recommended with an

Procurement Policy Applies to: All	<u>BOARD & GENERAL</u> Policy No. 1.01	Effective: January 2005 Revised: April 2024
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estimated value of \$60,001 or greater the Chief Financial Officer in consultation with the Director of the requisitioning department, shall report to the Board setting out the circumstances for recommending the award.

Direct Negotiation

Unless otherwise provided in accordance with the procurement Policy, goods and services may be purchased using the Direct Negotiation method only if one or more of the following conditions apply:

1. the required goods and services are reasonably available from only one source by reason of scarcity of supply in the market or the existence of exclusive rights held by any supplier or the need for compatibility with goods and services previously acquired and there are no reasonable alternatives or substitutes;
2. the required goods and services will be additional to similar goods and services being supplied under an existing contract;
3. an attempt to purchase the required goods and services has been made in good faith using a method other than Direct Negotiation which has failed to identify a successful supplier and it is not reasonable or desirable that a further attempt to purchase the goods and services be made using a method other than Direct Negotiation;
4. the goods and services are required as a result of an emergency, which would not reasonably permit the use of a method other than Direct Negotiation;
5. the required goods and services are to be supplied by a particular vendor or supplier having special knowledge, skills, expertise or experience.

Bid Irregularities

The process for administering irregularities contained in Bids pertaining to all Contracts shall be as set out in Schedule A.

Procurement in Emergencies

1. If an emergency exists requiring the immediate procurement of goods, services or construction, a Director or the Chief Financial Officer or the Chief Administrative Officer may requisition the required goods, services or construction by the most expedient and economical means available.
2. For all emergency purchases greater than \$60,001, a Report outlining the circumstances of the procurement must be submitted to the Board at its next scheduled meeting.

<p>Procurement Policy</p> <p>Applies to: All</p>	<p style="text-align: center;"><u>BOARD & GENERAL</u></p> <p style="text-align: center;">Policy No. 1.01</p>	<p>Effective: January 2005</p> <p>Revised: April 2024</p>
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Co-operative Purchasing

1. The PSDSSAB shall participate with other government agencies or public authorities in Co-operative Purchasing where it is in the best interest of the PSDSSAB to do so.
2. The decision to participate in Co-operative Purchasing agreements will be made by the Chief Financial Officer or the Chief Administrative Officer.

Contractual Agreement

1. The award of contract may be made by way of a formal agreement or Purchase Order.
2. A Purchase Order is to be used when the resulting contract is straightforward and will contain the PSDSSAB's standard terms and conditions.
3. A formal agreement is to be used when the resulting contract is complex and will contain terms and conditions other than the PSDSSAB's standard terms and conditions.
4. Where a formal agreement is issued, the requisitioning program Director may issue a Purchase Order incorporating the formal agreement.
5. Where a formal agreement is not required, Finance in conjunction with the Program area shall issue a Purchase Order incorporating the terms and conditions relevant to the award of contract.

Environmental Stewardship

1. In order to contribute to waste reduction and to increase the development and awareness of environmentally sound purchasing, acquisition of goods and services will ensure that, wherever possible, specifications are amended to provide for expanded use of durable products, reusable products and products (including those used in services) that contain the maximum level of post-consumer waste and/or recyclable content, without significantly affecting the intended use of the product or service.
2. It is recognized that cost analysis is required in order to ensure that the products are made available at competitive prices.

Excluded Goods and Services

Those items listed on Schedule B, Recurring or Non-competitive Expenditures, are exempt from the requirements of the Procurement of Goods, Services and Construction Policy.

Prohibitions

Procurement Policy Applies to: All	<u>BOARD & GENERAL</u> Policy No. 1.01	Effective: January 2005 Revised: April 2024
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1. The division of contracts to avoid the requirements of this policy;
2. The purchase of any goods or services for personal use by or on behalf of any PSDSSAB employee, or elected official, for purposes other than the bona fide requirements of the PSDSSAB;
3. The bid for or purchase of any surplus goods either directly or through any other disposal process, by PSDSSAB Board members, employees or their family;
4. PSDSSAB employees and Board members should, at no time, or under any circumstances, accept directly or indirectly, gifts, gratuities, favours or other things of value from vendors or potential vendors. Items of a minimal value which are of an advertising nature only, and available to other customers may be accepted (e.g. pens, hats, coffee cup, etc.);
5. PSDSSAB Employees and Board members shall not place themselves into positions where they could be tempted to prefer their own interests or the interests of another, over the interests of the PSDSSAB. When employees and Board members become exposed to or involved in actual and/or potential Conflicts of Interest, they must disclose the situation to Finance and shall abide by the advice given;
6. Acquiring goods and services on behalf of the PSDSSAB; shall be in accordance with “building Ontario businesses initiative” Bill 84, Fewer Fees, Better Services Act
7. PSDSSAB shall not acquire goods and/or services from any of the following:
 - a. Board members;
 - b. PSDSSAB employees at or above the level of Supervisor;
 - c. Businesses in which (a) or (b) above hold a controlling interest.

Discipline

1. Purchases made in the name of the PSDSSAB without proper authorization may be considered an obligation of the individual making the purchase and not the obligation of the PSDSSAB.
2. Breaches of this Policy by employees may be subject to the disciplinary action in accordance with principles and practices enforced by Human Resources.

Disposal of Surplus Goods (excluding buildings and land)

1. The disposal of surplus and obsolete equipment shall be evaluated on a case by case basis.
2. The Chief Financial Officer shall have the authority to sell, exchange, or otherwise dispose of goods declared surplus to the needs of the PSDSSAB, and where it is cost effective and in the best interest of the PSDSSAB to do so.

Procurement Policy Applies to: All	<u>BOARD & GENERAL</u> Policy No. 1.01	Effective: January 2005 Revised: April 2024
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3. As appropriate, the disposition should be in accordance with 2.02 Office Equipment Additions and Dispositions, 2.11 Capitalization of Assets, and 3.05 IT Equipment Purchases and Dispositions.

Implementation of Process and Procedures

The Chief Financial Officer shall ensure that appropriate directives detailing process and procedures are issued and maintained to implement and carry out the intent of this policy.

References

1. *Municipal Act, 2001*
2. Canadian Free Trade Agreement (CFTA)
3. Discriminatory Business Practices Act
4. Broader Public Sector Procurement Directives
5. Bill 84, Fewer Fees, Better Services Act

Attachments

1. Supply Chain Code of Ethics

<p>Procurement Policy Applies to: All</p>	<p style="text-align: center;"><u>BOARD & GENERAL</u> Policy No. 1.01</p>	<p>Effective: January 2005 Revised: April 2024</p>
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Attachment 1

Supply Chain Code of Ethics

Goal: To ensure an ethical, professional and accountable Supply Chain

1. *Personal Integrity and Professionalism*
All employees of The District of Parry Sound Social Services Administration Board (PSDSSAB) involved with purchasing or other supply chain-related activities must act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all supply chain activities within and between the PSDSSAB, suppliers and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. All employees must not engage in any activity that may create, or appear to create, a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.
2. *Accountability and Transparency*
Supply chain activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for public money. All employees must ensure that public sector resources are used in a responsible, efficient, and effective manner.
3. *Compliance and Continuous Improvement*
All employees involved in purchasing or other supply chain-related activities must comply with this Code of Ethics and the laws of Canada and Ontario. All employees should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices.

Procurement Policy Applies to: All	<u>BOARD & GENERAL</u> Policy No. 1.01	Effective: January 2005 Revised: April 2024
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Schedule A

Irregularities Contained in Bids

Irregularity	Response
1. Late Bid	Automatic rejection. Not read publicly and returned unopened to the bidder
2. Unsealed Envelopes	Automatic rejection
3. Insufficient financial security (no bid security or agreement to bond or insufficient Bid Bond or agreement to bond)	Automatic rejection, unless in the opinion of the Chief Financial Officer the irregularity is trivial or insignificant.
4. Bid completed and/or signed in erasable medium (such as lead pencil)	Automatic rejection
5. Bid is unsigned (or is improperly signed - for example, without corporate seal or by unauthorized person)	Automatic rejection
6. Addenda, which have financial implications, have not been acknowledged.	Automatic rejection
7. All required sections of bid document are not completed	Automatic rejection, unless in the opinion of the Chief financial Officer the irregularity is trivial or insignificant
8. The execution (by the bonding company) of agreements to bond (performance security) are improper in that there is a company corporate seal or signature missing from the agreement bond.	Automatic rejection
9. Execution of bid bonds	
A. Corporate seal or signature of the bidder missing	48 hours to correct
B. Corporate seal or signature of the bonding company missing	Automatic rejection

<p>Procurement Policy Applies to: All</p>	<p><u>BOARD & GENERAL</u> Policy No. 1.01</p>	<p>Effective: January 2005 Revised: April 2024</p>
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10. Other bid security - Uncertified cheques	Automatic rejection
<p>11. Erasures, overwrites or strike outs which are not initialed</p> <p>A. Un-initialed changes to tender documents which are minor</p> <p>B. Unit prices in the schedule of pricing have been changed but not initialed and the totals are consistent with the price as amended.</p> <p>C. Unit prices in the schedule of pricing have been changed but not initialed and the totals are not consistent with the price as amended</p>	<p>48 hours to correct</p> <p>48 hours to correct</p> <p>Automatic rejection</p>
12. Qualified Bids (Bid qualified or restricted by an attached statement)	Automatic rejection, unless in the opinion of the Chief Financial Officer the qualification or restriction is trivial or insignificant
13. Bids received on documents other than those provided or specified by PSDSSAB	Automatic rejection, unless in the opinion of the Chief Financial Officer the matter is trivial or insignificant
14. Failure to attend mandatory site visit	Automatic rejection
15. Only one bid is received	<p>A. Bid returned unopened if additional bids could be secured</p> <p>B. If the bid should be considered in the opinion of the Chief Financial Officer and is found acceptable, then it may be awarded.</p>

<p>Procurement Policy Applies to: All</p>	<p><u>BOARD & GENERAL</u> Policy No. 1.01</p>	<p>Effective: January 2005 Revised: April 2024</p>
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<p>16. Any other irregularities</p>	<p>The Chief Financial Officer shall have the authority to waive other irregularities or grant 48 hours to correct such other irregularities, considered minor in nature.</p>
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<p>Procurement Policy</p> <p>Applies to: All</p>	<p style="text-align: center;"><u>BOARD & GENERAL</u></p> <p style="text-align: center;">Policy No. 1.01</p>	<p>Effective: January 2005</p> <p>Revised: April 2024</p>
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Schedule B

Excluded Goods and Services

The following purchases of goods and services are excluded from the Procurement Policy:

1. Training and Education including:
 - a. Conferences, conventions, workshops, courses and seminars
 - b. Subscriptions, periodicals
 - c. Memberships, Association fees
2. Refundable Employee Expenses including:
 - a. Cash advances
 - b. Meal allowance
 - c. Travel expenses
 - d. Accommodation
3. Employer's General Expenses including:
 - a. Payroll deduction remittances
 - b. Medicals
 - c. Insurance premiums
 - d. Tax remittances
4. Licenses, certificate and other approvals required.
5. Ongoing maintenance for existing computer hardware and software.
6. Professional and Special Services including:
 - a. Special tax, accounting and audit services, and advise from Board approved auditor
 - b. Legal services on individual files, where the Boards contracted solicitor is unavailable or in a conflict of interest situation
 - c. Medical, Clinical and Laboratory Services
 - d. Confidential items, e.g. investigations, forensic audits
 - e. Witness fees
 - f. Honorariums
 - g. Counseling fees
7. Utilities including:
 - a. Water
 - b. Sewer
 - c. Natural Gas
 - d. Electricity

Procurement Policy Applies to: All	<u>BOARD & GENERAL</u> Policy No. 1.01	Effective: January 2005 Revised: April 2024
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- e. Postage
- f. Communication Infrastructure Services
- 8. Real Property Interest
 - a. All real estate transactions

Report #: 8.5
Subject: Approval & Signing Authority Policy
To: Board Members
Presented By: Shannon Johnson, CFO
Prepared By: Shannon Johnson CFO &
Tammy MacKenzie, CAO
Date: April 11, 2024

Recommendation:

That the Board approves the Approval & Signing Authority policy as attached.

Report:

The purpose of the attached Approval & Signing Authorization Policy is to provide a consistent organization-wide framework where positions with relevant responsibility review and sign documents and approve transactions within their areas of responsibility in an effective, efficient, and diligent manner in carrying out their fiduciary responsibilities to the DSSAB. This policy clearly designates which positions are authorized to act on behalf of the PSDSSAB when such documents have been approved through the appropriate process.

<p>Approval & Signing Authorization</p> <p>Applies to: All</p>	<p style="text-align: center;"><u>BOARD & GENERAL</u></p> <p style="text-align: center;">Policy No. 1.05</p>	<p style="text-align: right;">Effective: April 2024</p> <p style="text-align: right;">Revised:</p>
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INTENT:

1. To provide a consistent organization-wide framework where positions with relevant responsibility review and sign documents and approve transactions within their areas of responsibility in an effective, efficient, and diligent manner in carrying out their fiduciary responsibilities to The District of Parry Sound Social Services Administration Board (PSDSSAB).
2. To designate clearly which positions are authorized to act on behalf of the PSDSSAB when such documents have been approved through the appropriate process.
3. This policy applies to all contractual agreements to which the PSDSSAB is a party.
4. Only those positions authorized by this Policy may act on behalf of the PSDSSAB.

Definitions

“Approval” is the implementation of general authorization decisions.

“Approval / Delegation from” is the group or position who has ultimate authority over and must approve the document being authorized and is able to delegate the signing authority.

“Authorization” is a policy decision relative to the completion of transactions.

“Board” means the Board of Directors of The District of Parry Sound Social Services Administration Board.

“Chief Administrative Officer” or “CAO” means the head of operations at PSDSSAB, his or her designate or any successor position thereto.

“Chief Financial Officer” or “CFO” means the head of financial operations at the PSDSSAB, his or her designate or any successor position thereto.

“Contract” means a binding agreement between two or more parties that creates an obligation.

“Director” means the head of departmental operations at the PSDSSAB, his or her designate or any successor position thereto.

<p>Approval & Signing Authorization</p> <p>Applies to: All</p>	<p style="text-align: center;"><u>BOARD & GENERAL</u></p> <p style="text-align: center;">Policy No. 1.05</p>	<p style="text-align: right;">Effective: April 2024</p> <p style="text-align: right;">Revised:</p>
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“Division Responsible” is the division responsible for carrying out and/or overseeing the actions associated with the authorization process.

“Economy” is getting the right inputs at the lowest cost.

“Efficient” is getting the most from the inputs.

“Effective” is getting the expected results from the outputs.

“Materiality” is information or items that if misstated, omitted and/or obscured could influence the judgement of a reasonable person relying upon the information. This may include but is not limited to decision making, general oversight and monitoring.

“Signing Officer” is a position to whom authority to sign a document on behalf of PSDSSAB has been delegated. The signature creates a binding liability and/or responsibility on behalf of the organization.

POLICY:

1. It is the policy of PSDSSAB to have a system for effective authorizations, guided by the following principles:
 - a. Value for money: A value for money approach aims to deliver the services where assets are safeguarded, and resources are used effectively, efficiently and economically to achieve PSDSSAB objectives.
 - b. Accountability: Obligations to answer for contract results, and for the manner in which signing authorities are delegated, which provide assurance to PSDSSAB regarding the effective use of public resources.
 - c. Transparency: Activities and transactions are open to examination by all stakeholders and the public, while respecting confidentiality and the protection of privacy.
 - d. Risk Management: Effective and efficient systems of internal control are in place, and controls are appropriate to the risks they aim to mitigate.
2. No individual may sign any document that creates an obligation or undertaking on behalf of PSDSSAB unless that individual has signing authority in accordance and compliance with this Policy.
3. Positions with delegated authority have the responsibility to exercise their authority in the manner of a prudent administrator. Depending on the nature of the agreement to be signed, this responsibility shall include an assessment of some or all of the following:

<p>Approval & Signing Authorization</p> <p>Applies to: All</p>	<p style="text-align: center;"><u>BOARD & GENERAL</u></p> <p style="text-align: center;">Policy No. 1.05</p>	<p style="text-align: right;">Effective: April 2024</p> <p style="text-align: right;">Revised:</p>
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- a. The ability of PSDSSAB to meet any financial obligations resulting from the agreement;
 - b. The ability of the other party(ies) to meet its(their) obligations;
 - c. Compliance with labour legislation, tax legislation, other legislative and regulatory requirements and applicable PSDSSAB policies and procedures;
 - d. Whether all appropriate approvals required by any applicable policy or practice have been obtained for the contract;
 - e. The provisions regarding intellectual property requirements, physical bodily injury and personal injury indemnities, and environmental liabilities are contained in relevant contract and supporting documents; and
 - f. Whether legal advice is needed, consult with the Chief Administrative Officer (CAO).
4. Appropriate routing of the documents must be completed to ensure impacted areas have completed their respective review of the documents.
 5. Persons within positions designated under this Policy shall not exercise their signing authority in circumstances where conflicts of interest exist or are seen to exist. Conflicts of Interest are to be identified in accordance with the Conflict of Interest Policy HR 6.03.

Standards of Application

Roles and Responsibilities

The PSDSSAB Board is responsible for approving governance policies related to delegated authority, from time to time, to ensure the efficient operation of the organization.

The Chief Financial Officer is responsible for:

1. Establishing and maintaining an effective system of internal controls to safeguard the assets of the organization and minimize the risk associated with contracts and agreements by establishing recommendations for appropriate routing for approval, including signing authorizations.
2. Monitoring compliance with this Policy and recommending that corrective action be taken when the requirements of this Policy or its related procedures have not been met.
3. Reviewing the effectiveness of this Policy every five years, or more frequently as required.

Approval & Signing Authorization Applies to: All	<u>BOARD & GENERAL</u> Policy No. 1.05	Effective: April 2024 Revised:
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Signing Officers are responsible for determining prior to signing:

1. That the document is within the responsibility of the signing officer through the authority of PSDSSAB's approved budget, policies or procedures, with respect to the subject matter of the document, or unless there has been a written delegation of the responsibility by the CAO;
2. That the requirements identified within this Policy have been met;
3. That the document is routed appropriately for review;
4. That if there are unplanned financial ramifications, the Chief Financial Officer has reviewed the document;
5. That the document is consistent with the current internally available guiding documents, including but not limited to PSDSSAB strategic plan, budget, collective agreement, and mandated outcomes.

Authority Schedules

1. *Provincial and Other Funding Agreements*

Ministry and/or other funding agreements that provide revenue for funding for mandated or one-time programming that falls outside of the annual operational budget, may be brought forward to the board for direction on use and allocation.

Approval/Delegation from	Division Responsible	Signing Authority
Board	Corporate Services	Chief Administrative Officer & Chief Financial Officer

The Chief Administrative Officer and the Chief Financial Officer are authorized to bind the organization to these funding agreements, including the program requirements and outcomes contained therein.

2. *Banking and Investments*

Document	Approval/ Delegation from	Signing Authority
Cheque Signing Authorities	Board	Any two of the following can sign: Board Chair, Chief Administrative Officer, Chief Financial Officer
Investment Transactions	Board	Chief Financial Officer
Reserve Fund Transfers	Board	Chief Financial Officer
Banking Contracts	Chief Financial Officer	Chief Financial Officer

Approval & Signing Authorization Applies to: All	<u>BOARD & GENERAL</u> Policy No. 1.05	Effective: April 2024 Revised:
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3. *Procurement of Goods, Services, Construction Contracts, Consulting*
The procurement of goods, services and construction is to be made in accordance with the Board approved Procurement of Goods, Services and Construction Policy No. 1.01, except where Board resolution otherwise determines. All contracts (including Purchase Orders) are issued by the program Director under the direction of the Chief Financial Officer, based on approval as follows:

Authorization Level	Approval / Delegation from
Greater than \$300,000	Board
Up to \$300,000	Chief Administrative or Chief Financial Officer
Up to \$60,000	Director
Up to \$10,000	Supervisor

4. *Employment*
The Human Resources Department is responsible for the administration of all Employment related contracts and processes.

Document	Approval/ Delegation from	Signing Authority
Chief Administrative Officer Employment Agreement	Board	Board Chair
Appointment and termination letters/agreements for Directors	CAO	Director, Human Resources
Appointment and termination letters/agreements for Supervisors	Directors	Director, Human Resources
Appointment and termination letters/agreements for Supervisors and front-line staff, including students	Supervisors	Director, Human Resources
Collective Agreements	Board	Chief Administrative Officer Chief Financial Officer and/or Director , Human Resources

Approval & Signing Authorization Applies to: All	<u>BOARD & GENERAL</u> Policy No. 1.05	Effective: April 2024 Revised:
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5. *Initiated Funding Agreements with Service Providers*

Initiated Funding Agreements provide on-going and one-time funding to service providers with specific programming outcomes and are an integral component of the organizations Accountable Advances...

Where there is an ongoing agreement – the following schedule applies:

Approval/Delegation from	Division Responsible	Signing Authority
Board	Childcare Service Management or Housing Service Management Division	Chief Financial Officer and Chief Administrative Officer

Where there is a one-time agreement, the following schedule applies:

Approval/Delegation from	Division Responsible	Signing Authority
Board	Childcare Service Management or Housing Service Management Division	Chief Administrative Officer and Chief Financial Officer

6. *Client Benefits and Entitlements*

Client Benefits are generally provided in accordance within guidelines prescribed by the province. The Income Support and Stability Division is responsible for ensuring all processes and procedures meet mandated and prescribed provincial and Board requirements.

Total Benefit Amount	Signing Authority
Greater than \$10,000 up to \$60,000	Director
Up to \$10,000	Supervisor

Caseworkers, Team Clerks and other staff may issue financial assistance in accordance with Provincially legislated rates and locally established procedures.

<p>Approval & Signing Authorization</p> <p>Applies to: All</p>	<p style="text-align: center;"><u>BOARD & GENERAL</u></p> <p style="text-align: center;">Policy No. 1.05</p>	<p style="text-align: right;">Effective: April 2024</p> <p style="text-align: right;">Revised:</p>
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7. *Program Agreements*

Operational Agreements are established between PSDSSAB and its various service providers and clients/tenants, subsequent to Board approval of the program. These documents currently include Ontario Renovates, Rent Supplement Agreements, and Housing Allowance Agreements.

Approval/Delegation from	Division Responsible	Signing Authority
Board	Integrated Social Services Childcare Service Management or Housing Service Management Division	Director, Housing & Child Care Service Management

8. *Legal Settlement Agreements*

Legal Settlement Agreements refer to any precedent-setting or financially material legal claims and/or complaint against the organization. These expressly exclude authority delegated for operational representation including but not limited to the Landlord Tenant Board and Social Benefits Tribunal.

Approval/Delegation from	Division Responsible	Signing Authority
Board	Director and Chief Financial Officer	Chief Administrative Officer and Chief Financial Officer

9. *Situations not Covered*

- a. **Financial/Legal:** Should a situation arise which is not specifically covered by this document, a review of the situation must be undertaken by the Division Director in consultation with the Chief Financial Officer; and will generally require the signature of the Chief Administrative Officer and the Chief Financial Officer.
- b. **Human Resources:** Should a situation arise which is not specifically covered by this document, a review of the situation must be undertaken by the respective Division Director in consultation with the Director, Human Resources; and will generally require the signature of the Chief Administrative Officer and the Director of Human Resources.

<p>Approval & Signing Authorization</p> <p>Applies to: All</p>	<p style="text-align: center;"><u>BOARD & GENERAL</u></p> <p style="text-align: center;">Policy No. 1.05</p>	<p style="text-align: right;">Effective: April 2024</p> <p style="text-align: right;">Revised:</p>
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Records Management

Executed copies of documents are to be retained in accordance with PSDSSAB Records Management Policy, and within the appropriate Division/Department as follows:

Executed Documents	Maintained by
Provincial and Other Funding Agreements	CAO's Office
Banking and Investments	Finance
Procurement of Goods, Services and Construction Contracts	Finance
Employment	Human Resources Department
Initiated Funding Agreements with Service Providers	Finance and the appropriate division
Client Benefits and Entitlements	Income Support and Stability
Program Operating Agreements	Finance and the appropriate division
Legal Settlement Agreements	CAO's Office
Situations not Covered	CAO's Office, Human Resources, or Finance

Review

The Policy will be reviewed every five years, or sooner as required.

Report #: 8.6
Subject: Waubeek Amalgamation
To: Board Members
Presented By: Tammy MacKenzie, CAO
Prepared By: Brenda Wiltshire, Director of Directly Operated Child Care Programs
Date: April 11, 2024

For information

Report:

Background

In 2016/2017, the DSSAB received Ministry of Education Expansion funding to create additional child care spaces to meet the growing demand. Prior to 2016, 66B (then 64) Waubeek Street was used to house the EarlyON program and offices as well as housing the Inclusion Support Services west office. During the expansion project, EarlyON and ISS were relocated to the Sound Community Hub and renovations began to create 10 designated infant spaces and 15 toddler spaces in the building then known as 64 Waubeek.

As funding guidelines changed over the next few years, it was not fiscally viable to maintain the infant spaces as dedicated space and therefore the license was amended to allow for mixed age groupings. The license was further amended when the 2 properties were legally joined and became 66A and 66B which allowed the Waubeek Early Learning and Child Care Centre (Waubeek ELCCC) to hold one license rather than maintaining 2 individual licenses. This gave the program flexibility to better manage the child/adult ratios and overall staffing challenges.

Current Challenges

Staffing

The regulations in the *Child Care and Early Years Act (CCEYA)* dictates the staffing ratios that must be maintained during operational hours. The ability to move children and staff to maximize the ratios is restricted by the physical location of the program in separate buildings. For example, there is a minimum of 2 staff required per building at the time of program opening and closing whether the number of children requires 2 staff or not for adequate supervision. This led to the addition of a second floater position and 1 additional staff position.

With the staffing shortage and struggle to hire qualified staff, the number of spaces had to be reduced to maintain the required ratios.

Operational Logistics

Food is prepared in one kitchen and transported across the parking lot.

Children are having to walk across parking lots to access the appropriate age playgrounds as required by licensing.

Families with 2 or more children are having to pick up at two separate buildings.

Proposal

Staff are proposing to amalgamate all child care spaces for Waubeek ELCCC to one building (66A) and amend the license to maximize the number of child care spaces, up to 65 spaces pending approval by the Ministry of Education Licensing Program and to repurpose the existing building at 66B Waubeek Street.

Benefits of Amalgamation

1. Increase licensed capacity from 59 spaces to 65 spaces without increasing staffing.
2. There would be a budget reduction to the Waubeek ELCCC occupancy costs while increasing the funding revenue through the General Operating Grant, CWELCC, and parent revenue. This has a potential cost savings of approximately \$45,000.
3. Cost savings assist in maintaining a fiscally responsible operating budget, by lowering the Full Day Equivalency fee rate.
4. Maximize child/adult ratios within current staffing availability and utilize the ability to reduce ratios as permitted under the legislation. This will have the additional benefit of reducing the need to call in supply staff and, in turn, be an extra cost savings to the budget.
5. The additional spaces can be accommodated within the approved current 2024 budget.
6. Within the new licensed spaces, enrollment can include up to 6 infants housed within the toddler age group without increasing staff ratios.
7. The DSSAB could rent 66B to an external business to recover building maintenance and property taxes.



March 14, 2024

Attn: Minister Fedeli, Minister Tibollo, Cyndy Dearden (YWHO) and Maria Talotta (YWHO)

RE: Letter of Support for Youth Wellness Hub Ontario Application

I am writing to express our support for the Elmwood Youth Hub in its application to be designated and funded as one of Ontario's Youth Wellness Hubs.

As the Chair of the District of Parry Sound Social Services Administration Board, I am pleased to endorse the establishment of a Youth Wellness Hub in the District of Nipissing, recognizing the immense value it holds for the well-being of youth. The YWHO aligns seamlessly with our organizational goals to create a supportive environment that nurtures the physical and mental well-being of our youth population.

Providing programming and activities for youth is challenging and we believe the proposed hub has the potential to become a central resource for our youth, offering them the support and tools needed to navigate the complexities of adolescence and young adulthood. Furthermore, we look forward to ongoing engagement with hub representatives to offer programming and activities in YWHO pop ups within the District of Parry Sound.

Activities for youth is a significant gap in our community, we urge you to provide our youth with a safe place to go where they can make meaningful connections and learn to become independent and better connected to their community and those who live in it.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rick Zanussi', with a horizontal line extending to the right.

Rick Zanussi, Chair
District of Parry Sound Social Services Administration Board



140 ELMWOOD

Where Kids & Families Grow

The Children's Aid Society of the District of Nipissing and Parry Sound

www.140elmwood.com | (705) 472-0910

Youth Wellness Hubs Ontario



History YWWHO

For more information, please visit youthhubs.ca

YWWHO was inspired by the integrated collaborative care team model developed by youth, family members, clinicians and researchers as part of the YouthCan IMPACT research project launched in 2014.

As part of the YouthCan IMPACT trial, hubs were developed and implemented in Toronto to serve both research participants and community youth. These hubs later became part of Youth Wellness Hubs Ontario.

YWWHO supports local service providers to work together in a new way, providing young people in Ontario aged 12 to 25 with access to a full range of integrated services that support their individual needs, including mental health and substance use supports, primary care, education, employment, housing and other social services in one youth-friendly space. YWWHO's is designed to improve experiences and outcomes for youth by:

Increasing access to rapid, low-barrier services.

Providing tailored, high-quality programs co-developed with youth to meet their needs.

Reducing transitions by providing care in one location.

Each hub works with local service providers and partners in their communities across the province to bring together existing services to work together in a new way to deliver high-quality, developmentally appropriate services to youth and their families in their community.

Currently, there are 22 YWWHO's in Ontario, 3 in Northern Ontario



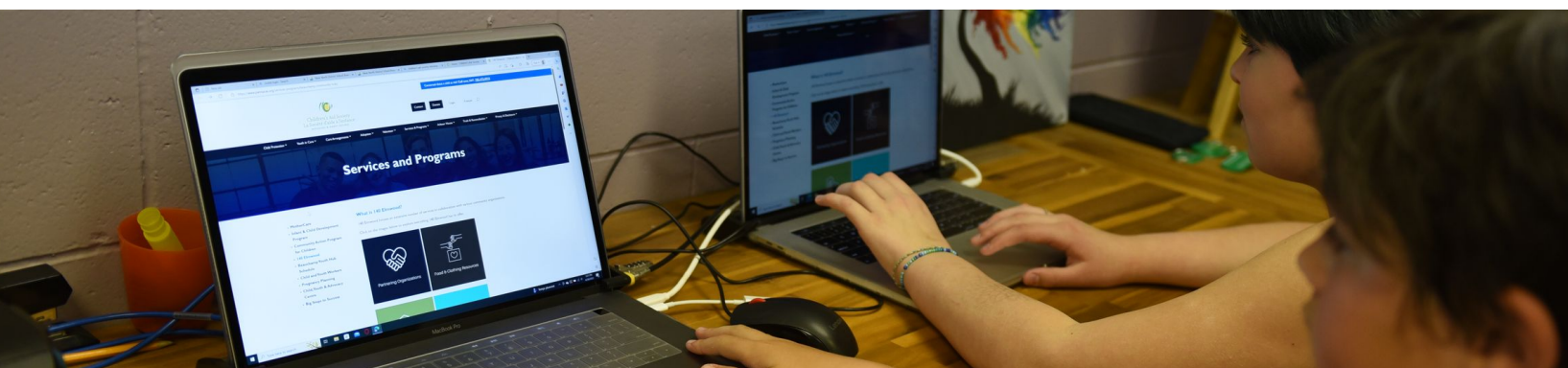
Kenora (indigenous-led Korora Chiefs Advisory)
Sudbury (housed in the YMCA)
Algoma (stand alone)

Mental Health Services

Substance Use Supports

Primary Health Care

Community & Social Supports



Efforts/Advocacy to be successful in having Elmwood designated a Youth Wellness Hub

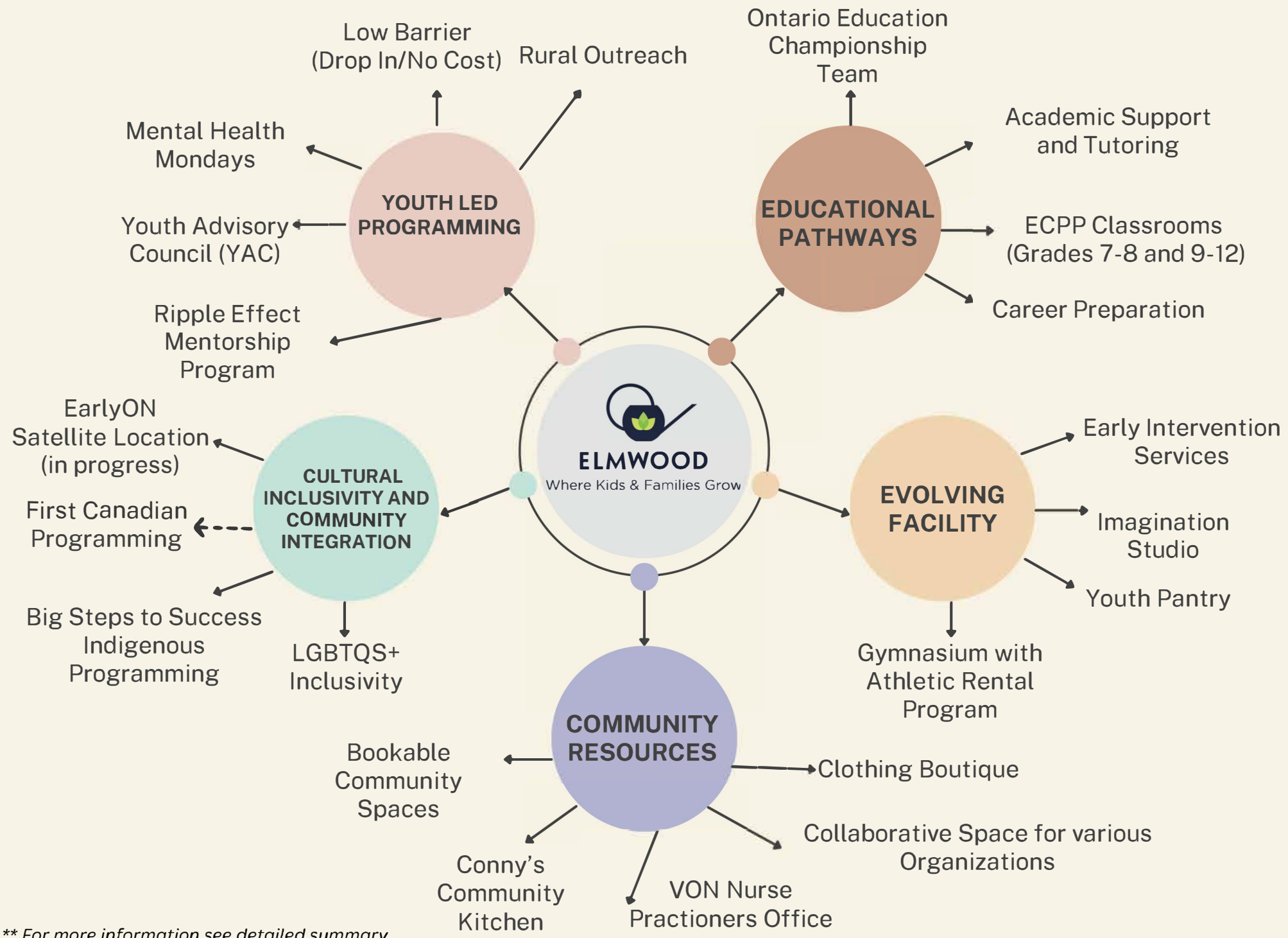


Recent Events

- Visited the YWHO in Sudbury.
- Met (virtually) with the YWHO Lead who stated she would assist in providing ongoing input and feedback to ensure a high-quality application is submitted.
- Provided MPP Vic Fedeli with information about YWHO and our intent.
- Facilitated a tour with Health Unit, Dr. Zimbalatti, Medical Officer of Health and Leads for the Icelandic Model, a whole community safety and wellbeing approach. Elmwood offers the youth space to allow for services and programming.
- Ongoing conversation with Youth Advisory Council (YAC) to discuss and identify gaps. Embedding the voice of youth to inform programs and services.



Where Kids & Families Grow



*** For more information see detailed summary*



ELMWOOD

GROW WITH US!

Building Utilization- and we are just getting started!

- Donor/Funders
- Youth Programming
- Elmwood Ambassadors
- Elmwood Users



Donors/Funders

- Beauchamp Family
- Ontario Education Championship Team
- Children's Aid Foundation of Canada
- Rotary Club
- Private Donors



Elmwood Ambassadors

- Victorian Order of Nurses
- Near North District School Board
- Early Intervention Services
- Trinity Infant Food Shelf

Youth Programming *provided by*

- | | |
|----------------------------------|-----------------------------|
| Assante Wealth Management | North Bay Health Unit |
| Big Brothers Big Sisters | March of Dimes |
| Endayaan Awejaa | Canadore College - Culinary |
| CMHA | Wasi Chefs |
| Hands | LERN |
| Community Support Team | Penny Tremblay - Playing |
| Digital Creator | Nice in the Sandbox |
| YES Employment | Service Canada |
| OUTloud North Bay | Gathering Place |
| White Pine Creative | City of North Bay - Transit |
| Fontaine & Associates Bankruptcy | |














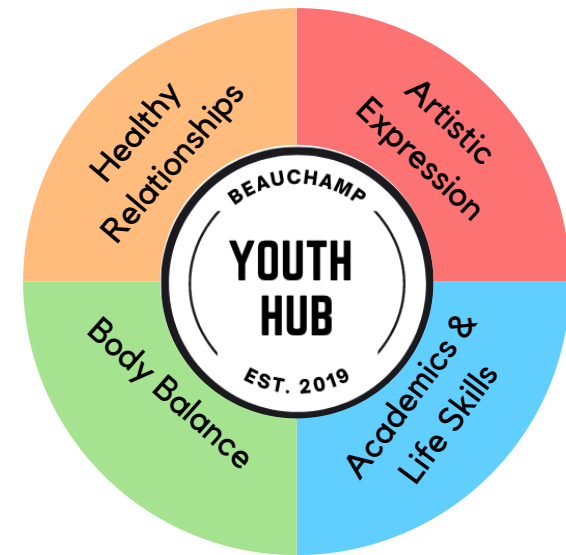
Elmwood Users

- Community Members
- CAS Service Users
- ProSports
- North Bay Panthers
- Ringuette Canada
- Gateway Hub
- Hands: Snap Programming
- PCMH (Childrens Mental Health Ontario) - North Bay Chapter
- TCI Training Nipissing-Parry Sound
- Catholic District School
- Zinzico
- Dreamcoat Fantasy Theater

PROGRAMMING FOR FEBRUARY 2024

140 ELMWOOD AVE - NORTH BAY, ON

MONDAY (YOUTH AGED 15+) 4-6PM	TUESDAY (YOUTH AGED 10+) 4-6PM	WEDNESDAY (YOUTH AGED 14+) 4-6PM	THURSDAY 4-6PM	FRIDAY NO PROGRAMMING
 Hands <small>TheFamilyHelpNetwork.</small>			1 FRIENDSHIP BRACELETS 	2
5 MENTAL HEALTH MONDAYS	6 DROP IN NIGHT: OPEN GYM	7 SAFE SEX AND FAMILY PLANNING 	8 DIY VALENTINE'S DAY CARDS	9
12 MENTAL HEALTH MONDAYS	13  DROP IN NIGHT: MAKE YOUR OWN HEART SHAPED PIZZA	14 COOKIE DECORATING @ CANADORE COLLEGE 	15 LEGO NIGHT 	16
19 NO YOUTH PROGRAMMING (FAMILY DAY)	20 DROP IN NIGHT: VIDEO GAMES AND OPEN GYM	21 ID CLINIC WITH SERVICE CANADA 	22 BIG STEPS INDIGENOUS PROGRAMMING AGED 7-17  	23
26 MENTAL HEALTH MONDAYS	27 YOUTH ADVISORY COUNCIL *VIRTUAL PARTICIPATION AVAILABLE	28 FINANCIAL LITERACY 	29 OPEN ART NIGHT	



Children's Aid Society
NIPISSING & PARRY SOUND

WWW.PARNIPCAS.ORG

IMPORTANT INFO:

Come check out our newly renovated youth hub

Reminder that programming is cancelled when buses are cancelled (i.e. Snow days)

Questions? Suggestions?

youthprogramming@parnipcas.org

140 Elmwood: Detailed Summary

Youth-Led Programming:

- **Low Barrier Programming:** Drop-In programming is anchored in four key areas — Artistic Expression, Healthy Relationships, Body Balance, and Academic Enrichment. Each area is designed to align with our 'Ready Set Go' guidelines, supporting youth as they navigate their journey towards independence.
- **Mental Health Mondays:** Collaborative sessions with Handsthefamilyhealthnetwork focusing on youth-led mental health discussions and toolbox building.
- **Ripple Effect Mentorship Program:** Providing youth with professional and leadership skills through peer support initiatives.
- **Youth Advisory Council (YAC):** Empowering young people to share their voice in decision-making processes and policies, this council serves as a vital link between the youth we serve and our senior leadership team and Board of Directors, fostering a culture of inclusive leadership.
- **Community Partnership Engagement:** With over 20 community partnerships, weekly presentations connect youth with local resources and care navigation.
- **Rural Outreach in Parry Sound:** Extending programming to our Parry Sound satellite location for rural inclusivity, leveraging existing youth programming at The Drop.

Education and Career Development Pathways:

- **Ontario Education Championship Team (OECT):** Collaborative educational support through programming, exploring alternative pathways through education.
- **Career Preparation:** Resume workshops, mock interviews, and agency presentations for workforce readiness.
- **Academic Support and Tutoring:** Emphasizing academic success, we offer weekly tutoring groups and provide exam support with Oxford Learning Centers, offering personalized assistance to students.
- **Education and Community Partnership Program (ECP):** In partnership with the Near North District School Board, 140 Elmwood is home to 9-12 and 7-8 classroom as part of the ECP. This initiative provides a supportive alternative environment for learning, enhancing our educational offerings within a nurturing and inclusive community setting.

Cultural Inclusivity and Community Integration:

- **Cultural Programs:** Monthly Activities with Big Brothers Big Sisters through the Big Steps to Success Partnership and Endaayaan Aweejaa with future plans to collaborate with YES Employment in bringing programming to the First Canadian population.
- **Community Kitchen:** Hosting diverse culinary classes and weekly family-style meals.
- **On-Site Healthcare:** Primary and sexual health services in partnership with VON Nurse Practitioners Office.
- **EarlyON Satellite Location:** In partnership with DNSSAB and Community Living, 140 Elmwood will proudly serve as an EarlyON satellite location in partnership with staffing from our Infant Child and Development program. This collaboration enhances our ability to provide comprehensive, early childhood development services to a broader community base.
- **LGBTQ+ Inclusivity:** Providing a safe, equitable space for LGBTQ+ programming, in partnership with organizations like OUTloud.

Community Resources and The Evolving Elmwood Facility:

- **The Boutique and Youth Pantry:** Offering essential clothing, hygiene supplies, and food items to support youth and families.
- **Facility Features:** "Imagination Studio" for creative arts, a fully equipped gym, Early Intervention Services, and the Conny's Community Kitchen for culinary education.
- **Bookable Community Rooms:** Versatile spaces for meetings, events, and community engagement including an enclosed outdoor courtyard with play structure.
- **Athletic Rental Program:** With grant funding secured from Canada Post, youth and families can borrow sporting equipment, such as skates, hockey gear, bikes, and scooters. This initiative ensures all children and youth who work with us have access to recreational opportunities and sports, promoting physical health and well-being.
- **Home to Community Organizations:** Serving as the base for diverse groups including the Foster Parent Association, various parenting programs, Parent Peer Support through Children's Mental Health Ontario, Adoption Support Group, ProSports, Panthers Baseball, and Dreamcoat Fantasy Theater.



Monday, March 11, 2024

West Parry Sound District Community Support Services is applying for a grant from the Ministry for Seniors and Accessibility, 2024-25; the application deadline is March 26, 2024. The \$25,000.00 grant request will cover workshop expenses for food, transportation and facilitators. Please read the brief summary below. The project title is Seniors Power Hour. If you agree to support this initiative, indicate by signing and returning this document. If you have further questions about this request, please get in touch with me at 705-746-5602 extension 5. I appreciate your consideration.

Warm Regards, Linda

In partnership and collaboration, under the newly formed umbrella of a Mobile Senior Active Living Centre, we will create a community-based, not-for-profit activity accessible to all those interested in active senior activities with a purpose and meaning. This initiative is titled “Seniors Power Hour” and will focus on activities that fit the community. A leadership team liaising with the community will guide, understand, inform, consult and empower the community to participate. With years of experience and lessons learned from working with the district, we have successful pathways to collaboration. We need buy-in to develop Seniors Power Hour activities. We will focus on active older adults, those who require assistance to be active, those living with a low income, and those who are sad due to living alone or lonely. The target population lives in a rural community. We will assist older adults with life satisfaction, purpose, and well-being. We wish to help them stay healthy, fit, happy, safe and socially connected. We are in the process of establishing five mobile senior active living centres and will develop a strategic plan to continue. Most seniors in the West Parry Sound District are low-income, so this funding is necessary. This initiative will have no activity or membership fees, and WPSCSS will support Seniors Power Hour in kind; however, CSS cannot cover the total cost of food, training, transportation, and facilitators. A strategic plan will be developed to move Senior Power Hour forward.

Examples of Possible Activities:

- Exercise Classes
- Craft Workshops
- Speakers
- Workshops for the Handy person
- Social Hour
- Free rides will be arranged for those who need transportation.

Name	Title/ Organization Relationship	Date:
Tammy MacKenzie, CAO	District of Parry Sound Social Services Administration Board	March 14, 2024
Email: tmackenzie@psdssab.org		

March 14, 2024

The Honourable Chrystia Freeland
Minister of Finance
Department of Finance Canada
90 Elgin Street
Ottawa ON K1A 0G5

E-mail: chrystia.freeland@fin.gc.ca

Dear Minister Freeland,

As Canada's affordability crisis continues, more and more Canadians are finding themselves in financial trouble and their money challenges are worsening. Despite this, many low- and moderate-income Canadians have no place they can turn to for financial help due to a structural [market gap in trustworthy and affordable financial help](#) for this segment of the population.

To this end, Prosper Canada is recommending that the Government of Canada invest **\$85 million** over **5** years to close the financial help gap for those who need it most. This investment would expand free, community-delivered, financial help services to **1.5 million** struggling households in every province and territory – including in rural, remote, and Indigenous communities – and connect them to **\$2 billion** in income benefits they are eligible for but not receiving.

These services have been piloted on a large scale and independent evaluations have shown them to be relevant, effective and helpful in reducing financial stress. They are highly recommended by **96%** of surveyed users. Since 2016, they have helped over **1 million** individuals to build their financial stability and health and connected them to an additional **\$1.26 billion** in income benefits they were eligible for but unable to access on their own. We also know from broader research that when people get the financial help they need, it positively impacts their employment, mental health, food security, and housing stability.

Current community financial help services are tenuously funded, unevenly available across the country, and struggling to meet surging demand with some service providers turning away hundreds of people weekly.

The investment we are asking you to make will ensure Canadians who currently have little or no access to financial help will be able to access year-round, one-on-one, expert, financial help no matter where they live in Canada. Help that enables them to:

- access and retain income benefits they are eligible for but unable to access on their own

- build a sustainable budget
- tackle unmanageable debt
- repair damaged credit
- escape predatory lenders
- choose safe and affordable financial products, and
- make sound financial plans to build a better future for themselves and their families.

One in five people with low incomes currently do not tax file. As a consequence, they miss out on an average of **\$3,500** a year in income and potentially much more if they have children under 18, are a senior, or if they live with a disability.

One in two Canadians with household incomes under \$50,000 report they are in bad or terrible financial shape, with most of these struggling to feed their households. Important investments your government has made to help these households manage their affordability challenges are not reaching those who need them most.

How much longer do these Canadians have to wait for real financial help?

We urge you, as Minister of Finance, to make the necessary investment in Budget 2024 to ensure that every Canadian has access to the financial help they need to build their financial capability and wellbeing in these challenging times.

Sincerely,

From: Kevin Cooper <kcooper@scscsudbury.ca>

Subject: Sudbury Community Service Centre- request for your help

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning,

I work with Francine Hebert and John Cockburn from our Financial Empowerment Program and I am reaching out to you as they informed me that you may be able to assist us in a letter writing campaign. In February, we were advised by the Ontario government that, as of March 31, 2024, they would no longer be funding our Financial Empowerment Program. The timing was terrible and we were not sure if we were going to be able to provide income tax clinics and financial counselling supports in March, one of our busiest tax times. Fortunately, with some media attention and some support from our local MPP's, the government reached back out to us. They are now looking into some temporary funding to keep the program going for a few more months. After that we do not know what will happen.

As a result, our program, along with several other FEC's programs across the province are now launching a letter writing campaign to request funding from the Federal government. We know if we stop doing what we do, it's going to affect thousands of people in Parry Sound, West Nipissing, and Sudbury. People who cannot afford to pay privately for income tax preparation services, will choose not file their income tax at all, or have to sign off up to 35% of their entire return to private tax preparers if they can't pay upfront. We really want to keep this service free of charge for those who are homeless, in shelters, seniors, those on disability, newcomers to Canada and all low-income earners.

I have attached the letter that has been developed by one of our partners. Prosper Canada, and I would like to ask if your agency would consider digitally signing it. The digital signature is something that would need to be completed by someone who has signing authority within your agency.

You can [access the online form here](#) and there is also a space to insert your agency logo.

We really appreciate your support if you are comfortable providing it. The **deadline for sign on is Wednesday March 20**

Thank you for your consideration and your support.

Kind regards,
Kevin

Kevin Cooper

Executive Director



Sudbury Community Service Centre

1166 Roy Ave

Sudbury, ON P3A 3M6

Phone: (705) 560-0430 EXT:244 Fax: (705) 560-0440

www.sudburycommunityservicecentre.ca

Please note my email address has changed to kcooper@scscsudbury.ca. Please update your address book.

PERSONAL & CONFIDENTIAL – E-Mail is not a secure method of communication. This email is intended solely for the use of the individual to whom it was addressed. Any views or opinions presented are solely those of the author and do not necessarily represent those of the Sudbury Community Service Centre. If you have received this e-mail in error - the use, dissemination, forwarding, printing, or copying of this email is strictly prohibited. Please advise the sender and delete this message and attachments from your system.

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10.4

Nipissing Parry Sound Overdose Incident Report

This report will be updated and sent weekly, every Monday, to inform community organizations and first responders of overdoses and/or negative drug reactions within our community.

	Overdoses or Negative Reactions Reported	Deaths Reported	Date	Number of Times 911 Called	Location	Substances Involved
Week 45: March 25 th to March 31 st , 2024	4	0	March 26 th , 2024 March 28 th , 2024 (2) March 29 th , 2024	4	North Bay (4)	Fentanyl (3) Unknown Opioid
Week 44: March 18 th to March 24 th , 2024	4	1	March 11 th , 2024 March 20 th , 2024 March 21 st , 2024 March 24 th , 2024	4	Chisholm North Bay (3)	Cocaine Fentanyl (2) Unknown Opioid
Week 43: March 11 th to March 17 th , 2024	5	0	March 11 th , 2024 March 12 th , 2024 (3) March 14 th , 2024	5	Burk's Falls North Bay (3) West Nipissing	Benzodiazepines Fentanyl (2) Polypharmacy Unknown Opioid (2)
Week 42: March 4 th to March 10 th , 2024	0	0	N/A	N/A	N/A	N/A
	1	0		1		

Week 41: February 26 th to March 3 rd , 2024			March 3 rd		North Bay	Fentanyl
Week 40: February 19 th to February 25 th , 2024	5	0	February 21 st , 2024 (2) February 24 th , 2024 (2) February 25 th , 2024	5	Burk's Falls North Bay (4)	Don't Know Fentanyl (4)
Week 39: February 12 th to February 18 th , 2024	3	0	February 12 th , 2024 February 16 th , 2024 February 17 th , 2024	3	Burk's Falls North Bay The Archipelago	Alcohol (2) Fentanyl Prescription Opioids
Week 38: February 5 th to February 11 th , 2024	9	2	February 5 th , 2024 (2) February 6 th , 2024 February 7 th , 2024 (3) February 8 th , 2024 February 10 th , 2024 (2)	9	East Ferris North Bay (6) South River West Nipissing	Fentanyl (6) Unknown Opioid (3)
Week 37: January 29 th to February 4 th , 2024	6	0	January 29 th , 2024 (2) February 1 st , 2024 (3) February 2 nd , 2024	6	Mattawa North Bay (3) Sundridge Whitestone	Don't Know Fentanyl (2) Polypharmacy Purple Heroin/Purp Unknown Opioid
Week 36: January 22 nd to	3	0	January 24 th , 2024 January 25 th , 2024 (2)	3	North Bay Parry Sound South River	Alcohol Amphetamines Fentanyl (2)

January 28th,
2024

Non-opioid
pharmaceutical

Week 35:
January 15th to
January 21st,
2024

5

0

January 3rd, 2024
January 15th, 2024 (2)
January 16th, 2024
January 21st, 2024

5

North Bay (4)
Parry Sound

Crack
Fentanyl (2)
Marijuana/Cannabis
Unknown Opioid (2)

Week 34:
January 8th to
January 14th,
2024

2

0

January 3rd, 2024
January 13th, 2024

1

North Bay
Parry Sound

Cocaine (2)
Unknown Opioid (2)

Week 33:
January 1st to
January 7th,
2024

0

0

N/A

0

N/A

N/A

Week 32:
December 25th
to December
31st, 2023

2

0

December 25th, 2023
December 26th, 2023

2

Parry Sound
West Nipissing

Fentanyl
Non-opioid
Pharmaceutical

Week 31:
December 18th
to December
24th, 2023

4

1

December 19th, 2023
December 20th, 2023 (2)
December 23rd, 2023

4

North Bay (4)

Fentanyl (2)
Polypharmacy
Unknown Opioid

3

1

3

Parry Sound (2)

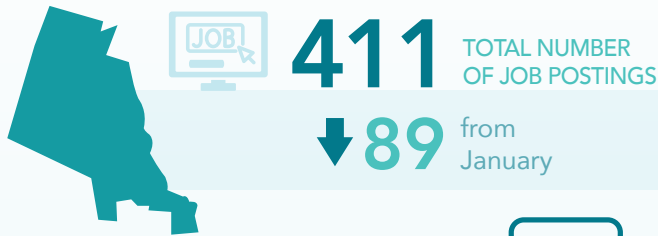
MONTHLY JOBS REPORT

FEBRUARY 2024

The Labour Market Group
Guiding partners to workforce solutions.

NIPISSING DISTRICT

There were 411 job postings recorded for Nipissing District in the month of February. This marks the twelfth consecutive month for which there was a year-over-year decrease in job postings with -9.3% (-42) job posting differential from the February 2023 figure of 453 job postings. With regards to the month-over-month change the February total was significantly below; -17.8% (-89), the January total of 500 recorded job postings. 227 unique employers posted jobs in February; a substantial decrease; -15.3% (-41) from the January figure of 227.



OF THE 411 JOB POSTINGS



100%

Collected from online sources.



1.2%

(5) Requiring a bilingual individual.

19.2%

(79) Criminal Record Check



For postings that listed an annual salary.



\$76,187.29/year
AVERAGE



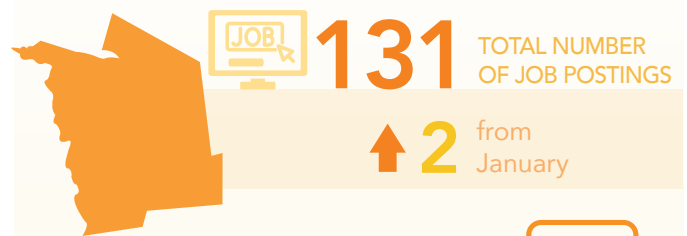
\$24.48
HOURLY WAGE

The average hourly wage in February for those postings which listed one.

Of the 150 postings which listed an hourly wage 9.3% (14) were listed at the provincial minimum wage of \$16.55/hour.

PARRY SOUND DISTRICT

There were 131 job postings recorded for the Parry Sound district in the month of February. This figure is nearly identical; +1.6% (+2) to the previous month's figure of 129. After seeing some returns to year-over-year patterns in the previous few months there has been a return to significant drops with a -25.1% (-44) difference between February 2024 and February 2023. 71 unique employers posted jobs in February which is notably below; -18.4% (-16) the February 2023 total of 87.



OF THE 131 JOB POSTINGS



100%

Collected from online sources.



0.8%

(1) Requiring a bilingual individual.

25.2%

(33) Criminal Record Check



For postings that listed an annual salary.



\$54,600.00/year
AVERAGE



\$23.35
HOURLY WAGE

The average hourly wage in February for those postings which listed one.

Of the 44 postings which listed an hourly wage 13.6% (6) were listed at the provincial minimum wage of \$16.55/hour.

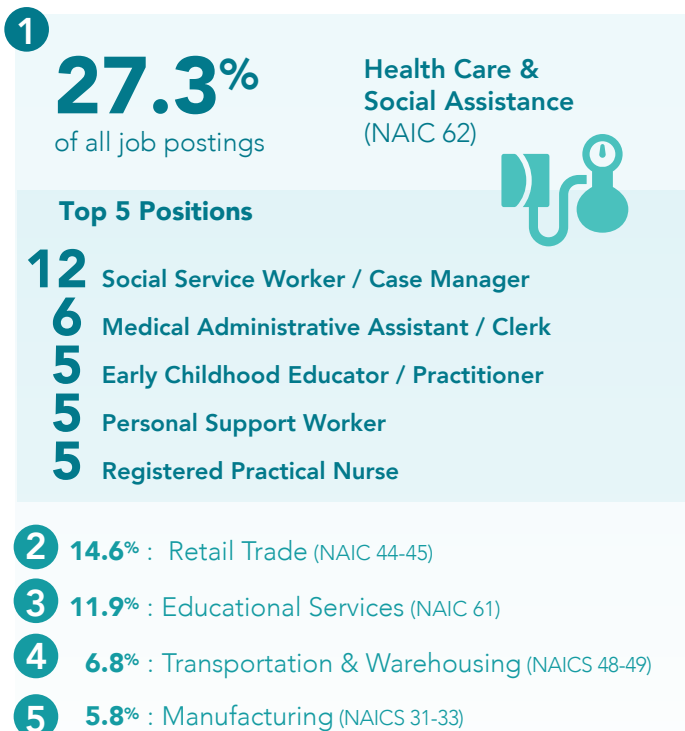
TOP 5 EMPLOYERS POSTING JOBS



TOP 5 EMPLOYERS POSTING JOBS



TOP 5 INDUSTRIES HIRING (NAICS)



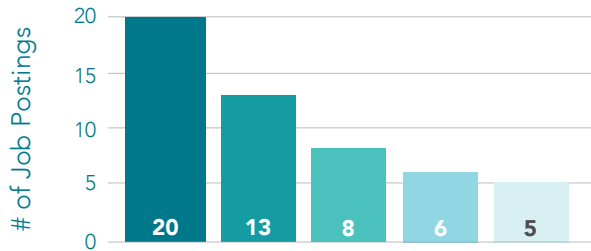
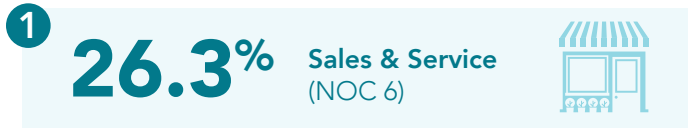
The Health Care and Social Assistance (NAICS-62) industry saw the greatest number of job postings in February with 27.3% (112) of the overall share each amongst all major industry classifications. The largest month-over-month increase in job posting representation occurred within the Educational Services (NAICS-61) with a slight -3.1% decrease to represent 11.9% (49) of the February job postings. The Accommodation and Food Services (NAICS-72) industry experienced the largest month-over-month decrease of -2.2%; accounting for 4.4% (18) of the February job postings.

TOP 5 INDUSTRIES HIRING (NAICS)

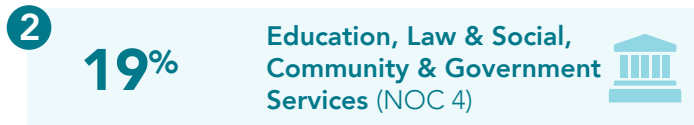


The Health Care and Social Assistance (NAICS-62) industry saw the greatest number of job postings in February with 36.6% (48) of the overall share amongst all major industry classification. The largest month-over-month increase of +12.9% occurred within the Retail Trade (NAICS-44-45) industry which accounted for 17.6% (23) of the job postings this month. Inversely the Public Administration (NAICS-91) industry saw the largest month-over-month decrease of -6.2% to make up 0.0% (0) of the February job postings.

TOP 3 OCCUPATIONAL CATEGORIES (NOC)



- Retail Sales Associate / Representative
- Cook - Line/Prep
- Cleaner / Custodian
- Maintenance Worker
- 2 tied with

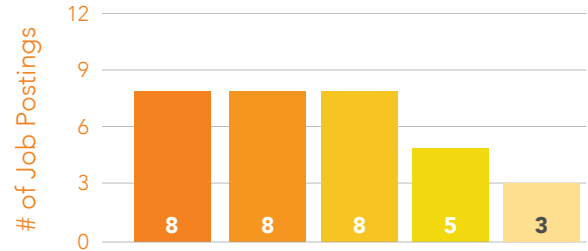
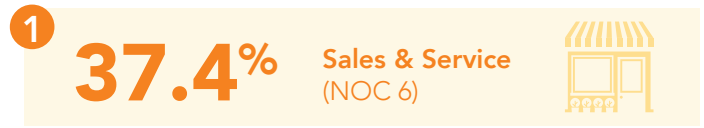


- Social Service Worker / Case Manager (17)
- Teacher - Elementary/Secondary (11)
- Educational Assistant (12)
- Early Childhood Educator (8)
- Other Instructors (7)



- Driver - Delivery/Bus/Other (8)
- Driver - AZ/DZ/Truck (7)
- Installer - Various (6)
- Automotive Service Technician (5)
- Heavy-Duty Technician (5)

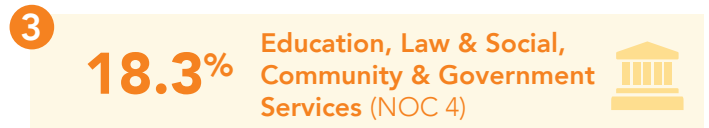
TOP 3 OCCUPATIONAL CATEGORIES (NOC)



- Cleaner / Custodian / Housekeeper
- Cook - Line/Prep
- Retail Sales Associate
- Food and Beverage Server / Bartender
- Food Service Worker



- Registered Practical Nurse (5)
- Physiotherapist (4)
- Registered Nurse (4)
- Dental Assistant / Hygienist (2)
- Pharmacy Assistant / Technician (2)



- Teacher - Elementary/Secondary (10)
- Social Service Worker / Case Manager (6)
- Educational Assistant (2)
- Education and Training Advisor (1)
- 5 others tied with (1)

Sales and Service (NOC-6) based occupations made up the largest portion of job postings with 26.3% (108) of all postings in February when compared to the major occupational classifications. These occupations saw the largest month-over-month decrease of -1.3%. The largest month-over-month increase of +1.9% was seen for Trades, Transportation and Equipment Operator (NOC-7) based occupations which accounted for 15.3% (63) of the job postings in this month.

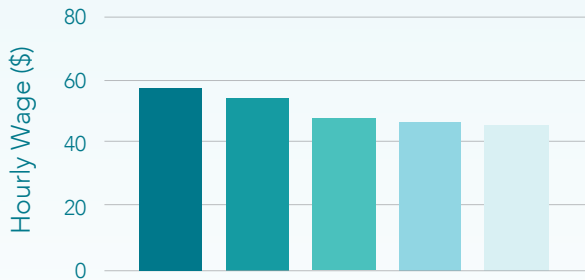
Sales and Service (NOC-6) based occupations represented the largest number of job postings in February with 37.4% (49) of all postings when compared to the major occupational classifications. This occupational classification also accounted for the largest month-over-month increase of +11.8%. The largest month-over-month decrease in job posting share was for Business, Finance and Administration (NOC-1) based occupations which changed -5.5% from the previous month to account for 5.3% (7) of the February postings.

TOP 5 HOURLY WAGE VACANCIES



\$58.00

Pharmacist
@ Neighbourly Pharmacy Inc.



\$54.00 Registered Nurse
@ North Bay Regional Health Centre

\$47.00 Conseillere en Sante Mentale et en Assiduite
@ Conseil scolaire public du Nord-Est de l'Ontario

\$46.00 Pharmacist
@ North Bay Regional Health Centre

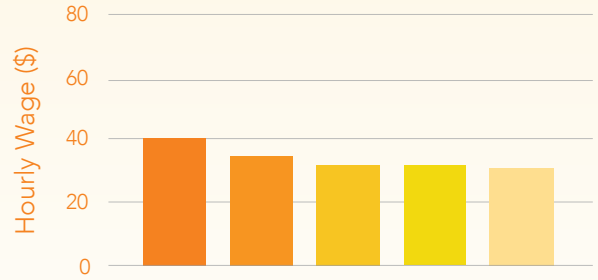
\$45.00 Bookkeeper
@ New North Exteriors Inc

TOP 5 HOURLY WAGE VACANCIES



\$40.00

Automotive Service Technician
- 310T/310S
@ Hall Construction Inc



\$35.00 Installer - Cabinet
@ McKee Cabinetree Ltd.

\$32.59 Registered Practical Nurse - Intensive Care Unit
@ West Parry Sound Health Centre

\$32.00 Registered Practical Nurse - Acute Care/Transitional Care Unit/Inpatient Rehabilitation
@ West Parry Sound Health Centre

\$31.00 Pharmacy Technician
@ West Parry Sound Health Centre

TOP 3 ANNUAL SALARY VACANCIES

\$134,000

Associate Veterinarian
@ Springer Animal Hospital



\$126,000

Project Manager - Enterprise Resource Planning
@ The Corporation of the City of North Bay

\$125,000

Sales Professional - Automobile
@ Stockfish Automotive Group

Lowest Annual Salary \$34,000

Cashier
@ SportChek

TOP ANNUAL SALARY VACANCY

\$78,000

Financial Analyst
@ West Parry Sound Health Centre



\$60,000

Manager - Front of House and Events
@ Trestle Brewing Company Limited

\$60,000

Administrative Assistant - Office and Store
@ Water Depot Parry Sound

Lowest Annual Salary \$33,000

Cashier
@ Sobey's - Parry Sound

The average hourly wage in February for those postings which listed (36.5%) an hourly wage was \$24.48/hour. This is a slight increase; +2.1% (+\$0.51/hour), from the current 12-month average of \$23.97/hour. Of the 150 postings which listed an hourly wage 9.3% (14) were listed at the provincial minimum wage of \$16.55/hour. For postings that listed an annual salary the average was \$76,187.29/year. This is notably higher; +7.9% (+\$5,609.79/year), than the current 12-month average of \$70,577.50/year.

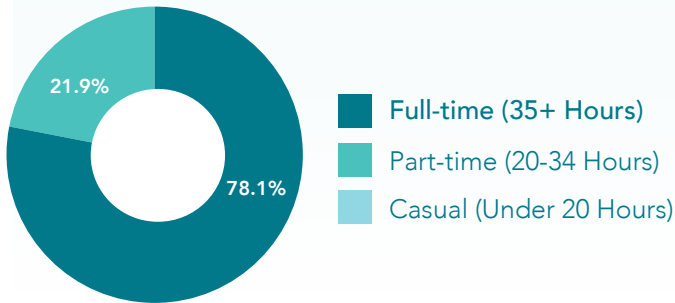
The average hourly wage in February for those postings which listed (33.6%) an hourly wage was \$23.35/hour. This figure is slightly below; -2.4% (-\$0.57/hour), the current 12-month average of \$23.92/hour. Of the 44 postings which listed an hourly wage 13.6% (6) were listed at the provincial minimum wage of \$16.55/hour. The average annual salary listed in the month of February was \$54,600.00; significantly below; -10.4% (-\$6,386.16/year), the current 12-month average annual salary of \$60,986.16/year.

FULL-TIME / PART-TIME BREAKDOWN

78.1% of listings in February

↑ 2.9%
from January

78.1% (321) of the listings in February indicated that the employment offered would be classified as full-time. This figure represents a slight increase; +2.9%, from the previous month when 75.2% of the job postings were classified as full-time.



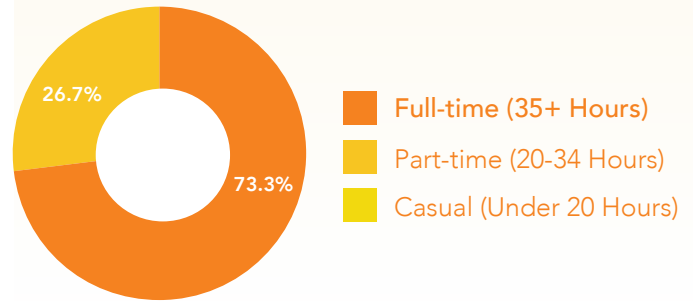
411 Postings listed hours offered (100%)

FULL-TIME / PART-TIME BREAKDOWN

73.3% of listings in February

↑ 5.8%
from January

73.3% (96) of the listings in February indicated that the employment offered would be classified as full-time. This figure is a slight increase; +5.8%, from the previous month where 67.5% of the job postings were classified as full-time.



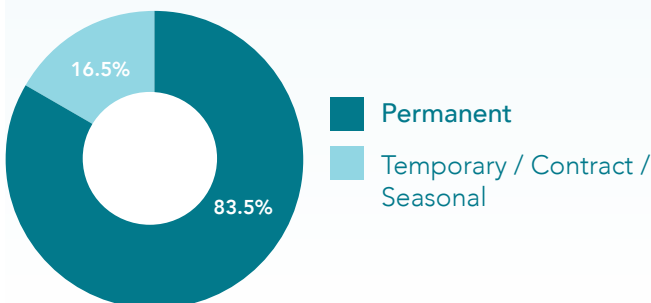
131 Postings listed hours offered (100%)

TERM OF EMPLOYMENT

83.5% of listings in February

↓ 1.7%
from January

83.5% (343) of the listings in February stated that the opportunity in question would be permanent. This is a slight decrease; -1.7%, from the previous month's figure of 85.2%.



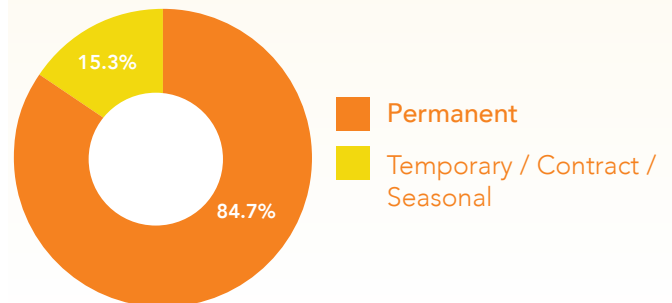
411 Postings listed hours offered (100%)

TERM OF EMPLOYMENT

84.7% of listings in February

↓ 3.6%
from January

84.7% (111) of the listings in February stated that the opportunity in question would be permanent. This is slightly below; -3.6%, the previous month figure of 88.3%.



131 Postings listed hours offered (100%)

ALL EMPLOYERS WITH POSTINGS IN MONTH



NIPISSING DISTRICT

401 Auto - North Bay Chrysler
A&S Towing
A&W (McKeown)
AIM Kenny U-Pull
Algonquin Nursing Home of Mattawa
Alouette Bus Lines
Arborworks
Battano Construction Limited
Bay City Animal Hospital
Bay Glass and Contracting
Bay Roofing and Exteriors Ltd.
Bay Truck Stop Family Restaurant
Bay Vision Care
Bell
Bell - Wireless Personal Communications Inc.
Bessette Contracting
Best Western North Bay Hotel & Conference Centre
Beyond Sushi
Binx Professional Cleaning
Blue Sky Animal Hospital
Boart Longyear - North Bay
Boart Longyear - Sturgeon Falls
Boutique La Vie En Rose
Brainworks
Brandt Industries
BrokerLink - Parry Sound
Bumper to Bumper - H.E. Brown
Caisse Alliance
Canada Post - North Bay
Canadian Addiction Treatment Pharmacy
Canadian Forces Morale and Welfare Services
Canadian Mental Health Association - North Bay and Area
Canadian Red Cross
Canadian Tire - North Bay
Canadian Tire - Sturgeon Falls
Canadore College - College Drive
Canadore College - Commerce Court
Cannabis Jacks
CannAmm
Carry All Builders Supplies Ltd
Cascades Casino
Casey's Grill Bar
Cassellholme Home for the Aged
Cecil's Brewhouse & Kitchen
Cementation Canada
Central Welding & Iron Works
CIBC - North Bay
Columbia Forest Products Ltd
Commissionaires
Community Living North Bay
Conseil Scolaire Catholique Franco-Nord
Conseil scolaire public du Nord-Est de l'Ontario
Crisis Centre North Bay
CSN Collision Centre - Phil's
CTS Canadian Career College
Dawson Dental - North Bay
Dentistry on Worthington
Designed Roofing Inc, Essential Exteriors & Northland Glass & Metal
Discount Car and Truck Rentals
District of Nipissing Social Services Administration Board
Dowdal Cabinets
Dr Kerry Reed
Dr. Clean
Dudley Installations Ltd.
East Side Mario's
Empire Living Centre
Enterprise Rentacar
Essential Exteriors
Evergreen Landscaping
Evergreen Landscaping and Home Hardware
Executive Aviation
Express Parcel
Fairfield Inn & Suites by Marriott North Bay
Feldcamp Equipment Limited
Ferris Home Hardware

First Choice Haircutters
First Student Canada
First Transit Canada
Foraco
G&P Welding and Ironworks
GameStop
GardaWorld
Garderie Soleil
Gateway Golf Ltd.
Gateway Optometry
Gateway Signs And Service
GFL Environmental Inc.
GHC Heating and Air Conditioning
Giant Tiger - North Bay
goeasy
Golden Harvest Cannabis Co.
Goodyear Canada Inc. (Retreading)
Government of Canada
Gregory J. DuCharme Professional Corporation
Guy's Tire Sales Inc
Hands TheFamilyHelpNetwork.ca - North Bay
HearingLife Canada Ltd.
Holiday Inn Express North Bay
Homewood Health
Hope Awaits Ministries
Hydro One Networks Inc
Ivan's Restaurant
Janveaux Forest Products
Jocko Point Fish and Chips
K & K Automotive
Kal Tire
Kia North Bay
KIND Forest School
Kitchen Gallery & Interiors
KPMG LLP
Lakeshore Dental Care
LCBO - Verner
Levante Living - Barclay House
Lewis Motor Sales Inc
LifeLabs
Linde North America
Long & McQuade
Lou Dawg's Southern BBQ
Marigold Unique Flavour
Marina Point Village
McDonald's (North Bay)
McDonald's (West Nipissing)
McDougall Energy Inc.
McDougallMD
McIntosh Perry
Metal Fab Ltd.
Metro - North Bay
MHM General Contracting
Michaels
Miller Paving
Miller Waste Systems
Ministry of Public and Business Service Delivery
Ministry of the Attorney General
Ministry of the Solicitor General
MP Bookkeeping
Near North District School Board
Near North Laboratories Inc.
Near North Medical Clinic
Neighbourly Pharmacy Inc.
New North Exteriors
New North Exteriors Inc
New Ontario Brewing Co.
Nijjaansinaanik Child and Family Services - North Bay
Nipissing Transition House
Nipissing University
Nipissing-Parry Sound Catholic District School Board
North Bay & District Multicultural Centre
North Bay Cardiology
North Bay Denture Clinic
North Bay Golf & Country Club
North Bay Hydro

North Bay Police Service
North Bay Regional Health Centre
North Bay Sport Medicine
North Bay-Mattawa Conservation Authority
Northern RV
Northern Shores Pharmacy
Northland Glass & Metal
Northwood Window and Door Centre
Novo Peak Health
One Kids Place Children's Medical
Treatment Center of North East Ontario
One Plant
Ontario Aboriginal Housing Support Services Corporation
Ontario Northland
Ontario Power Generation
Oxford Learning Centres, Inc.
Paramed Home Health Care
Petro Canada and Restaurant - Temagami PHARA
Pilot Diamond Tools Ltd.
Plan A Long Term Care Staffing and Recruitment
Price Signs and Decals
Redpath
Redpath Mining Contractors and Engineers
Remissio Massage Therapy and Wellness Center
Rogers
Roots Canada
Royal Bank of Canada - North Bay
SafeSight Exploration Inc.
Science North
Serco Canada Inc.
Service Canada
Sienna Living - North Bay
Sienna Senior Living
Sportchek
Springer Animal Hospital
Staples Canada
Stock Transportation
Stockfish Automotive Group
Sturgeon Falls Brush and Contracting Ltd
Sturgeon Falls IDA
Sword Managment
Syl's Neighbourhood Kitchen
Symetrics
Talize
TCM Produce
Telus - North Bay
The Block Public House
The Children's Aid Society of the District of Nipissing and Parry Sound
The Corporation of the City of North Bay
The Erb Group of Companies
The Home Depot - North Bay
The Skyline Group of Companies
ThinkOn
Thomas Davis Law
Tip Top Tailors
Tokyo Smoke
Top Picks Auto Sales
Trans Canada Safety
Tulloch Engineering
Tutor Match
Twiggs Coffee Company Inc
Under the Hood Automotive
United Group of Companies
United Rentals of Canada Inc.
Urban Planet
Victorian Order of Nurses / VON
Volkswagen North Bay
VON Canada (Ontario)
Voyageur Aviation Corp
VS Group
Walmart - North Bay
West Nipissing Child Care Corporation
West Nipissing General Hospital
Wrwth
YM Inc. - Suzy Shier
YMCA of Northeastern Ontario



PARRY SOUND DISTRICT

Adams Bros. Construction
Almaguin Highlands Community Living
Almaguin Manor Residence
Aramark Canada Ltd.
Ben's Pharmacy
Best Value Inn & Suites
Bourgeois Ford North
Canadian Mental Health Association - Muskoka Parry Sound Branch
Canadore College - Parry Sound Campus
Community Living Parry Sound
Connor Industries
Conseil scolaire public du Nord-Est de l'Ontario
Contact North
Dawson Dental - Callander Bay Dental
District of Parry Sound Social Services Administration Board
Dollarama - Parry Sound
Dr. Erin Axt Optometry
Edgewater Park Lodge
Esso
Gardens of Parry Sound Retirement Home
Gingrich Harris Copeland, Chartered
Professional Accountants
Glenn Burney Lodge
Griffith Bros.
Hall Construction Inc
Hands TheFamilyHelpNetwork.ca - Parry Sound
Harvey's Parry Sound
Jolly Roger Inn & Resort
Lakeland Long Term Care Services Corporation
Lifemark Health
Lifemark Health Group
Log Cabin Inn & Catering
M&M Food Market - Parry Sound
Mac Lang
Magnetawan Grill and Grocery
Maid to Perfection
McDonald's (Parry Sound)
McKee Cabinetree Ltd.
Mid Town Hotel
Near North District School Board
Nipissing-Parry Sound Catholic District School Board
Northern Living Kitchen & Bath
Oakcrest Co.
One Kids Place Children's Medical
Treatment Center of North East Ontario
Parry Air Heating & Cooling
Parry Sound Golf & Country Club
Parry Sound Home Hardware
Pizza Hut - Parry Sound
Powassan & Area Family Health Team
Powassan Home Hardware
Reekie Denture Clinic
RONA - Parry Sound
Science North
Scotiabank - Parry Sound
Shoppers Drug Mart - Parry Sound
SMRT Computer Solutions
Sobeys - Parry Sound
Sobey's - Parry Sound
The Beer Store - South River
The Home Depot - Parry Sound
The Source Electronics Inc. - Parry Sound
The Wagon Wheel
Tim Hortons - Parry Sound
Trestle Brewing Company Limited
Victorian Order of Nurses / VON
W.S. Morgan Construction Limited
Walmart - Parry Sound
Water Depot Parry Sound
West Parry Sound Health Centre
Westburne
Williams and McDaniel Property Management



WHAT IS THE LMG MONTHLY JOBS REPORT?

This Jobs Report is a monthly publication produced by the Labour Market Group.

Each month we compile this report based on our job portal **readysethired.ca**.

Readysethired.ca is an online job portal that provides and collects real time job postings within the districts of Nipissing and Parry Sound. These postings are updated daily and provide job seekers with a one stop shop for local current employment opportunities.

FOR MORE INFORMATION & FURTHER DETAILS ABOUT LOCAL JOBS, PLEASE CONTACT :

The Labour Market Group
readysethired.ca
info@thelabourmarketgroup.ca



The Labour Market Group
Guiding partners to workforce solutions.



IN THIS EDITION

LABOUR MARKET MOMENTUM CONTINUES TO FEEL THE SQUEEZE

TOTAL JOB POSTINGS OVER THE PAST 5 YEARS

YOUNGER WORKERS ARE SHOULDERING THE WEIGHT OF A WEAKER LABOUR MARKET

RECENTLY RELEASED POPULATION DATA

LABOUR MARKET MOMENTUM CONTINUES TO FEEL THE SQUEEZE



Job growth is weak, and labour force participation rates have slipped. Signs of stress in the labour market remain relatively muted.



Layoffs have not surged, and the increase in the unemployment rate over the last 6 months has been relatively modest.



With excess labour demand trimmed, the job market finds itself on a more balance footing compared to a year ago.



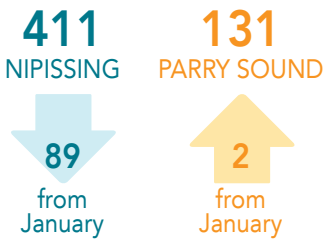
Job vacancies have returned to pre-pandemic levels and the intense competition for workers, that prevailed after the pandemic reopening, has eased.



Less competition for workers and normalizing inflation expectations should allow wage growth to cool in the months ahead.

JOBS REPORT FEBRUARY 2024

TOTAL NUMBER OF JOB POSTINGS



TOP INDUSTRY WITH VACANCIES

NIPISSING
Health Care & Social Assistance (27.3%)

PARRY SOUND
Health Care & Social Assistance (36.6%)

To view the full report, visit our website www.thelabourmarketgroup.ca readysethired.ca

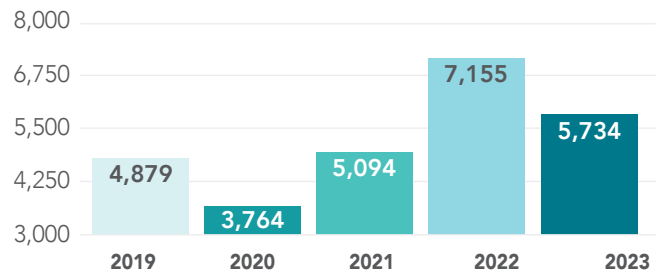


TOTAL JOB POSTINGS OVER THE PAST 5 YEARS

NIPISSING DISTRICT

JOB POSTINGS TOTAL RECORDED
5,734

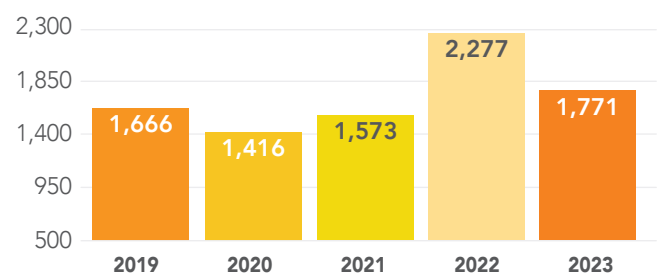
JOB POSTINGS MONTHLY AVERAGE
478



PARRY SOUND DISTRICT

JOB POSTINGS TOTAL RECORDED
1,771

JOB POSTINGS MONTHLY AVERAGE
148



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The Labour Market Group is funded by:





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LOCAL LABOUR MARKET PLAN 2024

2024 WORKFORCE WEEK

APRIL 22-26, 2024

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Questions or concerns? Feel free to contact us at info@thelabourmarketgroup.ca



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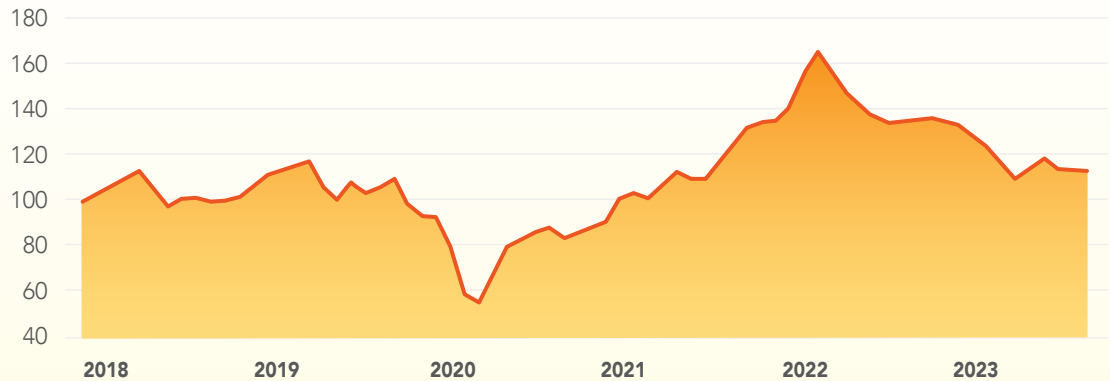


YOUNGER WORKERS ARE SHOULDERING THE WEIGHT OF A WEAKER LABOUR MARKET



- Over the last year, labour force participation rates among **younger workers have fallen more sharply** than among core-aged and older workers.
- Last month, **female youth participation rates reached the lowest level in over two decades** (excluding periods of public health restrictions).
- Canadian Hiring Index reveals that online job postings among **professional, scientific, and technical services and financial and insurance services, key industries for university graduate recruitment, are well below pre-pandemic levels.**

CANADIAN HIRING INDEX, CANADA (JANUARY 2018=100)



RECENTLY RELEASED POPULATION DATA, DISAGGREGATED BY AGE, SHOWS INTERNATIONAL MIGRATION IS HELPING TO SLOW POPULATION AGING

In the year leading up to July 1, 2023, Canada's working age population expanded, and the average age dipped slightly, the first decrease since 1958, reflecting large inflows of newcomers to the country.

Millennials became the largest generation in the population, displacing Baby Boomers for the first time in 65 years.



In 2023, the number of people aged 65 years and older surpassed the number of people aged 18 years and under for the first time in Canadian history.



Population aging will continue to be a **dominant force** in Canada's labour market in the years ahead.



In the coming years, international migration is expected to **weaken** as inflows of temporary residents slows. While historic levels of international migration may temporarily slow population aging, this demographic trend is unavoidable.

Source: Conference Board of Canada