

# AGENDA

Thursday, February 9, 2023 at 6:30 PM

*Board Meeting Via Zoom Video Conference*



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1. **CALL MEETING TO ORDER.**
  2. **TRADITIONAL LAND ACKNOWLEDGMENT.**
  3. **DISCLOSURE OF PECUNIARY INTEREST.**
  4. **ELECTIONS:**
    - 4.1 Election of Vice-Chair
  5. **APPROVAL OF MINUTES:**
    - 5.1 January 12, 2023
  6. **DEPUTATIONS & PRESENTATIONS.**
  7. **REPORTS:**
    - 7.1 Chair
    - 7.2 Chief Administrative Officer
    - 7.3 Chief Financial Officer
  8. **OUTSTANDING ISSUES.**
  9. **NEW BUSINESS:**
    - 9.1 Board Honoraria and Expenses
    - 9.2 Borrowing Resolution for 2023
  10. **IN-CAMERA: 2**

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:

    - i) the security of the property and services of the Board
    - v) an opinion of the Board's solicitor, disclosure of which would not be in the public interest; or
  11. **CORRESPONDENCE:**
    - 11.1 West Parry Sound OPP Domestic Report for January
    - 11.2 The Labour Market Group December 2022 Jobs Report
    - 11.3 The Labour Market Group January 2023 Newsletter
    - 11.4 NOSDA letter to Minister Clark re: End of the Social Services Relief Fund
    - 11.5 North Bay Parry Sound District Health Unit Overdose Report
  12. **ADJOURNMENT.**

# MEETING MINUTES

Thursday, January 12, 2023 at 6:30 p.m.

*Board Meeting via Zoom Video Conference*



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## Board Members Present:

Teri Brandt  
Ted Collins  
Gail Finnson  
Teresa Hunt  
Ted Knight

## Board Members Absent:

Tom Lundy  
Jamie McGarvey  
Sharon Smith  
Rick Zanussi

## Staff:

Jennifer Harris, Administrative Officer  
Shannon Johnson, CFO  
Tammy MacKenzie, CAO

## Guests:

Sarah Bissonette  
Jerry Brandt

### **1. CALL MEETING TO ORDER:**

The meeting was called to order by Tammy MacKenzie at 6:30 PM.

### **2. TRADITIONAL LAND ACKNOWLEDGMENT.**

Ms. Finnson joined the meeting at 6:32 PM.

### **3. DISCLOSURE OF PECUNIARY INTEREST.**

### **4. ELECTIONS:**

#### 4.1 Election of Chair

The CAO assumed the position of Chair and conducted the election.

The CAO called for nominations from the floor three times for the position of Chair.

Mr. Zanussi was nominated and willing to stand. No other nominations were put forward for the position of Chair.

#### ***Resolution 23 01 01***

*Moved by Ted Knight*

*Seconded by Ted Collins*

“THAT Rick Zanussi be appointed and approved as the Chair of the District of Parry Sound Social Services Administration Board for the year 2023.”

#### **CARRIED**

4.2 Election of Vice-Chair

**DEFERRED**

Mr. Knight moved to have the election for Vice-Chair postponed until there are more Board members, Mr. McGarvey seconded.

The Board will defer holding the Vice-Chair elections until more members are appointed to the Board.

**5. APPROVAL OF MINUTES:**

5.1 November 10, 2022

***Resolution 23 01 02***

**CARRIED**

*Moved by Jamie McGarvey*

*Seconded by Ted Collins*

“THAT the Board meeting minutes of Thursday, November 10, 2022 be approved as presented.

**6. DEPUTATIONS & PRESENTATIONS.**

**7. REPORTS:**

7.1 Chair

The DSSAB Act is substandard, without any changes happening. We are lacking members this evening because area municipalities can't agree on their representatives and as per the Act, there isn't any arbitration. The municipalities have to come together on their area representatives and who knows how long that will take. Asked Board members to think about the DSSAB Act, and if we should proceed with pushing for changes through NOSDA or not. It will be put on the agenda for next month.

Spoke about affordable housing and how we know a successful housing model includes low income, affordable and normal housing. We need to have projects ready to be funded for moving forward.

7.2 Chief Administrative Officer

Report was presented and reviewed by Ms. MacKenzie.

Members are always welcome to contact Ms. MacKenzie should they have any questions about the report.

Mr. Collins commended staff on the amount of work that was done in November and December and looking forward to the many new initiatives.

7.3 Chief Financial Officer

Financial statement was presented and reviewed by Ms. Johnson.

**8. OUTSTANDING ISSUES.**

**9. NEW BUSINESS:**

9.1 Appointment of LHC Board for 2023

A written report was presented and discussed by Ms. Johnson.

***Resolution 23 01 03***

**CARRIED**

*Moved by Tom Lundy*

*Seconded by Teri Brandt*

“THAT the Board approves the appointment of the Officers and Directors of Parry Sound District Housing Corporation, as follows:

Directors: Teri Brandt, Ted Collins, Gail Finnson, Teresa Hunt, Ted Knight, Tom Lundy, Jamie McGarvey, Sharon Smith, and Rick Zanussi.

Officers:	Chair	Rick Zanussi
	Vice-Chair	TBD
	CEO/Secretary	Tammy MacKenzie
	Housing Manager	Sharon Davis
	Treasurer	Shannon Johnson”

**10. IN-CAMERA: 2**

***Resolution 23 01 04***

**CARRIED**

*Moved by Sharon Smith*

*Seconded by Teresa Hunt*

“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:

- i) the security of the property and services of the Board;
- v) an opinion of the Board’s solicitor, disclosure of which would not be in the public interest;”

***Resolution 23 01 05***

**CARRIED**

*Moved by Ted Knight*

*Seconded by Gail Finnson*

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

**11. ADJOURNMENT.**

The meeting was adjourned to the next regular meeting to be held Thursday, February 9, 2023 via Zoom Video Conference.

***Resolution 23 01 06***

**CARRIED**

*Moved by Teresa Hunt*

*Seconded by Jamie McGarvey*

“THAT the Board meeting now be adjourned to the next regular meeting to be held Thursday, February 9, 2023 at the hour of 6:30 PM via Zoom Video Conference.”

District of Parry Sound



Social Services  
Administration Board

# **Chief Administrative Officer's Report**

**February 2023**

## **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.**

## **OHT**

On Friday, January 20<sup>th</sup> I was pleased to support the West Parry Sound Health Centre and its system partners by participating in an important community-based meeting with a delegation from the Ministry of Health. The MoH panel included: Allison Costello, Director, Ontario Health Teams Policy and Operations; Betty-Lou Kristy, Chair, Minister's Patient, Family, and Caregiver Advisory Council; and University of Toronto health researcher Gayathiri Embuldeniya. The virtual site visit to our community was a critical 'next step' toward ministerial approval for West Parry Sound health system partners to begin creation of an Ontario Health Team.

The 1.5-hour meeting included representatives from 32 health system partners, four senior health system planning representatives from Ontario Health North, and guest/observers from three other northeastern communities preparing for similar MoH visits.

My participation included a description of the many partnerships and collaborations we as a DSSAB have with West Parry Sound health system partners. Improving the delivery of mental health and addiction services is identified by West Parry Sound health system partners as one of four priority populations (others: avoid/reducing ALC and keeping seniors active, healthy, at home; planning for the future of long-term care; and building improved relationships with Indigenous communities).

Health centre officials anticipate that the MoH will move forward in February to ensure that OHT-based system transformation reaches equitably throughout the province. That will include giving OHT 'next step' status to West Parry Sound and its regional partners in the northeast: Sudbury/Manitoulin/Espanola, Temiskaming, and Cochrane. The majority of southern Ontario communities have been at work on OHT 'construction' for three to four years.

## **ROMA**

The 2023 ROMA Annual General Meeting and Conference was back live and in-person for the first time in 2 years. I was very pleased to have gathered in downtown Toronto with over 1,000 municipal colleagues, provincial and federal elected officials, and senior staff for this much anticipated event. The 2023 Conference had all the critical rural municipal issues front and centre for us to engage, learn, network, and bring innovative solutions to our community.

Additionally, I was able to participate in seven delegation meetings with provincial ministers in support of the Northern Ontario Service Deliverers Association.

## **MPP Smith**

On January 27<sup>th</sup>, myself, along with our Director of Housing & Child Care Service Management and Communications Officer met with The Hon. Graydon Smith, Minister of Natural Resources and Forestry, MPP for Parry Sound-Muskoka. We had a very productive conversation where we discussed our housing crisis along with our challenges in the maintenance and creation of childcare spaces. I have confidence that The Hon. Graydon Smith is working very hard to support our district with these issues.

## Municipal Representatives and WPSHC Touchpoint Meeting

On January 30<sup>th</sup> I attended the WPSHC touchpoint meeting with local municipal representatives. The agenda included topics such as:

- √ The health of our community as it relates to the tracking of respiratory illnesses along with conditions and precautions in place at WPSHC, LTCs, and NPLCs
- √ The impact the present situation is having on the Emergency Department
- √ Update on the past closure of the WPSHC OB
- √ OHT update
- √ Long-term Care wait times in our community
- √ Successful infection, prevention, and control collaborations
- √ WPSHC community partners

## Facebook Pages



A friendly reminder to follow our Facebook pages!

- ♦ [District of Parry Sound Social Services Administration Board](#)
- ♦ [Esprit Place Family Resource Centre](#)
- ♦ [EarlyON Child and Family Centres in the District of Parry Sound](#)
- ♦ [The Meadow View](#)

## Social Media

### Facebook Stats

<b>District of Parry Sound Social Services Administration Board</b>	<b>AUG 2022</b>	<b>SEPT 2022</b>	<b>OCT 2022</b>	<b>NOV 2022</b>	<b>DEC 2022</b>	<b>JAN 2023</b>
Total Page Followers	382	393	400	409	410	428
Post Reach this Period (# of people who saw post)	10,269	3,847	3,827	6,431	4,180	8,907
Page Views this Period	183	166	424	450	171	444
Post Engagement this Period (# of reactions, comments, shares)	945	446	406	437	59	234

<b>Esprit Place Family Resource Centre</b>	<b>AUG 2022</b>	<b>SEPT 2022</b>	<b>OCT 2022</b>	<b>NOV 2022</b>	<b>DEC 2022</b>	<b>JAN 2023</b>
Total Page Followers	121	121	121	127	127	128
Post Reach this Period (# of people who saw post)	17	49	32	1,155	353	103
Page Views this Period	10	8	20	105	18	30
Post Engagement this Period (# of reactions, comments, shares)	4	6	1	46	36	1

<b>The Meadow View</b>	<b>AUG 2022</b>	<b>SEPT 2022</b>	<b>OCT 2022</b>	<b>NOV 2022</b>	<b>DEC 2022</b>	<b>JAN 2023</b>
Total Page Followers	464	409	479	487	488	493
Post Reach this Period (# of people who saw post)	461	3,041	260	8,588	750	480
Page Views this Period	143	96	68	220	60	141
Post Engagement this Period (# of reactions, comments, shares)	36	39	31	101	70	4

### Twitter Stats

Link to DSSAB's Twitter page - <https://twitter.com/psdssab>

	<b>AUG 2022</b>	<b>SEPT 2022</b>	<b>OCT 2022</b>	<b>NOV 2022</b>	<b>DEC 2022</b>	<b>JAN 2023</b>
Total Tweets	9	5	3	8	1	3
Total Impressions	226	146	63	50	13	178
Total Profile Visits	20	16	11	18	24	66
Total Followers	25	23	23	25	26	27



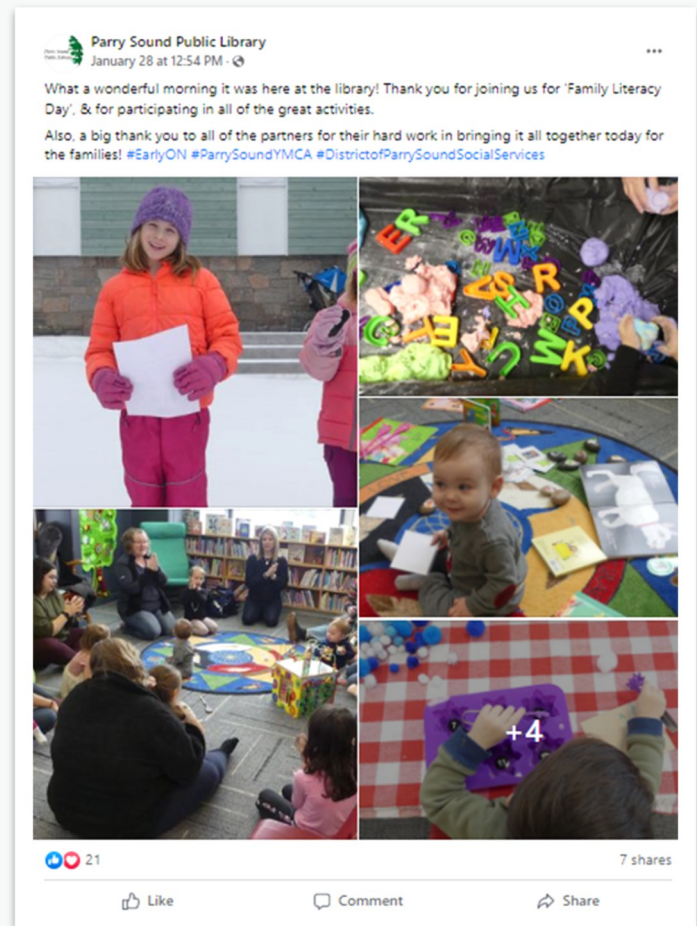
## Linkedin Stats - used primarily for HR recruitment & RFP/Tender postings

Link to DSSAB's LinkedIn page - <https://bit.ly/2YyFHIE>

	<b>AUG 2022</b>	<b>SEPT 2022</b>	<b>OCT 2022</b>	<b>NOV 2022</b>	<b>DEC 2022</b>	<b>JAN 2023</b>
<b>Total Followers</b>	179	274	297	377	377	382
<b>Search Appearances (in last 7 days)</b>	339	307	338	225	176	239
<b>Total Page Views</b>	61	132	150	73	45	46
<b>Post Impressions</b>	315	571	397	767	374	266
<b>Total Unique Visitors</b>	26	37	47	29	15	15

## **Out and About in the Community**

On Saturday, January 28<sup>th</sup>, staff attended an event at the Parry Sound Public Library to celebrate Family Literacy Day. This event was hosted in partnership between the Parry Sound Public Library, the District of Parry Sound Social Services Administration Board & EarlyON, and the Parry Sound YMCA. This was a great opportunity to highlight our Become An ECE campaign.



## Licensed Child Care Programs

### Total Children Utilizing Directly Operated Child Care in the District December 2022

Age Group	Fairview ELCC	First Steps ELCC	Highlands ELCC	Waubeeek ELCC	HCCP	Total
Infant (0-18M)	0	0	3	2	11	16
Toddler (18-30M)	16	7	13	20	34	90
Preschool (30M-4Y)	20	15	19	37	41	132
# of Active Children	36	22	35	59	86	238

The Directly Operated Licensed Child Care Programs are still experiencing staffing challenges as the provincial shortage of Registered Early Childhood Educators is directly effecting our programs. There has been a noticeable increase in parent inquiries as parent fees continue to be reduced to meet the requirements of the Canada-Wide Early Learning and Child Care Agreement. Parent fees for eligible children have now been reduced by 63% from March 28, 2022.

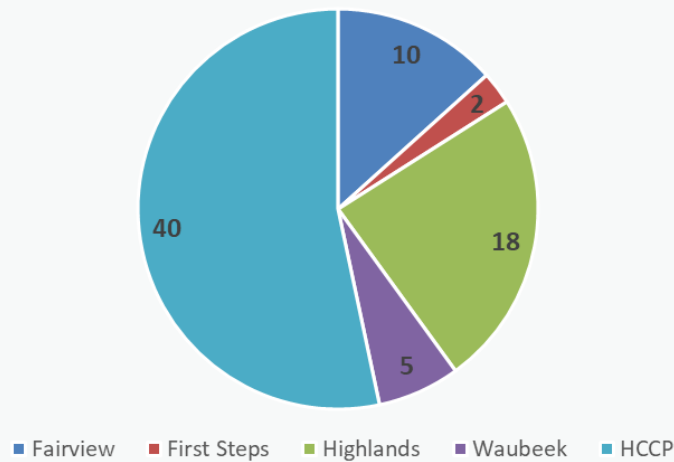
## School Age Programs

### December 2022

Location	Enrollment	Waitlist
Mapleridge After School	19	3
Mapleridge Before School	8	
St. Gregory's After School	13	
St. Gregory's Before School	2	
Sundridge Centennial After School	18	
Sundridge Centennial Before School	3	
Magnetawan Central After School	6	
Land of Lakes After School	15	
Home Child Care	35	7
# of Active Children	119	10

The difficult decision has been made to discontinue offering after school care at Magnetawan Central Public School effective December 23<sup>rd</sup> because of low attendance and program sustainability. The School Age Program will also be closing before school care at St. Gregory's Catholic School and Sundridge Centennial Public School effective February 3<sup>rd</sup> for the same reasons. The School Boards have been supportive of these closures.

## Directly Operated Child Care Waitlist by Program December 2022



The licensed programs are beginning to see an increase in volume of calls from families enquiring about current fees and asking to be placed on the waitlist.

## Online Application Form - OLAF

Fee Subsidy Applications					
2021	Eligible	Not Eligible	2022	Eligible	Not Eligible
January	1	7	January	2	4
February	0	5	February	2	6
March	1	6	March	0	5
April	0	6	April	0	3
May	0	3	May	0	3
June	4	11	June	0	2
July	0	3	July	2	2
August	1	7	August	2	4
September	1	5	September	3	3
October	1	3	October	1	3
November	0	3	November	0	0
December	1	4	December	0	1

## Total Children by Funding Source December 2022

Active	# of Children	# of Families
Afterschool Fee Subsidy	31	30
Fee Subsidy	138	132
Full Fee	242	233
Ontario Works	9	8
<b>Total</b>	<b>420</b>	<b>403</b>

Funding Source - Exits	# of Children	# of Families
Afterschool Fee Subsidy	2	2
Fee Subsidy	4	4
Full Fee	3	3
<b>Total</b>	<b>9</b>	<b>9</b>

Funding Source - New	# of Children	# of Families
Afterschool Fee Subsidy	2	2
Fee Subsidy	4	4
Full Fee	3	3
<b>Total</b>	<b>11</b>	<b>10</b>

## Inclusion Support Services

### December 2022

Age Group	EarlyON	Licensed ELCC's	Monthly Total	YTD Total	Waitlist	New Referrals	Discharges
Infant (0-18M)	0	0	0	0	1	0	0
Toddler (18-30M)	3	5	8	23	2	1	0
Preschool (30M-4Y)	5	38	43	62	3	1	0
School Age (4Y+)	6	12	18	32	0	0	2
Monthly Total	14	55	69	-	6	2	2
YTD Total	24	72	-	155	35	52	52

There has been a 35% increase in the total number of children on the ISS caseload from December 2021. This can be attributed to the increase that child care programs are seeing in children experiencing challenges with socialization skills and delays in early speech development. The other significant pattern noted is the decrease in the EarlyON referrals but this can be attributed to the EarlyON program operating virtually for the majority of 2022. We are expecting to see an increase in referrals as families return to EarlyON in-person programming.

## EarlyON Child and Family Programs

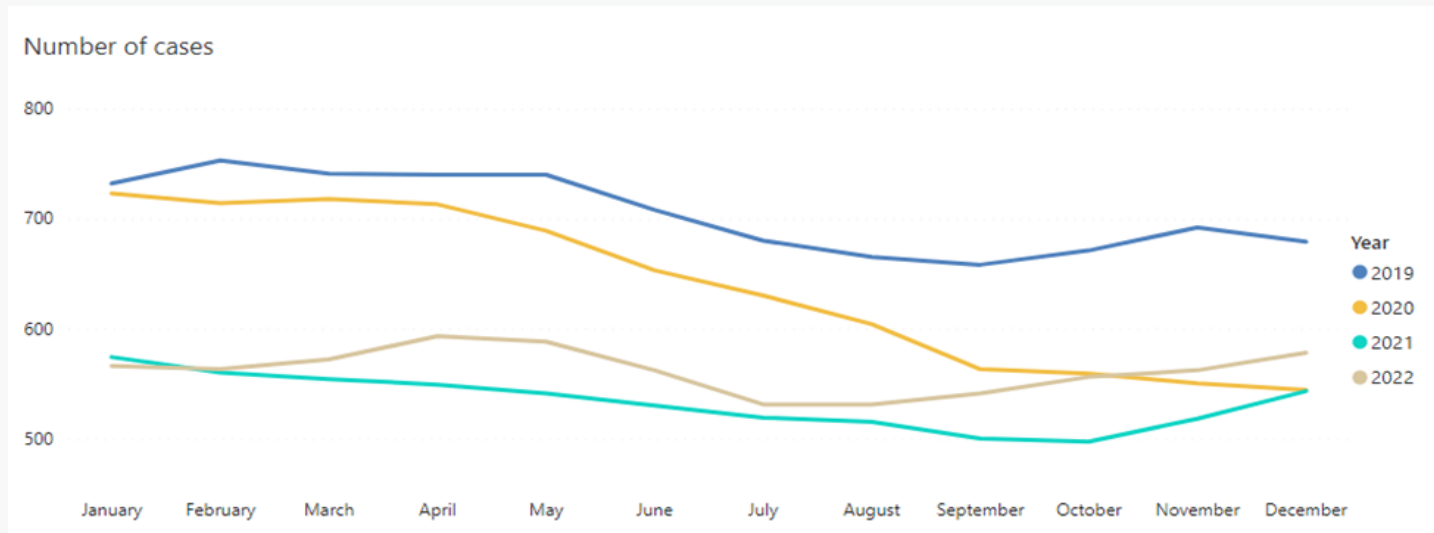
### December 2022

Activity	December	YTD
Number of Children Attending	261	5,150
Number of New Children Attending	24	656
Number of Families Visiting	451	4,249
Number of New Families Visiting	24	570
Number of Virtual Programming Events	5	87
Number of Family Engagements with Virtual Events	286	7,471

It is nice to see the number of families attending the in-person EarlyON programs returning to pre-COVID amounts now that all satellite programs have re-opened. Some programs continue to experience occasional closures due to bad weather and as staff support the licensed child care programs.

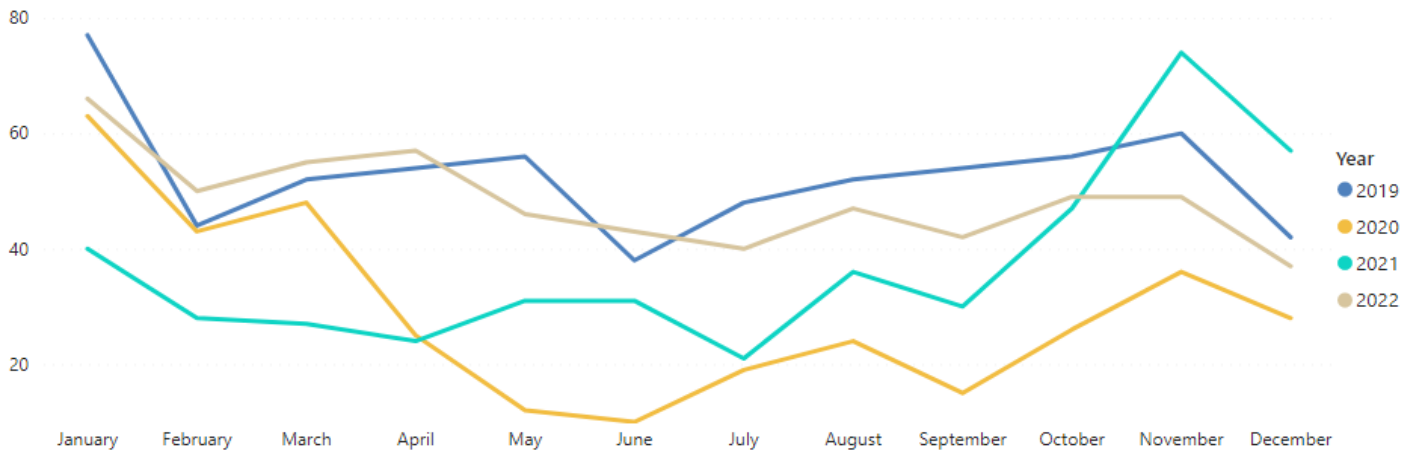
## Ontario Works Caseload

### December 2022

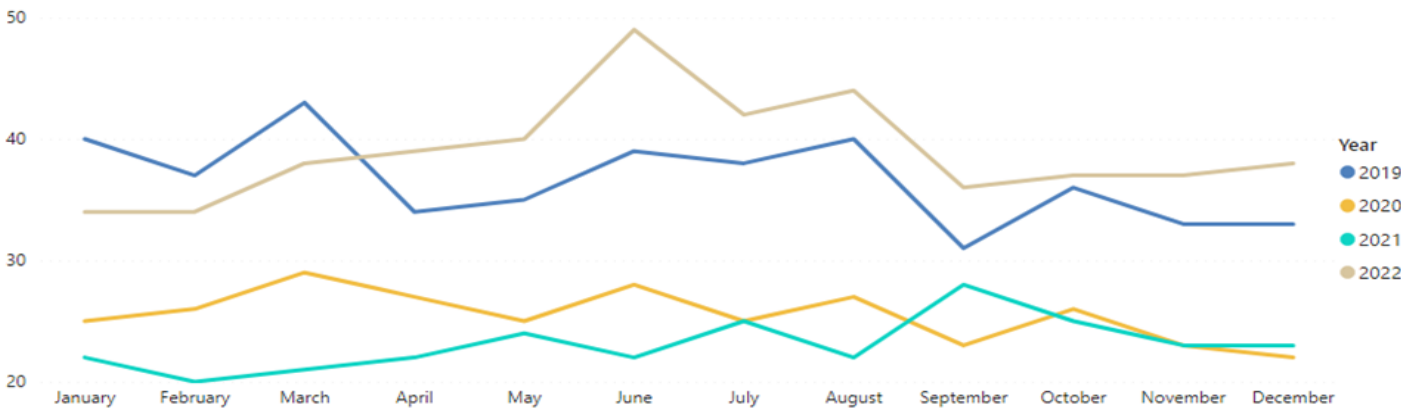


# Ontario Works Intake - Social Assistance Digital Application (SADA) & Local Office December 2022

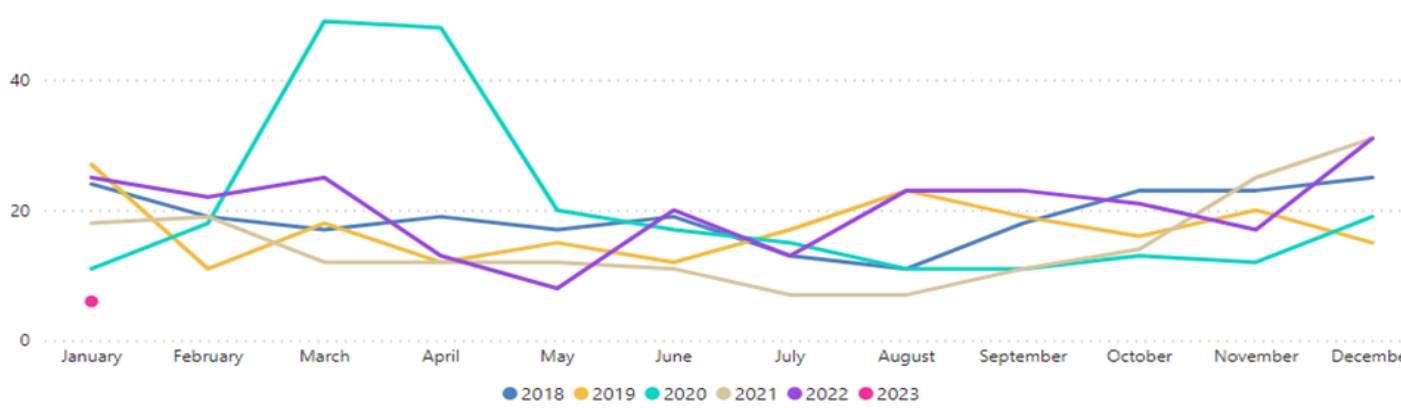
Number of applications received



ODSP recipients actively participating in Ontario Works Employment Assistance

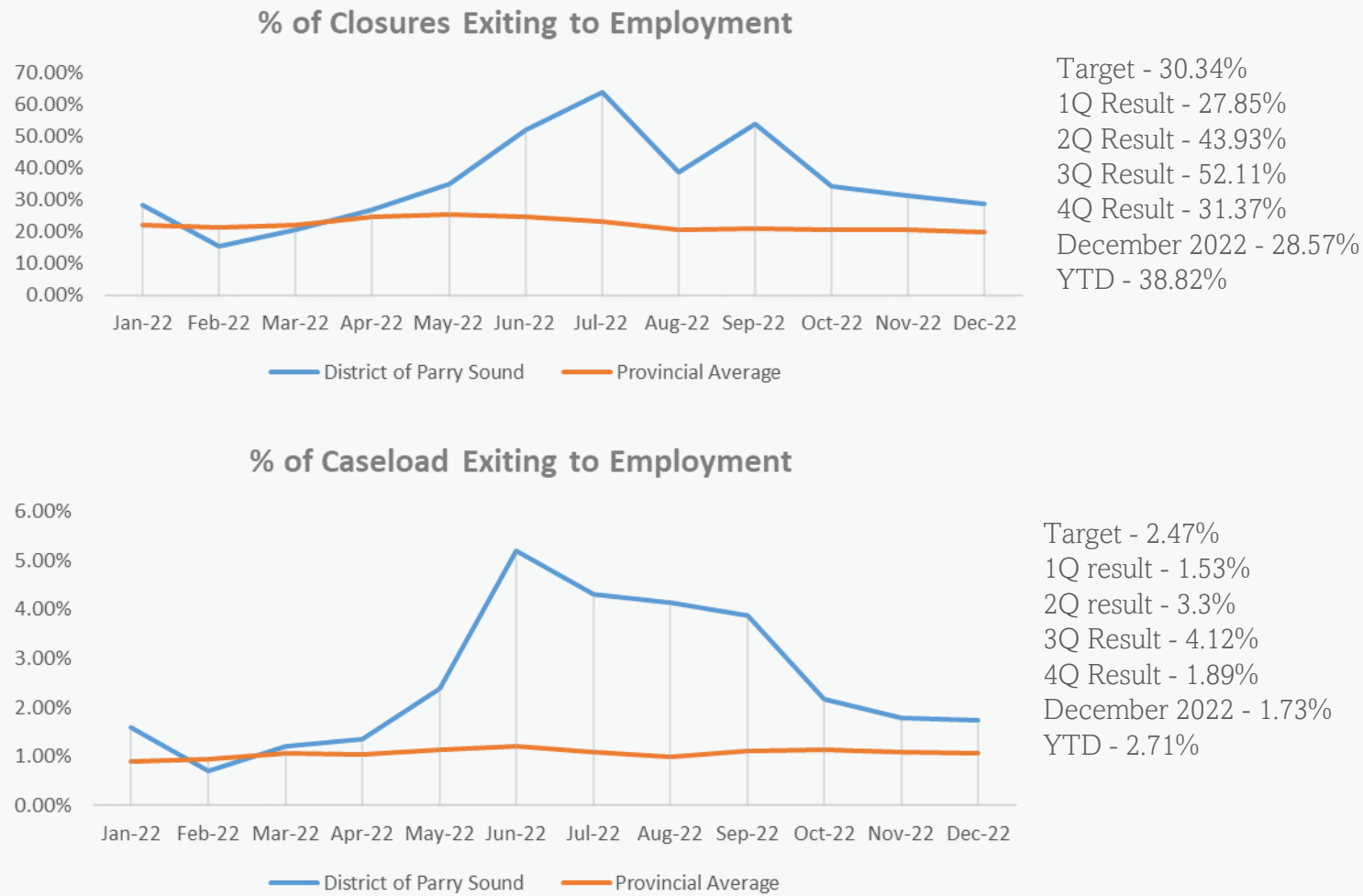


Emergency Assistance Caseload (benefit units) in Parry Sound DSSAB

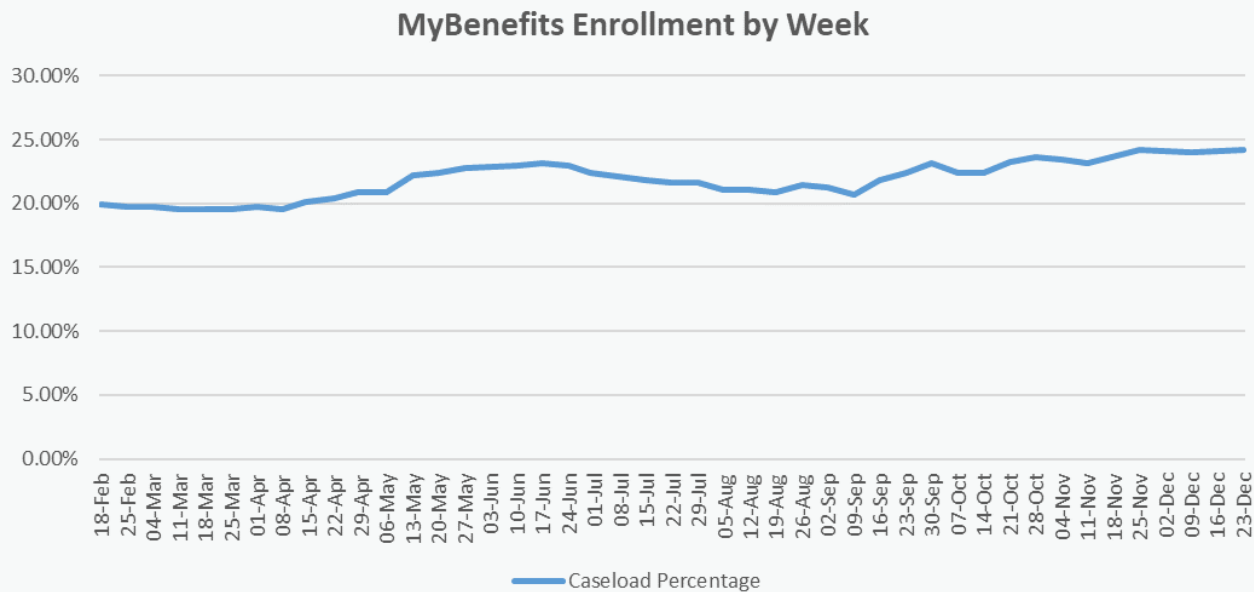


The OW Caseload continues to edge up to **578**. We are supporting **38** ODSP participants in our Employment Assistance program. We also have **52** Temporary Care Assistance cases and had **31** applications for Emergency Assistance in December.

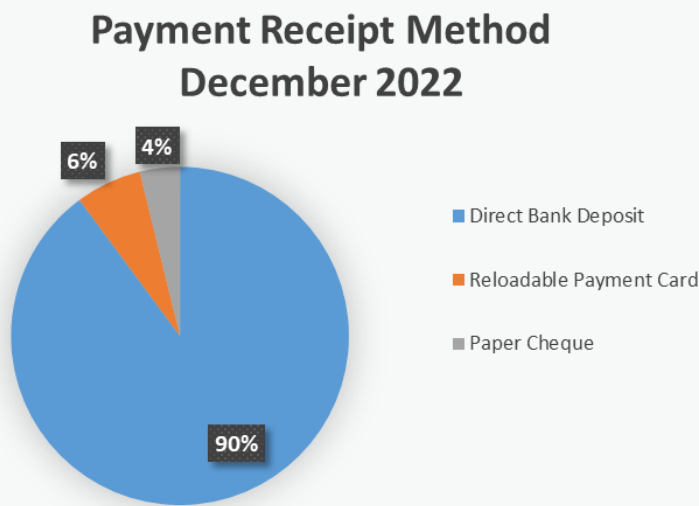
### Employment Assistance & Performance Outcomes



MyBenefits Enrollment 2022



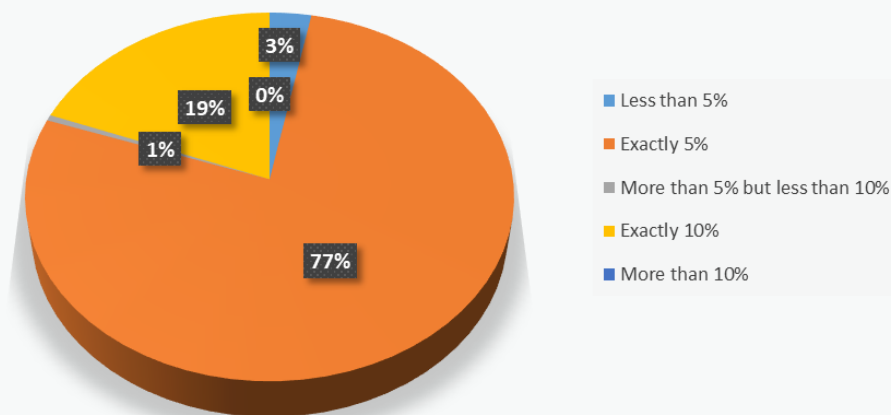
DBD Enrollment





## Overpayment Recovery Rate

December 2022



## Housing Stability Program - Community Relations Workers December 2022

### Support

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

Income Source	East	West
Senior	6	16
ODSP	12	36
Ontario Works	4	12
Low Income	11	24

### 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.

Income Source	East	West
Senior	13	19
ODSP	12	25
Ontario Works	6	11
Low Income	10	32

### Contact/Referrals

	East	West	YTD
Homeless	0	0	84
At Risk	1	5	93
Esprit Outreach Homeless	0	0	8
Esprit Outreach at Risk	1	2	20
Esprit in Shelter		3	18
Program Total			223

### Short Term Housing Allowance

	Active	YTD
December	17	146

### Housing Stability: Household Income Sources and Issuance from HPP:

Income Source	Total	HPP
Senior	4	\$1,257.59
ODSP	3	\$1,770.46
Ontario Works	2	\$175.00
Low Income	5	\$310.00
No Income	0	\$0

Reason for Issue	Total
Rental Arrears	\$0
Utilities/Firewood	\$496.29
Transportation	\$0
Food/Household/Misc.	\$3,017.34
Emergency Housing	\$0
Total	\$3,513.63

### Ontario Works: Household Income Sources and Issuance from HPP

Income Source	Total	HPP
Senior	5	\$3,650.01
ODSP	11	\$7,217.43
Ontario Works	17	\$11,328.67
Low Income	11	\$2,955.88
No Income	0	\$0

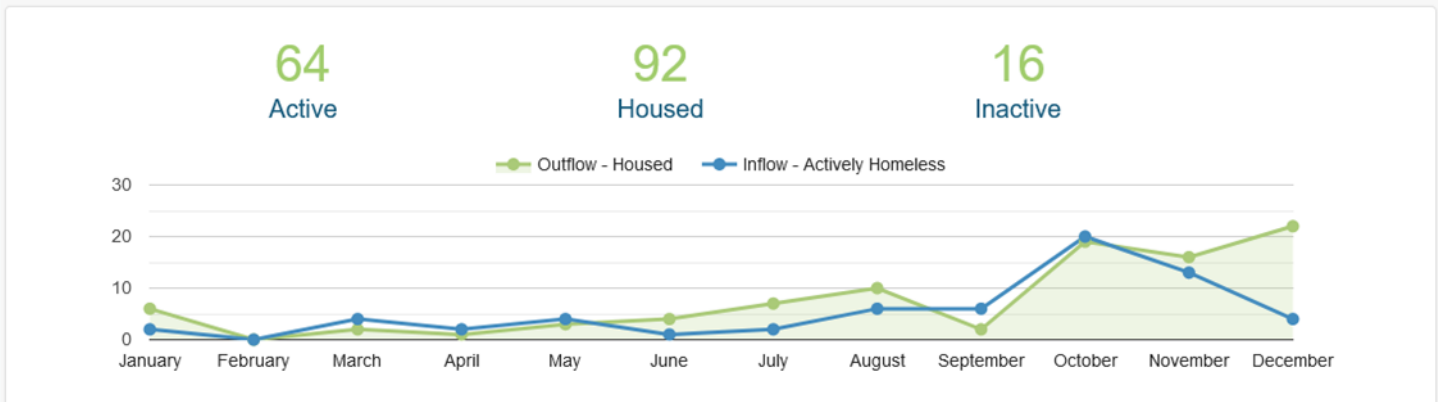
Reason for Issue	Total
Rental Arrears	\$3,538.26
Utilities/Firewood	\$8,257.18
Transportation	\$526.79
Food/Household/Misc.	\$12,467.96
Emergency Housing	\$361.80
Total	\$25,151.99

## Hotel Project

	MidTown Parry Sound	YTD Total	Caswells Sundridge	YTD Total
Adults	9	52	5	28
Children	0	1	0	1
<b>Totals</b>	9	53	5	29

These numbers represent the number of people who stayed in one of the hotel projects in the month of December.

## By-Name List Report



A By-Name List is a real time list of all people experiencing homelessness in our community who would like to receive assistance to access housing services and supports. This is an ongoing process with people being added to the list as they connect or re-connect. The list will be created by conducting a Point-in Time Count which includes collecting demographic information about people experiencing homelessness using a set of 17 common questions that align with the enumeration approach used by the federal Reaching Home Program.

A people-centered approach to the By-Name List process will consider individual needs and promote safety, including cultural safety and cultural appropriate responses and practices. People and their experiences and stories are vital to conducting both enumeration (Point-in Time Count) and the By-Name Lists.

## Housing Programs

### Social Housing Centralized Waitlist Report December 2022

	East Parry Sound	West Parry Sound	Total
Seniors	40	103	143
Families	126	437	563
Individuals	512	220	732
Total	678	760	1,438
Total Waitlist Unduplicated			487

### Social Housing Centralized Waitlist (CWL) 2021 - 2022 Comparison Applications and Households Housing from the CWL

Month 2021	New App.	New SPP	Cancelled	Housed	SPP Housing	Month 2022	New App.	New SPP	Cancelled	Housed	SPP Housing
Jan	4		5	5	1	Jan	5			1	
Feb	12	3	3	2		Feb	9	1	2		
Mar	8		4	1	1	Mar	12		5	2	1
Apr	9		6	1		Apr	12	1	1		
May	8	1	3	1		May	11	1		3	
June	8	1	4	1	1	June	15		3	2	
July	7			1		July	13	2	10	1	
Aug	9		1	2		Aug	5		17	2	1
Sept	22		5			Sept	16		10	1	1
Oct	16	1	6	1		Oct	14		12	6	
Nov	9		16	2		Nov	12	1	8	3	
Dec	9		2	2		Dec	1			5	
Total	121	6	55	19	3	Total	125	6	68	26	3

SPP = Special Priority Applicant

- Housing Programs had one new application to the waitlist in December
- Five applicants were housed in the month of December

**Parry Sound District Housing Corporation**  
**December 2022**

Activity for Tenant and Maintenance Services

	Current	YTD
Move outs	4	28
Move in	3	62
L1/L2 Forms	0	3
N4 - notice of eviction for non payment of rent	0	7
N5 - notice of eviction disturbing the quiet enjoyment of the other occupants	2	8
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	0
Repayment Agreements	20	53
Tenant Home Visits	24	222
Mediation/Negotiation/Referrals	7	140
No Trespass Order	0	1

## Maintenance

Pest Control	8	8 buildings monitored monthly
Vacant Units	15	one-bedroom (10); multiple bedroom (5) (not inclusive of The Meadow View)
After Hours Calls	12	Smoke detector maintenance, snow removal, heater not working in common room, window seal broken, generator not kicking on, hot water tank leak, fire at 66 Church Street, oven not working, building not responding to monitoring station test, loud noise (generator running)
Work Orders	96	Created for maintenance work, and related materials for the month of December
Fire Inspections		Huronica conducted inspections on 2 buildings to include building and unit fire extinguishers; Vipond conducted maintenance, and inspection for sprinkler system for one building; they attend the last Wednesday of each month
Incident Reports	1	

## **Property Maintenance and Capital Projects**

### **December 2022**

#### Local Housing Corporation and DSSAB Buildings

Funding approved from the Canada-Ontario Community Housing Initiative for window replacements, along with updated surveillance equipment. Installation of surveillance equipment was initiated in December. Windows have been ordered and an installation date is anticipated January 2023.

December 2022 – Fire broke out in a unit located in an apartment building in Parry Sound. Cause of the fire was documented as “accidental”. Fire Safety systems worked to ensure safety of all tenants in the building. The fire was extinguished by a fire extinguisher located at the building, by the Parry Sound Fire Department. As a result the unit is “uninhabitable”, and remediation of asbestos must be done. The unit will require a complete rebuild. Tenant has been relocated to a vacant unit.

Capital projects are progressing with the assistance from the Housing Services Corporation on the following projects:

- Duplex Renovations: Burk’s Falls, South River- Tender documents completed; will be going to tender February 2023
- Esprit expansion –Tender documents are being completed; anticipate going to tender February 2023.

## Esprit Place Family Resource Centre

Emergency Shelter Services	December 2022	YTD
Number of women who stayed in shelter this month	7	100
Number of children who stayed in the shelter this month	3	33
Number of hours of direct service to women (shelter and counselling)	103	976
Resident bed nights (women & children)	229	2,128
Phone interactions (crisis/support)	49	443

Outreach Services	December 2022	YTD
Number of women served this month	4	83
Number of NEW women registered in the program	1	37
Number of public ed/groups offered	0	1

Transitional Support	December 2022	YTD
Number of women served this month	6	39
Number of NEW women registered in the program	2	21
Number of public ed/groups offered	0	0

Child Witness Program	December 2022	YTD
Number of children/women served this month	7	85
Number of NEW clients (mothers and children) registered in the program	3	30
Number of public ed/groups offered	0	3

**Report #:** 9.1  
**Subject:** Board Honoraria & Expenses  
**To:** Board Members  
**Presented By:** Shannon Johnson, CFO  
**Prepared By:** Shannon Johnson, CFO and Jennifer Harris, Administrative Officer  
**Date:** February 9, 2023

---

**Resolution:**

THAT the Board approves the attached Board Honoraria and Expenses.

**Report:**

The Board Honoraria and Expenses were last reviewed and updated in 2019 and have not been updated for CPI adjustments since that time.

The recommended Board Honoraria and Expenses update would add approximately 12.8% to the amounts currently received. This change would include the total annual adjustments for CPI increases for the years 2019 to 2022 as shown below:

Historical Inflation Rates For Canada  
[Canada Historical Inflation Rates - 1989  
to 2023 | Inflation Rate and Consumer  
Price Index \(rateinflation.com\)](#)

2019 – 1.9%  
2020 – 0.7%  
2021 – 3.4%  
2022 – 6.8%  
**12.8%**

The below Board Honoraria and Expenses document reflects these proposed changes:





## BOARD HONORARIA AND EXPENSES

---

### **HONORARIA:**

The rates for honoraria paid will be as follows:

- Chair: \$620 \$700 per month plus \$205 \$230 per Board Meeting
- Vice Chair: \$165 \$185 per Board meeting
- Reg. Board Member Rate: \$135 \$150 per meeting
- Conference Call Rate: \$25 \$30 per conference call

At the beginning of every new term of the Board, rates to be adjusted annually (rounded to the nearest \$5.00) as specified by the consumer price index.

### **Honoraria Criteria**

The following rules will be followed for payment of honoraria:

1. The meeting rate will be paid only for actual meetings attended. The rate is paid for each meeting or committee meeting held.
2. The Chair's and Vice-Chair's rate only applies to regular Board meetings. The regular Board member rate applies if other meetings must be attended in the month.
3. If Board committee meetings are held immediately prior to or following a duly called Board or Board committee meeting, the committee meeting shall be paid at 75% of the regular rate.
4. The regular meeting rate will be increased to \$165 \$185 for any Board meeting held prior to 4:00 p.m.
5. Each or any meeting exceeding 4 hours in length will be paid at \$200 \$225.
6. Attendance at conventions or training events is recognized at the regular meeting rates.

### **TRAVEL & EXPENSE REIMBURSEMENT:**

#### **Travel**

The following criteria will be followed for payment of travel:

1. Attending meetings on behalf of the DSSAB will be reimbursed as authorized by the Board Chair.
2. When accommodations are needed for health & safety reasons (such as weather conditions, tiredness/fatigue) they should be made in the same location of the meeting/training event and will be reimbursed upon submission of receipt.
3. Airfare, taxi fare and parking reimbursed by receipt.
4. Mileage rate: ~~\$.52~~ \$.55 per kilometer

### Meals

The rates for meals paid will be as follows:

- Meal allowance for *out of District*:

Breakfast	\$12.00
Lunch	\$18.00
Dinner	\$35.00
- Meal allowance for in District will be reimbursed upon submission of receipts.

*Note: Cost of alcohol & entertainment will not be reimbursed*

Last Revision Date: February ~~2019~~ 2023

**Report #:** 9.2  
**Subject:** Borrowing Resolution for 2023  
**To:** Board Members  
**Presented By:** Shannon Johnson, CFO  
**Prepared By:** Shannon Johnson, CFO  
**Date:** February 9, 2023

---

**Resolution:**

THAT the CAO and/or the CFO are authorized to arrange with the Corporation's Bank by way of promissory notes, to borrow up to a maximum amount of \$1,000,000 that may be required to meet expenditures;

AND THAT the CAO and/or the CFO are authorized to arrange with the Corporation's Bank by way of the issuance of corporate credit cards, to borrow up to a corporate maximum limit of \$200,000 and that Finance Credit Card Policy 2.12 and Appendices attached be enacted;

AND THAT this borrowing arrangement shall stay in effect until February 8, 2024.

**Report:**

1. Promissory Note \$1,000,000

Under our banking agreement with Scotiabank, we are required each year to identify those individuals that are authorized to borrow funds on behalf of the organization, should the need arise. This resolution is brought before the Board each year and is unchanged from prior periods.

2. Corporate Credit Card Limit \$200,000

In accordance with the DSSAB's Borrowing Bylaw and banking agreement with Scotiabank, the DSSAB's borrowing limit includes the amount allocated for the corporate credit card limit.

The DSSAB will provide its management employees with credit cards that may be used for business-related expenses only. Having these cards helps to track and process business expenses, prevent fraud and make payments more efficiently.

Staff have prepared "Finance Credit Card Policy 2.12" - schedule A attached to this report to provide guidelines and authorization for the use of DSSAB credit cards and to ensure staff are responsible and accountable in regard to DSSAB credit card purchases and processes.

Credit Card Policy	<p style="text-align: center;"><b><u>FINANCE</u></b></p> <p style="text-align: center;">Policy No. 2.12</p>	<p style="text-align: right;">Page: 1 of 6</p> <p style="text-align: right;">Effective: February 9, 2023</p> <p style="text-align: right;">Revised:</p>
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## **INTENT:**

The purpose of this policy is to provide guidelines for the use of DSSAB credit cards and to ensure staff are responsible and accountable in regards to DSSAB credit card purchases and processes.

## **POLICY:**

### Allocation of DSSAB Credit Cards

The District of Parry Sound Social Services Administration Board may only issue credit cards to the Chief Administrative Officer (CAO), Chief Financial Officer (CFO), Directors and Supervisors of departments unless otherwise recommended by the CAO and CFO. The following conditions shall apply to DSSAB credit cards:

1. Each DSSAB credit card will be issued to a specific person, who will remain personally accountable for the use of the card. Each cardholder will sign the attached declaration (Appendix A).
2. Credit cards may be used by DSSAB staff on a temporary basis and shall be returned to the appropriate director immediately following the specified use. Temporary card users must sign the attached declaration (Appendix B).
3. No more than one DSSAB credit card shall be issued per cardholder. The exception being the case where a second card may be issued to the CFO or CAO that may be used temporally by other staff members.
4. Maximum credit card limits are set up to the following:
  - a. CFO \$20,000
  - b. CAO & Directors \$10,000
  - c. Supervisors \$5,000
5. Any person eligible to be issued a DSSAB credit card may decline and instead complete a DSSAB Expense Form (Appendix C) and submit all supporting documentation of transactions made on behalf of the DSSAB to the CFO for direct reimbursement.

### Acceptable Use of DSSAB Credit Cards

The objectives of the DSSAB credit cards are to simplify travel arrangements, facilitate record keeping and to provide a means of payment when a purchase order or invoicing protocol cannot be facilitated.

1. DSSAB credit card holders shall:
  - a. In all cases obtain and retain sufficient supporting documentation to validate the expense (i.e. scanned copies of receipts and invoices detailing the expense) and complete coding and sign the credit card expense form (Appendix C)

Credit Card Policy	<p style="text-align: center;"><b><u>FINANCE</u></b></p> <p style="text-align: center;">Policy No. 2.12</p>	<p style="text-align: right;">Page: 2 of 6</p> <p style="text-align: right;">Effective: February 9, 2023</p> <p style="text-align: right;">Revised:</p>
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- b. Submit scanned copies of receipts related to monthly credit card statement and electronic credit card report (Appendix C) to their immediate supervisor for approval
  - c. Supervisors shall review monthly credit card report submissions and digitally sign electronic credit card report (Appendix C) and forward to Finance department for recording of expenses
  - d. Immediately notify the CAO and CFO if:
    - i. The card is lost or stolen.
    - ii. Any unauthorized transaction is detected or suspected.
  - e. Notify the CFO of any change in name or contact details.
  - f. Take adequate means to ensure the security of the card.
  - g. Return the card to the CFO if the cardholder's employment is terminated with the employer.
  - h. Be aware that the CAO will determine if there is no longer need for a cardholder to retain their DSSAB credit card.
  - i. Notify the CFO if their card is cancelled by the Financial Institution.
  - j. Be personally responsible for any unauthorized transaction unless the card is stolen, lost or subject to fraud on some part of a third party.
2. DSSAB credit card holders shall not:
- a. Exceed the maximum credit limit set on their DSSAB credit card.
  - b. Increase the maximum credit limit set on their DSSAB credit card.
  - c. Obtain personal cash advances, money orders, bank drafts, etc. through the DSSAB credit card.
  - d. Use the DSSAB credit card for any illegal purchases.
  - e. Use the DSSAB credit card for any personal purchases. Card holders will be directly responsible to repay the DSSAB for any personal or unauthorized purchases
  - f. Make direct payment on their DSSAB credit card account for personal purchases made in error, payment is to be provided to the DSSAB. If there are repeated instances of personal purchases made in error, card use shall be reviewed and may result in loss of card privileges.
  - g. Authorize their own expenses
  - h. Claim double allowances (i.e. request reimbursement for an expense already paid by the card or on an expense claim).
  - i. Save DSSAB credit card information within online user accounts (i.e. Vista Print, Paypal, Staples, etc.).

Credit Card Policy	<p><b><u>FINANCE</u></b></p> <p>Policy No. 2.12</p>	<p>Page: 3 of 6</p> <p>Effective: February 9, 2023</p> <p>Revised:</p>
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#### Finance Services

Finance Staff shall:

1. Review the monthly electronic credit card reports of each DSSAB credit card forwarded by supervisors
2. Follow up as appropriate to investigate unusual transactions.
3. Act immediately upon receipt of advice that abuse or irregularities are known or suspected.
4. Maintain records of all cardholders.
5. Cancel a card when a cardholder's employment with the DSSAB is terminated.
6. Follow up with the Financial Institution on lost or stolen cards to confirm the card is cancelled.
7. The monthly statement for the CFO shall be signed off by the CAO.
8. The monthly statement for the CAO shall be signed off by the CFO.

Credit Card Policy	<b><u>FINANCE</u></b> Policy No. 2.12	Page: 4 of 6 Effective: February 9, 2023 Revised:
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Appendix A - Card Holder Declaration

**District of Parry Sound Social Services Administration Board's  
Credit Card Holder Declaration**

Department	Credit Card Number
Cardholder Name	Title

Although this card is issued in your name, it is the property of the District of Parry Sound Social Services Administration Board and must be used in accordance with the DSSAB's policies and procedures.

By signing this declaration you acknowledge that you have received the card indicated above, reviewed the Credit Card Policy and Mileage/Expense Policies and agree to comply with the following terms and conditions:

- This card is provided to you based upon your need to purchase business-related goods and services in the course of employment with the DSSAB. This card may be revoked at any time and is not an entitlement nor is it reflective of your title or position.
- This card is for business-related purchases only. Any use of this card for purchases of a personal nature is strictly prohibited.
- Any unauthorized use of this card will be considered an improper use of DSSAB funds and will be subject to appropriate disciplinary action.
- This card must be used in accordance with all DSSAB policies and procedures. DSSAB policies and procedures may from time to time be issued and amended.
- Employee cards must be returned to the CFO immediately upon request and, in the event, upon your resignation, retirement or dismissal. Once a card has been returned no further use of this card will be authorized.

As the holder of this card, you are responsible for its protection and safekeeping. If this card is lost or stolen you are required to immediately advise the CAO and the CFO.

\_\_\_\_\_  
Signature of Cardholder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date

Credit Card Policy	<b><u>FINANCE</u></b> Policy No. 2.12	Page: 5 of 6 Effective: February 9, 2023 Revised:
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Appendix B- Temporary Card User Declaration

**District of Parry Sound Social Services Administration Board's  
Temporary Credit Card User Declaration**

Name	Title

Although all DSSAB credit cards are issued in the name of the cardholder, they are the property of the District of Parry Sound Social Services Administration Board and must be used in accordance with the DSSAB's policies and procedures.

By signing this declaration you acknowledge that you have reviewed the Credit Card Policy and Mileage/Expense Policies and agree to comply with the following terms and conditions:

- A card may be temporarily provided to you based upon your need to purchase business-related goods and services in the course of employment with the DSSAB. This card may be revoked at any time and is not an entitlement nor is it reflective of your title or position.
- This card is for business-related purchases only. Any use of this card for purchases of a personal nature is strictly prohibited.
- You are responsible for all charges made against the card while it is in your care.
- Any unauthorized use of this card will be considered an improper use of DSSAB funds and will be subject to appropriate disciplinary action.
- This card must be used in accordance with all DSSAB policies and procedures. DSSAB policies and procedures may from time to time be issued and amended.
- The card must be returned to your Director or the CFO immediately following the specified use with supporting documentation of purchases made. Once a card has been returned no further use of this card will be authorized.

As the temporary holder of a DSSAB credit card, you are responsible for its protection and safekeeping. If a card is lost or stolen you are required to immediately advise the CAO and the CFO.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date


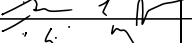
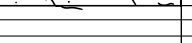
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Approved By

\_\_\_\_\_  
Date



Credit Card Policy	<b><u>FINANCE</u></b> Policy No. 2.12	Page: 6 of 6 Effective: February 9, 2023 Revised:
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Appendix C -Electronic Credit Card Expense Form (sample)

		Card Holder		Jane Doe		<b>CREDIT CARD EXPENSE REPORT</b> Form Version 006					
		Card Holder Signature									
		Supervisor Signed Authorization				Visa Due Date		01/15/2023			
		Date Printed		2023-02-03		Total of Visa Activity		506.08 (Exclude payments on account)			
						Total of Coding (below)		506.08			
						Remaining Bal to be Coded		-			
<b>FOR FINANCE USE ONLY</b>											
						01-00-00-1271				01-00-00-1285	
Line	Tx Date	Vendor	Expense Description	GL Code	Subtotal before HST	HST - 13% (if applicable)	Paid Portion	NON-Rebate Portion	Total Expense	HST Rebate Portion	
1	January 1/2023	No Where	memberships	14-13-00-4700	428.00	55.64	483.64	16.86	444.86	38.78	
2	January 12/2023	Subway	meals	14-13-00-4300	19.86	2.58	22.44	0.78	20.64	1.80	
3						-	-	-	-	-	
4						-	-	-	-	-	
5						-	-	-	-	-	
6						-	-	-	-	-	
7						-	-	-	-	-	
8						-	-	-	-	-	
9						-	-	-	-	-	
10						-	-	-	-	-	
11						-	-	-	-	-	
12						-	-	-	-	-	
13						-	-	-	-	-	
14						-	-	-	-	-	
15						-	-	-	-	-	
16						-	-	-	-	-	
17						-	-	-	-	-	
18						-	-	-	-	-	
19						-	-	-	-	-	
20						-	-	-	-	-	
					447.86	58.22	506.08	17.65	465.51	40.57	



Ontario Provincial Police  
Police provinciale de l'Ontario

11.1

## Media Release/ Communiqué

**FROM/DE:** West Parry Sound Detachment

**DATE:** February 01, 2023

### **WEST PARRY SOUND OPP MONTHLY DOMESTIC REPORT FOR JANUARY**

**(PARRY SOUND, ON)** – Members of the West Parry Sound Detachment of the Ontario Provincial Police (OPP) have investigated nine domestic related incidents in the month of January 2023, three of which resulted in someone being charged with a criminal offence.

Some of the charges include:

- Assault – Spousal
- Assault a peace officer with a weapon
- Possession of weapon for a dangerous purpose
- Fail to comply with undertaking
- Fail to comply with probation order

The OPP will not release names to protect the identity of the victims.

Victims in abusive relationships are not alone. If you are in an abusive relationship or know someone who is, there are local resources here to help. A call can be placed to the East & West Parry Sound Victim Services 1-705-746-0508 or the Crisis Line 24/7 1-705-938-1476 where your information will remain anonymous and confidential. You can also visit the following website for more information:

East & West Parry Sound Victim Services at: [www.psvs.ca](http://www.psvs.ca) .

- 30 -

**Contact:** Provincial Constable Joe Scali  
Community Safety Officer / Media Officer

**Phone:** (705) 746-4225

**Email:** [Joe.Scali@opp.ca](mailto:Joe.Scali@opp.ca)

[opp.ca](http://opp.ca)

**Twitter:** @OPP\_NER or @PPO\_Nordest

**Facebook:** Ontario Provincial Police – North East Region

# MONTHLY JOBS REPORT

DECEMBER 2022

11.2

The Labour Market Group  
Guiding partners to workforce solutions.

## NIPISSING DISTRICT

There were 382 job postings recorded for Nipissing district in the month of December. This is a significant decrease; -26.3% (-136), from the previous month's figure of 518 postings. This month-over-month drop is likely to be primarily due to seasonal trends heading into the holiday season. The 2022 figure is comparable; +2.1% (+8) to the December 2021 total which is a positive sign that the possible recession signs seen from the previous few months have stalled; at least temporarily. 189 unique employers posted jobs in December which is notably below; -24.7% (-62), November but slightly above; +6.2% (+11) the December 2021 figure.



### OF THE 382 JOB POSTINGS



**100%**

Collected from online sources.



**25.1%**

(137) Requiring a bilingual individual.

**18.1%**  
(69) Criminal Record Check



For postings that listed an annual salary.



**\$65,216.64/year**  
AVERAGE



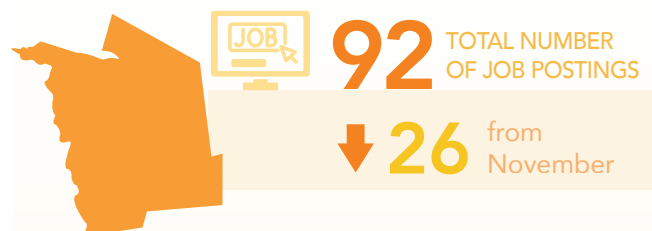
**\$22.90**  
HOURLY WAGE

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

Of the 103 postings which listed an hourly wage 13.6% (149) were listed at the provincial minimum wage of \$15.50/hour.

## PARRY SOUND DISTRICT

There were 92 job postings recorded for the Parry Sound district in the month of December. This figure is significantly below; -22% (-26), the previous month's total of 118 postings. This month-over-month drop is likely to be primarily due to seasonal trends heading into the holiday season. The 2022 figure is slightly above; +5.7% (+5) the December 2021 total which is a positive sign that the possible recession signs seen from the previous few months have stalled; at least temporarily. 55 unique employers posted jobs in December which is slightly below; -6.8% (-4), November but significantly above; +37.5% (+15) the December 2021 figure.



### OF THE 92 JOB POSTINGS



**100%**

Collected from online sources.



**17.4%**

(16) Requiring a bilingual individual.

**17.4%**  
(16) Criminal Record Check



For postings that listed an annual salary.



**\$73,000.00/year**  
AVERAGE



**\$25.19**  
HOURLY WAGE

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

Of the 26 postings which listed an hourly wage 0% (0) were listed at the provincial minimum wage of \$15.50/hour.

## TOP 5 EMPLOYERS POSTING JOBS



## TOP 5 EMPLOYERS POSTING JOBS



## TOP 5 INDUSTRIES HIRING (NAICS)



## TOP 5 INDUSTRIES HIRING (NAICS)



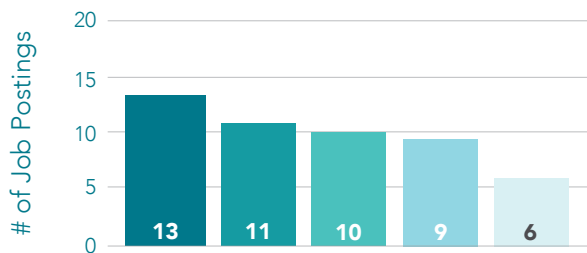
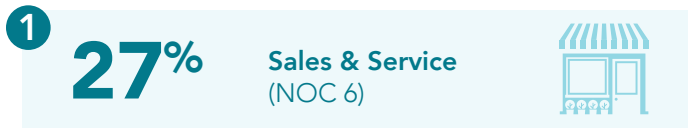
- 2 13.9%** : Retail Trade (NAIC 44-45)
- 3 12%** : Educational Services (NAICS 61)
- 4 8.1%** : Accommodation & Food Services (NAICS 72)
- 5 7.1%** : Administrative & Support, Waste Management & Remediation Services (NAICS 61)

- 2 20.7%** : Retail Trade (NAICS 44-45)
- 3 12%** : Educational Services (NAICS 61)
- 4 9.8%** : Accommodation & Food Services (NAICS 72)
- 5 8.7%** : Public Administration (NAICS 91)

The Health Care and Social Assistance (NAICS-62) industry saw the greatest number of job postings in December with 24.9% (95) of the overall share amongst all major industry classifications. This industry also saw the largest month-over-month increase of +4.8%. The largest month-over-month decrease amongst all major industry classifications of -3.5% was seen in the Retail Trade (NAICS-44-45) industry which accounted for 13.9% of the postings in the month of December.

The Health Care and Social Service (NAICS-62) industry saw the greatest number of job postings in December with 25% (23) of the overall share amongst all major industry classifications. The Public Administration (NAICS-91) industry saw the largest month-over-month change of job posting share with a +6.2% increase to account for 8.7% (8) of the December postings. The previously mentioned Health Care and Social Service industry held the largest month-over-month decrease of -8.1%.

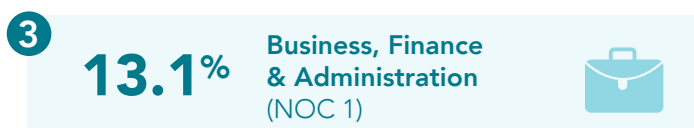
## TOP 3 OCCUPATIONAL CATEGORIES (NOC)



- Sales Associate - Retail
- Cook
- Cleaner / Housekeeper / Janitor
- Food Service Worker
- Food and Beverage Server / Bartender

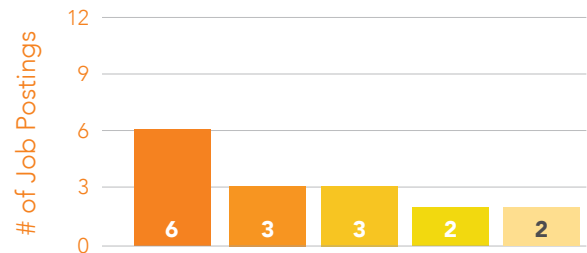
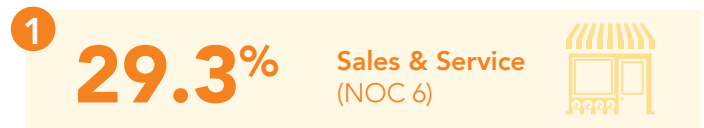


- Teacher - Elementary / Secondary (10)
- Educational Assistant (5)
- Instructor / Lessons Teacher (5)
- Personal Support Worker (5)
- College Professor (5)

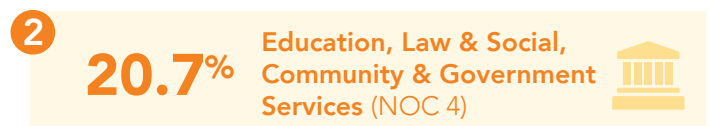


- Administrative Assistant / Secretary (7)
- Office Clerk / Assistant (6)
- Accountant / Accounting Clerk (4)
- Marketing Coordinator / Specialist (3)
- Receptionist (2)

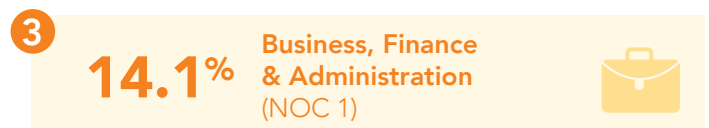
## TOP 3 OCCUPATIONAL CATEGORIES (NOC)



- Sales Associate - Retail
- Food Service Worker
- Shelf Stocker / Fullfillment Associate
- Cashier
- 2 others tied with



- Teacher - Elementary / Secondary (5)
- Early Childhood Educator (3)
- Social Worker / Social Service Worker (3)
- Mental Health Counsellor (1)
- 7 others tied with (1)



- Administrative Assistant (4)
- Accounting Clerk (1)
- Dispatcher (1)
- Human Resource Professional (1)
- 6 others tied with (1)

Sales and Service (NOC-6) based occupations made up the largest portion of job postings with 27% (103) of all postings in December when compared to the major occupational classifications. The highest month-over-month increase of +3.9% occurred for the Health (NOC-3) based occupations. Inversely the previously mentioned Sales and Service based occupations saw the largest month-over-month decrease of -4.5%.

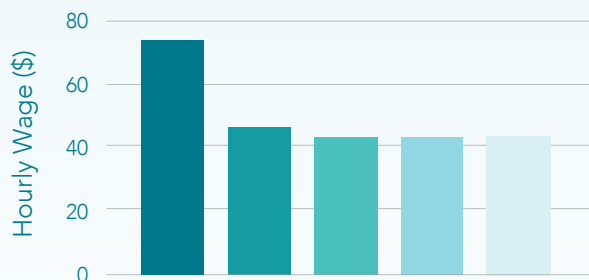
Sales and Service (NOC-6) based occupations represented the largest number of job postings with 29.3% (27) of all postings when compared to the major occupational classifications. These occupations also saw the largest month-over-month decrease of -17.3%. The largest month-over-month increase in job posting share was for Health (NOC-3) based occupations which increased +6.6% to make up 10.9% (10) of the December postings.

## TOP 5 HOURLY WAGE VACANCIES



**\$75.00**

**Pharmacist**  
@ North Bay Guardian Pharmacy



**\$45.00** Janitor / Cleaner  
@ Domus Building Cleaning

**\$42.00** Occupational Therapist  
@ One Kids Place Children's Medical Treatment  
Center of North East Ontario

**\$42.00** Assistant Manager - Finance  
@ North Bay-Mattawa Conservation Authority

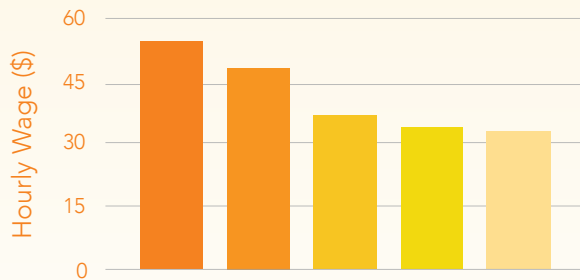
**\$42.00** Engineering Technologist - Water Resources  
@ North Bay-Mattawa Conservation Authority

## TOP 5 HOURLY WAGE VACANCIES



**\$55.00**

**Flight Instructor**  
@ Near North Flight  
Training Academy



**\$49.00** Registered Nurse - Acute Care  
@ West Parry Sound Health Centre

**\$37.00** Crisis Case Manager  
@ Canadian Mental Health Association  
- Muskoka Parry Sound Branch

**\$34.00** Dispatcher - Ambulance  
@ West Parry Sound Health Centre

**\$33.00** Assistant Ou Assistante En Therapie De Langage  
@ Conseil scolaire public du Nord-Est de l'Ontario

## TOP 3 ANNUAL SALARY VACANCIES

**\$120,000**

**Psychologist**  
@ Brainworks

**\$100,000**

**Sales Manager - New Car**  
@ Kia North Bay

**\$99,978**

**Manager - Provincial Offences Administration**  
@ The Corporation of the City of North Bay



## TOP ANNUAL SALARY VACANCY

**\$100,000**

**Fleet Manager**  
@ Eastholme Home for the Aged

**\$99,000**

**Financial Administrator  
- Projects and Programs**  
@ YMCA of Simcoe/Muskoka



**Lowest Annual Salary** **\$35,000**

**Mover - Furniture**  
@ Richards Delivery

**Lowest Annual Salary** **\$46,000**

**Financial Administrator - Projects and Programs**  
@ YMCA of Simcoe/Muskoka

The average hourly wage in December for those postings which listed (27.0%) an hourly wage was \$22.90/hour. This is slightly above; +2.9% (+\$0.65/hour), the current 12-month average of \$22.25/hour. Of the 103 postings which listed an hourly wage 13.6% (149) were listed at the provincial minimum wage of \$15.50/hour. For postings that listed an annual salary the average was \$65,216.64/year. This figure is notably above; +7.0% (+\$4,251.14/year), the current 12-month average of \$60,965.50/year.

The average hourly wage in December for those postings which listed (28.3%) an hourly wage was \$25.19/hour. This figure is slightly above; +5.8% (+\$1.38/hour), to the current 12-month average of \$23.81/hour. Of the 26 postings which listed an hourly wage 0% (0) were listed at the provincial minimum wage of \$15.50/hour. There was an insufficient number of postings with a listed annual salary to derive any significant data. The current 12-month average annual salary is \$63,215.76/year.

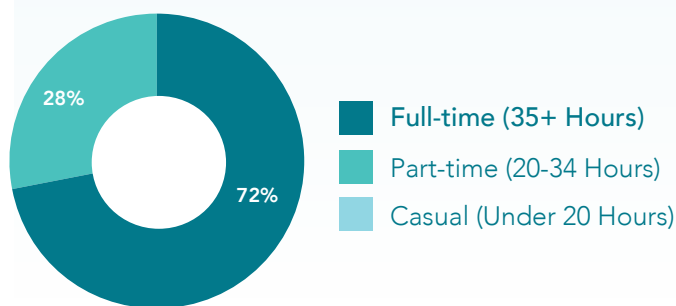
## FULL-TIME / PART-TIME BREAKDOWN

**72%**

of listings in  
December

**↑ 5.4%**  
from November

72% (275) of the listings in December indicated that the employment offered would be classified as full-time. This figure is slightly above; +5.4, the previous month when 66.6% of the job postings were classified as full-time.



**382** Postings listed hours offered (100%)

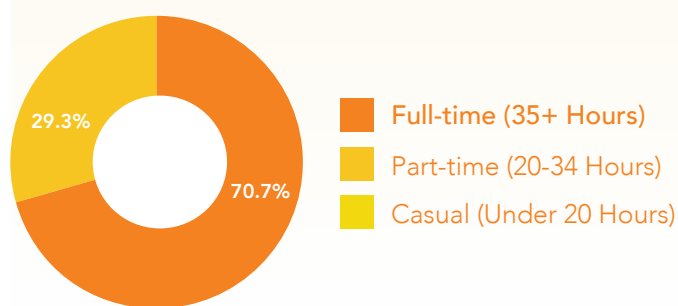
## FULL-TIME / PART-TIME BREAKDOWN

**70.7%**

of listings in  
December

**↑ 15.6%**  
from November

70.7% (65) of the listings in December indicated that the employment offered would be classified as full-time. This figure is significantly higher; +15.6%, than the previous month where 55.1% of the job postings were classified as full-time.



**92** Postings listed hours offered (100%)

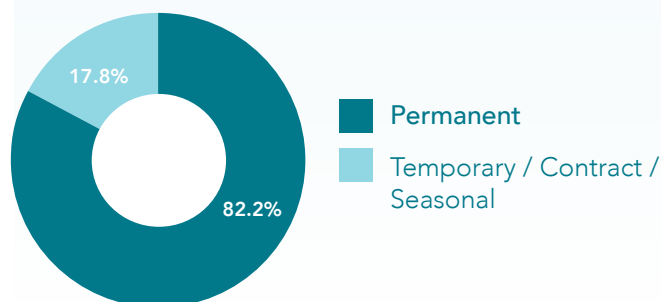
## TERM OF EMPLOYMENT

**82.2%**

of listings in  
December

**↓ 0.8%**  
from November

82.2% of the listings in December stated that the opportunity in question would be permanent. This is virtually identical; -0.8%, to November when these opportunities also accounted for 83.0% of the job postings listed.



**382** Postings listed hours offered (100%)

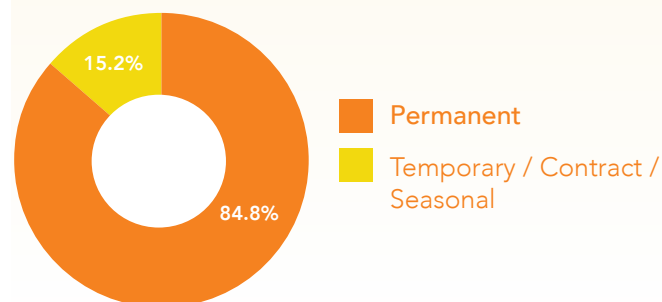
## TERM OF EMPLOYMENT

**84.8%**

of listings in  
December

**↓ 1.7%**  
from November

84.8% (78) of the listings in December stated that the opportunity in question would be permanent. This is slightly below; -1.7%, November when these opportunities also accounted for 86.5% of the job postings listed in that month.



**92** Postings listed hours offered (100%)



# ALL EMPLOYERS WITH POSTINGS IN MONTH



## NIPISSING DISTRICT

Active Running and Therapy Centre Inc  
Actlabs  
Addiction Treatment Centre of Excellence  
- Canadore College  
Alex McKillop Tax Ltd.  
Algonquin Nursing Home of Mattawa  
American Eagle Outfitters  
Antoine Mountain  
Apollo Transport  
Aramark Canada Ltd.  
Armstein Lawn and Garden Company Inc.  
Atmosphere  
Bartlett's Towing Inc.  
Bay Truck Stop Family Restaurant  
Bayland Snow  
BDO  
Berry Global / Fabrene Inc.  
Best Buy  
Best Western North Bay Hotel  
& Conference Centre  
Binx Professional Cleaning  
BioScript Solutions  
Blue Sky Animal Hospital  
Blue Sky Economic Growth Corp  
Boart Longyear - North Bay  
Boutique Marie Claire Inc  
Brainworks  
Brenne Dental Health Center  
Canadian Addiction Treatment Pharmacy  
Canadian Adventure Camp  
Canadian Forces Morale and Welfare Services  
Canadian Mental Health Association  
- North Bay and Area  
Canadian Tire Gas+ - North Bay  
Canadore College  
Canadore College - College Drive  
Canadore College - Commerce Court  
CannAmm  
Cascades Casino  
Casino Rama  
Cassellholme Home for the Aged  
Castle Arms  
Cementation Canada  
Central Welding & Iron Works  
Cherry Hill Programs  
Cineplex Inc.  
CJ Limited - Charm Diamond Centres  
Cogeco  
Comfort Inn Hotel  
Community Living North Bay  
Conseil Scolaire Catholique Franco-Nord  
Conseil scolaire public du Nord-Est de l'Ontario  
Co-Op Regionale de Nipissing  
Crisis Centre North Bay  
CTS Canadian Career College  
Dawson Dental - North Bay  
Dennis Harwood Plumbing & Heating  
District of Nipissing Social Services  
Administration Board  
Domus Building Cleaning  
DriveTest - North Bay  
DSI Underground Canada Ltd.  
East Ferris Bus Lines  
Enbridge Inc.  
Executive Aviation  
Feldcamp Equipment Limited  
First Choice Haircutters  
First Onsite  
GFL Environmental Inc.  
Giant Tiger - North Bay  
Gincor Werx  
GoodLife Fitness Centre - Main Street  
Goodyear Canada Inc. (Retreading)  
Gordon Food Service  
Green First Forest Products  
Guac Mexi Grill  
Guy's Tire Sales  
H&R Block  
Hair Designers

Hands TheFamilyHelpNetwork.ca - North Bay  
Holiday Inn Express & Suites North Bay  
Home Depot Canada  
Home Instead  
HOSE TECH  
Industrial Plastics (Canada) Inc.  
J&R Property Management  
Kal Tire  
Kia North Bay  
Kognitive Marketing  
Kohltech Windows & Entrance Systems  
KPMG LLP  
Krown Rust Control  
Laurentian Ski Hill  
Le centre de formation du Nipissing  
Leisure Farms  
LifeLabs  
Linde Canada Inc.  
Long & McQuade  
Lot 88 Steakhouse and Bar  
Marina Point Village  
Martin Roy Transport / MRT  
Maslack Supply  
Mattawa Bigwater Inc.  
Maurices  
McDonald's (West Nipissing)  
McIntosh Perry  
Metis Nation of Ontario  
Metro - North Bay  
Miller Paving  
Miller Waste Systems  
Ministry of Transportation  
Mister Transmission  
MisterSnow  
Molly Maid  
Moores  
Motion  
Mr. Slush N Snow  
Municipality of West Nipissing  
Nasittuq Corporation  
Native Education & Training College  
Near North District School Board  
Nijjaansinaanik Child and Family Services  
- North Bay  
Nipissing University  
Nipissing-Parry Sound Catholic  
District School Board  
No Frills - Paul and Nancy's  
Nordic Minesteel Technologies Inc.  
NOrgalv  
North Bay & District Multicultural Centre  
North Bay Guardian Pharmacy  
North Bay Humane Society  
North Bay Public Library  
North Bay Regional Health Centre  
North Bay-Mattawa Conservation Authority  
Northern Credit Union - North Bay  
Northern Security  
Northern Shores Pharmacy  
NorthStead Landscaping  
Ojibway Family Lodge  
One Kids Place Children's Medical Treatment  
Center of North East Ontario  
Ontario Northland  
Ontario Provincial Police  
Paragon Bay Group Ltd.  
Parker's Your Independent Grocer  
Plan A Long Term Care Staffing and  
Recruitment  
Pop's Cannabis Co.  
Rainbow Concrete Industries Limited  
Recipe Unlimited Corporation - Harvey's  
Recipe Unlimited Corporation - Montana's  
Redpath Mining Contractors and Engineers  
Richards Delivery  
Roots Canada  
Royal Bank of Canada - North Bay  
Royal Bank of Canada - Sturgeon Falls  
Sangster Law  
Scotiabank - Mattawa  
Scotiabank - North Bay

Seniors Villa of East Ferris  
Shoppers Drug Mart - Josephine St.  
Sienna Senior Living  
Sobeys - North Bay  
Sofa Communications Inc.  
Softmcc  
Stantec  
Stock Transportation  
Stockfish Automotive Group  
Subway - Pinewood Park Drive  
Super 8 Hotel  
Syl's Neighbourhood Kitchen  
The Brick North Bay  
The Children's Aid Society of the District  
of Nipissing and Parry Sound  
The Corporation of the City of North Bay  
The Cosmetic Clinic  
The Empire Retirement Residence  
The Flower Shoppe  
The Home Depot - North Bay  
The Sisters of St. Joseph of Sault Ste. Marie  
ThinkOn  
Tim Hortons - Cassells St.  
Tim Hortons - Sturgeon Falls  
Tim Hortons - Trout Lake Rd.  
Titanium Transportation Group Inc.  
Topper's Pizza - North Bay  
Union of Ontario Indians  
Value Village  
Victorian Order of Nurses / VON  
Virgin Plus  
Voyageur Aviation Corp  
Wacky Wings  
Walmart - North Bay  
West Ferris Day Nursery  
West Nipissing General Hospital  
WIS International  
YMCA of Northeastern Ontario

Nijjaansinaanik Child and Family Services  
- Parry Sound Area  
Nipissing-Parry Sound Catholic  
District School Board  
North Stone Electrical  
One Kids Place Children's Medical Treatment  
Center of North East Ontario  
Parry Sound Pharmacy  
Phoenix Building Components Inc  
Pickerel Contracting Ltd.  
Plan A Long Term Care Staffing  
and Recruitment  
Powassan & Area Family Health Team  
Royal Bank of Canada - Parry Sound  
Shawanaga First Nation  
Shawanaga First Nation Education  
Department  
Shawanaga First Nation Healing Centre  
Snowfari Adventures  
Sobeys - Parry Sound  
Soul Foods Group  
Sound Youth Counselling  
The Home Depot - Parry Sound  
Tim Hortons - Sturgeon Falls  
Township of Carling  
Township of Seguin  
Walmart - Parry Sound  
Wasauksing First Nation  
West Parry Sound Health Centre  
YMCA of Simcoe/Muskoka



## PARRY SOUND DISTRICT

Almaguin Forest Products  
Almex Group  
Bell  
Best Western Plus Parry Sound  
Canada Post - Callander  
Canadian Mental Health Association -  
Muskoka Parry Sound Branch  
Canadore College - Parry Sound Campus  
Community Living Parry Sound  
Conseil scolaire public du Nord-Est de  
l'Ontario  
District of Parry Sound Social Services  
Administration Board  
Eastholme Home for the Aged  
Edgewater Park Lodge  
Festival of the Sound  
Georgian Bay Travel Center  
Grand Tappattoo Resort  
Hall Construction Inc.  
Hands TheFamilyHelpNetwork.ca - North Bay  
Home Depot of Canada Inc.  
KPMG LLP  
Lady Isabelle Nursing Home  
LCBO - Parry Sound  
Lofthouse Manufacturing (a Division  
of Brawo Brassworking Limited)  
M&M Food Market  
Mac Lang  
Magnetawan First Nation  
McDonald's (Parry Sound)  
Municipality of McDougall  
Municipality of Whitestone  
Near North District School Board  
Near North Flight Training Academy





# WHAT IS THE LMG MONTHLY JOBS REPORT?

This Jobs Report is a monthly publication produced by The Labour Market Group. Each month we compile a list of jobs that were posted or advertised through a variety of sources in our community. This report provides current, key information about job postings in the Nipissing & Parry Sound districts. Job postings were gathered online from [www.jobbank.gc.ca](http://www.jobbank.gc.ca), [www.indeed.ca](http://www.indeed.ca), and [www.wowjobs.ca](http://www.wowjobs.ca), and the North Bay & District Jobs Facebook page. They were also gathered from our local newspapers including: Almaguin News, Parry Sound North Star, North Bay Nugget, Mattawa Recorder, and West Nipissing Tribune. The job postings in this study are by no means an exhaustive list of every available job during the collection period. It is simply a tally of jobs posted from the sources listed above. For more clarification on the collection process of this Jobs report, please contact [info@thelabourmarketgroup.ca](mailto:info@thelabourmarketgroup.ca). We would be more than happy to review our process with you!

<sup>2</sup> Includes placement agencies, employment service providers and temporary agencies postings which could otherwise fall under other industries but actual employers are unknown at this time.

<sup>3</sup> HGS and Zedd both post very frequently and state they are looking for large numbers of employees. As a result only 1 posting for each was considered

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

The Labour Market Group  
Toll Free: 1-877-223-8909  
[info@thelabourmarketgroup.ca](mailto:info@thelabourmarketgroup.ca)



**The Labour Market Group**  
Guiding partners to workforce solutions.



## IN THIS EDITION

RESIDENT EMPLOYMENT  
BY INDUSTRY: COMPARISONS  
BETWEEN 2016 AND 2021,  
IN PARRY SOUND AND  
NIPISSING DISTRICTS

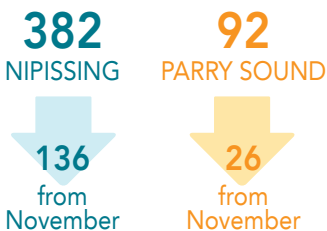
## RESIDENT EMPLOYMENT BY INDUSTRY: COMPARISONS BETWEEN 2016 AND 2021, IN PARRY SOUND AND NIPISSING DISTRICTS



THESE TWO CHARTS REPRESENTS THE INDUSTRIES THAT RESIDENTS ARE EMPLOYED IN, INCLUDING JOBS THEY MAY BE COMMUTING TO OUTSIDE THESE AREAS.

### JOBS REPORT DECEMBER 2022

TOTAL NUMBER OF JOB POSTINGS



TOP INDUSTRY WITH VACANCIES

**NIPISSING**  
Health Care & Social Assistance (24.9%)

**PARRY SOUND**  
Health Care & Social Assistance (25%)

To view the full report, visit our website  
[www.thelabourmarketgroup.ca](http://www.thelabourmarketgroup.ca)  
[readysethired.ca](http://readysethired.ca)

Questions or concerns?  
Feel free to contact us at  
[info@thelabourmarketgroup.ca](mailto:info@thelabourmarketgroup.ca)

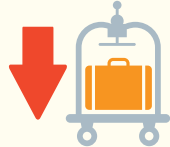
T. 705.478.9713

150 First Ave. West  
Suite 103, North Bay, ON  
P1B 3B9

The Labour Market Group is funded by:



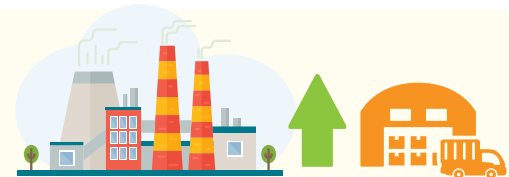
#### IN THE CASE OF PARRY SOUND:



Large declines in employment among Accommodation & Food Services and Other Services.



Significant increases in employment in Construction and Health Care & Social Assistance.



There were several industries which gained employment in Parry Sound, including: Manufacturing; Wholesale Trade; Retail Trade; and Administrative & Support.

#### PARRY SOUND: RESIDENT EMPLOYMENT BY INDUSTRY; COMPARISONS BETWEEN 2016 AND 2021

	2021	CHANGE BETWEEN 2016 AND 2021		PERCENT DISTRIBUTION BY INDUSTRY	
	NUMBER	NUMBER	PERCENT	2016	2021
<b>ALL INDUSTRIES</b>	18,645	450	2.5%	100%	100%
Agriculture, Forestry, Fishing, Farming	510	195	61.9%	1.7%	2.7%
Mining & Oil and Gas Extraction	240	35	17.1%	1.1%	1.3%
Utilities	195	↓30	↓13.3%	1.2%	1%
Construction	2,645	395	17.6%	12.4%	14.2%
Manufacturing	1,390	80	6.1%	7.2%	7.5%
Wholesale Trade	435	15	3.6%	2.3%	2.3%
Retail Trade	2,640	110	4.3%	13.9%	14.2%
Transportation & Warehousing	735	↓65	↓8.1%	4.4%	3.9%
Information & Cultural Industries	205	↓25	↓10.9%	1.3%	1.1%
Finance & Insurance	395	30	8.2%	2%	2.1%
Real Estate, Rental & Leasing	295	↓25	↓7.8%	1.8%	1.6%
Professional, Scientific, Technical	845	40	5.0%	4.4%	4.5%
Management of Companies	25	25	-	0%	0.1%
Administrative & Support	815	120	17.3%	3.8%	4.4%
Educational Services	1,015	↓215	↓17.5%	6.8%	5.4%
Health Care & Social Assistance	2,965	265	9.8%	14.8%	15.9%
Arts, Entertainment & Recreation	390	↓10	↓2.5%	2.2%	2.1%
Accommodation & Food Services	840	↓385	↓31.4%	6.7%	4.5%
Other Services	735	↓155	↓17.4%	4.9%	3.9%
Public Administration	1,340	70	5.5%	7%	7.2%

Statistics Canada, 2021 Census



## COMING SOON!

### LOCAL LABOUR MARKET PLAN 2023

Questions or concerns?  
Feel free to contact us at  
[info@thelabourmarketgroup.ca](mailto:info@thelabourmarketgroup.ca)



T. 705.478.9713

150 First Ave. West  
Suite 103, North Bay, ON  
P1B 3B9

The Labour Market Group is funded by:



#### NIPISSING: RESIDENT EMPLOYMENT BY INDUSTRY; COMPARISONS BETWEEN 2016 AND 2021

	2021	CHANGE BETWEEN 2016 AND 2021		PERCENT DISTRIBUTION BY INDUSTRY	
	NUMBER	NUMBER	PERCENT	2016	2021
<b>ALL INDUSTRIES</b>	34,765	↓1,180	↓3.3%	100%	100%
Agriculture, Forestry, Fishing, Farming	415	↓45	↓9.8%	1.3%	1.2%
Mining & Oil and Gas Extraction	1,145	235	25.8%	2.5%	3.3%
Utilities	395	45	12.9%	1%	1.1%
Construction	2,595	230	9.7%	6.6%	7.5%
Manufacturing	1,800	↓55	↓3%	5.2%	5.2%
Wholesale Trade	655	↓120	↓15.5%	2.2%	1.9%
Retail Trade	4,450	↓585	↓11.6%	14%	12.8%
Transportation & Warehousing	1,910	70	3.8%	5.1%	5.5%
Information & Cultural Industries	415	15	3.8%	1.1%	1.2%
Finance & Insurance	805	↓90	↓10.1%	2.5%	2.3%
Real Estate, Rental & Leasing	530	↓20	↓3.6%	1.5%	1.5%
Professional, Scientific, Technical	1,580	↓5	↓0.3%	4.4%	4.5%
Management of Companies	20	0	0%	0.1%	0.1%
Administrative & Support	1,485	↓15	↓1%	4.2%	4.3%
Educational Services	3,225	↓150	↓4.4%	9.4%	9.3%
Health Care & Social Assistance	6,530	555	9.3%	16.6%	18.8%
Arts, Entertainment & Recreation	325	↓265	↓44.9%	1.6%	0.9%
Accommodation & Food Services	2,040	↓720	↓26.1%	7.7%	5.9%
Other Services	1,280	↓250	↓16.3%	4.3%	3.7%
Public Administration	3,160	↓30	↓0.9%	8.9%	9.1%

#### IN THE CASE OF NIPISSING:



**Large decreases** across Accommodation & Food Services and Arts, Entertainment & Recreation; smaller but considerable decreases among Manufacturing, Wholesale Trade, Retail Trade and Other Services.



On the other hand, Construction and Health Care & Social Assistance experienced **employment increases** similar to those felt across the province.



**Employment decreases** in Nipissing, such as Finance & Insurance, Real Estate & Rental and Leasing, and Professional, Scientific & Technical Services. Even Public Administration saw a slight decline in employment.



The net consequence was a **shrinkage in total employment of -3.3%**, larger than the provincial loss of -1.8%.



SENT VIA E-MAIL: [minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)

January 10, 2023

Hon. Steve Clark,  
Minister of Municipal Affairs and Housing  
777 Bay St, 17th Floor,  
Toronto, ON M7A 2J3

**Dear Minister Clark:**

**RE: End of the Social Services Relief Fund**

On behalf of the Northern Ontario Service Deliverers Association and my fellow Executive Members, we want to recognize and express our appreciation for the increased funding received from the Province of Ontario and Government of Canada specific to homelessness and vulnerable community members during the pandemic.

The COVID-19 Pandemic has highlighted the importance of having adequate housing infrastructure and partnership with Consolidated Municipal Service Managers and District Social Services Administration Boards.

NOSDA members are concerned about the impacts of the end of the Social Services Relief Fund (SSRF) in Northern Ontario. The province has provided funding across Northern Ontario to establish shelters, warming centres, food security, increase outreach services for vulnerable individuals, families, and children.

The SSRF funding provided an opportunity for Ontario and the 144 Northern Municipalities to address some of the preexisting inequities and system failures in health, justice, and human services. Many of the programs and services that have been established went far beyond the needs created by COVID-19 but demonstrated a vast gap in services for the most vulnerable people in Northern Ontario.

Throughout the pandemic we have worked with your government to find out if additional SSRF funding may be coming and/or determine the best ways to wind down programs as we are gravely concerned for the most vulnerable people in Northern Ontario.

.../2

The province did announce the Homelessness Prevention Program which replaced the Community Homelessness Prevention Initiative. In Northern Ontario this meant an increase in funding from of 1.7 million or 7.4%.

The province provided 100% SSRF funding to Northern Ontario in the amount of 62 million dollars over a 4-year period. This works out to 15.5 million per year, so although the 1.7 million increase is HPP is greatly appreciated it still leaves a significant shortfall in ongoing annualized funding that DSSAB/CMSM must absorb through the municipal tax base or reduce/terminate services.

NOSDA members want to work with the Minister to determine the best approach to transitioning from the SSRF funding while continuing to address the service gaps for protecting the most vulnerable in our communities that existed prior to and were simply amplified by the global COVID-19 pandemic. NOSDA members are asking that your government continue this partnership as we continue to work in addressing the housing crisis in the North.

We are asking for a meeting with the Minister to discuss this urgent matter before services are removed or ceased within the local municipalities.

If you require any further details, please reach out to Fern Dominelli, Executive Director for NOSDA at 705-7665-2944 or [fern.dominelli@nosda.net](mailto:fern.dominelli@nosda.net).

Respectfully,



Michelle Boileau  
NOSDA Chair

c.c. Kevin Holland, Parliamentary Assistant, MMAH [Kevin.holland@ontario.ca](mailto:Kevin.holland@ontario.ca)  
Colin Best, AMO President [amopresident@amo.on.ca](mailto:amopresident@amo.on.ca)  
Wendy Landry, NOMA President [president@noma.on.ca](mailto:president@noma.on.ca)  
Danny Whalen, FONOM President [dwhalen@temiskamingshores.ca](mailto:dwhalen@temiskamingshores.ca)  
Kate Manson-Smith, Deputy Minister, MMAH [kate.manson-smith@ontario.ca](mailto:kate.manson-smith@ontario.ca)  
Peter Kiatipis, Assistant Deputy Minister (A), MMAH [peter.kiatipis@ontario.ca](mailto:peter.kiatipis@ontario.ca)

## 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 37: January 30 <sup>th</sup> to February 5 <sup>th</sup> , 2023	5	0	January 30 <sup>th</sup> , 2023 January 31 <sup>st</sup> , 2023 February 1 <sup>st</sup> , 2023 February 2 <sup>nd</sup> , 2023 (2)	5	North Bay (4) Parry Sound	Cocaine Crack Fentanyl Unknown Opioid (3)
Week 36: January 23 <sup>rd</sup> to January 29 <sup>th</sup> , 2023	2	0	January 26 <sup>th</sup> , 2023 January 27 <sup>th</sup> , 2023	1	North Bay (2)	Fentanyl Unknown Opioid
Week 35: January 16 <sup>th</sup> to January 22 <sup>nd</sup> , 2023	1	0	January 22 <sup>nd</sup> , 2023	1	North Bay	Heroin
Week 34: January 9 <sup>th</sup> to January 15 <sup>th</sup> , 2023	0	0	N/A	N/A	N/A	N/A
Week 33: January 2 <sup>nd</sup> to January 8 <sup>th</sup> , 2023	4	1	January 3 <sup>rd</sup> , 2023 January 6 <sup>th</sup> , 2023 January 8 <sup>th</sup> , 2023 (2)	4	North Bay (4)	Fentanyl (2) Unknown Opioid (2)
Week 32: December 26 <sup>th</sup>	2	0	December 26 <sup>th</sup> , 2022 December 30 <sup>th</sup> , 2022	2	West Nipissing Perry	Alcohol Unknown Opioid