

THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD

INAUGURAL BOARD MEETING

No. 01/2012

DATE OF MEETING: JANUARY 19, 2012

TIME OF MEETING: 12:00 P.M.
(Lunch at 11:30 a.m.)

LOCATION OF MEETING: MCNAUGHTON ROOM
THUNDER BAY CITY HALL
500 EAST DONALD STREET
THUNDER BAY, ON

CHAIR: TO BE ELECTED

ORDERS OF THE DAY: DISCLOSURES OF INTEREST
DEPUTATIONS / PRESENTATIONS
MINUTES OF PREVIOUS MEETING
REPORTS OF OFFICERS
CORRESPONDENCE
BY-LAWS
NEW BUSINESS
NEXT MEETING
ADJOURNMENT

Note: For the purposes of this agenda and subsequent Minutes, references to TBDSSAB or the Board refers to The District of Thunder Bay Social Services Administration Board of Directors and references to CAO refer to the Chief Administrative Officer of TBDSSAB.

INAUGURAL BOARD MEETING

DISCLOSURES OF INTEREST

ADOPTION OF BOARD MEETING AGENDAS

Resolution No. 12/01

THAT with respect to the meeting dated January 19, 2012, we recommend:

1. that the agendas for the Inaugural Board and Closed Session meetings of The District of Thunder Bay Social Services Administration Board (TBDSSAB) be adopted as presented;

AND THAT with respect to the remainder of the 2012 agendas, we recommend:

1. that the remainder of the agendas (Regular, Closed, and Special) for the year 2012 for meetings of TBDSSAB be adopted as presented at the time of the scheduled meetings;

AND THAT for each agenda in 2012, we recommend:

1. that any matters discussed or resolutions passed which relate to the business of TBDSSAB shall be deemed to have been discussed by the Directors of TBDSSAB.

ELECTION OF OFFICERS

Election of Board Chair and Executive Officers

The first order of business will be to elect a Chair and Board Executive in accordance with the *DSSAB Act*, for the term ending on December 31, 2012.

Chair

Melissa Harrison, CAO, will call for nominations for the position of Chair of TBDSSAB for the above noted term.

Resolution No. 12/02

THAT the position of Chair of The District of Thunder Bay Social Services Administration Board for the term ending December 31, 2012, be filled by:

Vice-Chair

The newly elected Chair will call for nominations for the position of Vice-Chair of TBDSSAB for the above noted term.

Resolution No. 12/03

THAT the position of Vice-Chair of The District of Thunder Bay Social Services Administration Board, for the term ending December 31, 2012, be filled by:

Secretary/Treasurer

The newly elected Chair will call for nominations for the position of Secretary/Treasurer of TBDSSAB for the above noted term.

Resolution No. 12/04

THAT the position of Secretary/Treasurer of The District of Thunder Bay Social Services Administration Board, for the term ending December 31, 2012, be filled by:

DEPUTATION / PRESENTATION**Area One Representation**

Letter from Reeve Kevin Holland, Conmee Township, dated January 6, 2012, on behalf of Area One Municipalities, requesting a deputation relative to the above noted.

(Pages 16 - 22)

Background information with respect to the formation of the TBDSSAB and current legislation, as prepared by Administration. **(Page 23 - 24)**

Employment Program and Services Review

Representatives of Deloitte & Touche LLP, will be in attendance to make a PowerPoint presentation relative to the above noted.

Report No. 2012-04 (Service System Planning), relative to presenting to the Board the results of the employment program review conducted by Deloitte & Touche LLP.

(Pages 25 - 28)

Attachment #1 to Report No. 2012-04 – Draft TBDSSAB Ontario Works Employment Programs Evaluation Findings and Recommendations – January 9, 2012, as prepared by Deloitte & Touche LLP. **(Distributed Separately)**

Confidential memorandum from Sandy Isfeld, Director, Service System Planning, dated January 9, 2012, will be presented in Closed Session.

Resolutions for both the confidential memorandum and Report No. 2012-04 will be presented for consideration when the Board reconvenes after Closed Session.

CLOSED SESSION MEETING

Administration recommends that the Board adjourns to a closed meeting relative to receipt of information with respect to identifiable individuals, labour relations, and solicitor-client privilege.

Resolution No. 12/05

THAT the Board adjourns to Closed Session relative to receipt of information with respect to identifiable individuals, labour relations, security of the property of the Board, and solicitor-client privilege.

REPORTS OF OFFICERS

Employment Program and Services Review (Continued)

Report No. 2012-04 and confidential memorandum from Sandy Isfeld, Director, Service System Planning Division, relative to the above noted were presented earlier.

Resolution No. 12/06

THAT with respect to the confidential memorandum from Sandy Isfeld, Director, Service System Planning Division, dated January 9, 2012 regarding employment services, we recommend Administration proceed as directed in Closed Session.

And

Resolution No. 12/07

THAT with respect to Report No. 2012-04 (Service System Planning), we recommend that The District of Thunder Bay Social Services Administration Board approves that Administration proceed as directed in Closed Session;

AND THAT the recommendations contained within the final Employment Services Review Report are approved in principle, with cost implications for 2012 to be presented as part of the 2012 budget approval process;

AND THAT Administration is further directed to prepare a follow-up report outlining the feasibility and proposed schedule for implementation of all recommendations to be presented for the Board's information in June 2012.

ELECTION OF OFFICERS (Continued)**TBDSSAB Committees**

Memorandum from Melissa Harrison, CAO, dated January 5, 2012, relative to providing updated policies and terms of references for Board Committees. **(Pages 29 - 55)**

Resolution No. 12/08

THAT with respect to the memorandum from Melissa Harrison, Chief Administrative Officer, dated January 5, 2012, we recommend establishment of the new Standing Committees as follows, which will supersede the previous Ontario Works, Child Care, Social Housing, Finance Audit, Board Executive and Political Action Committees:

- Executive Committee
- Political Action Committee
- Audit Committee
- Client Services Committee
- Service System Planning Committee

AND THAT the Board Committees Policy BD-01 and other relevant policies with respect to the above noted Committees be approved as attached to this memorandum;

AND THAT the Terms of Reference for each Committee as included in each policy be reviewed by the respective Committee and subsequently resubmitted to the Board for approval;

AND THAT any necessary By-law be presented to the Board.

Appointment of Board Members to Committees

The newly elected Chair will call for appointments to the following committees as established in accordance with policies and terms of reference as attached to the memorandum from Melissa Harrison, CAO, dated January 9, 2012.

Political Action Committee**Resolution No. 12/09**

THAT the following Members of The District of Thunder Bay Social Services Administration Board be appointed to the Political Action Committee, for the term ending December 31, 2012:

- 1. _____ Chair
- 2. _____ Vice-Chair
- 3. _____ Secretary/Treasurer
- 4. _____ At Large
- 5. _____ At Large

Audit Committee

Resolution No. 12/10

THAT the following Members of The District of Thunder Bay Social Services Administration Board be appointed to the Audit Committee, for the term ending December 31, 2012:

As Members of the Executive:

- 1. _____ Chair
- 2. _____ Vice-Chair
- 3. _____ Secretary/Treasurer
- 4. _____ At Large

Client Services Committee

Resolution No. 12/11

THAT the following Members of The District of Thunder Bay Social Services Administration Board are appointed to the Client Services Committee for the term ending December 31, 2012:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Service System Planning Committee

Resolution No. 12/12

THAT the following Members of The District of Thunder Bay Social Services Administration Board be appointed to the Service System Planning Committee, for the term ending December 31, 2012:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Appointment of Board Members to Special Committees

The newly elected Chair will call for appointments to the following Special Committees.

Manitouwadge Municipal Housing Corporation
Project in Difficulty Special Committee

Memorandum from Melissa Harrison, CAO, dated January 6, 2012, relative to providing a status on the above noted Committee. **(Page 56)**

Resolution No. 12/13

THAT this will confirm the establishment of the Manitouwadge Municipal Housing Corporation Project in Difficulty Special Committee, which includes District representation, with a mandate to determine and recommend the best course of action;

AND THAT the following Members of The District of Thunder Bay Social Services Administration Board be appointed to the Manitouwadge Municipal Housing Corporation Project in Difficulty Special Committee, for the term ending December 31, 2012:

- 1. _____
- 2. _____
- 3. _____

Establishment of Special Committee for Governance Review

Memorandum from Melissa Harrison, CAO, dated January 6, 2012, containing a resolution with respect to the establishment of a Special Committee for Governance Review. **(Page 57)**

Resolution No. 12/14

THAT a Governance Review Special Committee be established with a mandate to evaluate and recommend a governance model to The District of Thunder Bay Social Services Administration Board, and to review and recommend amendments to its Governance By-law and policies;

AND THAT the following Members of The District of Thunder Bay Social Services Administration Board be appointed to the Governance Review Special Committee, for the term ending December 31, 2012:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Disbandment of the Social Housing Strategic Planning Session and Steering Committee

Memorandum from Melissa Harrison, CAO, dated January 6, 2012, containing a resolution with respect to disbanding the above noted Committee. **(Pages 58)**

Resolution No. 12/15

THAT with respect to the finalization of The District of Thunder Bay Social Services Administration Board's Social Housing Strategic Plan we recommend that the Social Housing Strategic Planning Session and Steering Committee be disbanded.

CONFIRMATION OF MEETING DATES

2012 TBDSSAB Meeting Dates and Next Inaugural Meeting Date

Memorandum from Melissa Harrison, CAO, dated January 6, 2012, containing a resolution to confirm Board meeting dates for the next Inaugural meeting and the balance of 2012. **(Pages 59 - 60)**

Resolution No. 12/16

THAT the next Inaugural Meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, January 17, 2013;

AND THAT the regularly scheduled meetings of The District of Thunder Bay Social Services Administration Board for the year 2012 be held as follows:

February 16th (Nipigon)
March (No meeting)
April 19st (Thunder Bay)
 - Includes Annual General Meeting
May 17th (Red Rock)
June 21th (Thunder Bay)
September 20th (Red Rock)
October 18th (Thunder Bay)
November 15th (Nipigon)

AND THAT the meetings will commence at 11:00 a.m. when held outside the City of Thunder Bay, and at 12:00 noon when held in Thunder Bay;

AND THAT any changes to the meeting schedule can be made by resolution of the Board.

MINUTES OF PREVIOUS MEETING**Board Meetings**

Minutes of Meeting No. 17/2011 and Meeting No. 18/2011 (Regular and Closed Session) of TBDSSAB, held on November 17, 2011, respectively, to be confirmed. **(Pages 61 - 79)**

Resolution No. 12/17

THAT the Minutes of Meeting No. 17/2011 and Meeting No. 18/2011 (Regular and Closed Session) of The District of Thunder Bay Social Services Administration Board, held on November 17, 2011, respectively, be confirmed.

Minutes of Meeting No. 19/2011 and Meeting No. 20/2010 (Special and Special Closed Session) of TBDSSAB, held on December 8, 2011, respectively, to be confirmed. **(Pages 80 - 93)**

Resolution No. 12/18

THAT the Minutes of Meeting No. 19/2011 and Meeting No. 20/2011 (Special and Special Closed Session) of The District of Thunder Bay Social Services Administration Board, held on December 8, 2011, respectively, be confirmed.

Committee MeetingsFinance Audit Committee

Draft Minutes of the Finance Audit Committee meeting held on November 2, 2011, for information only. **(Pages 94 - 95)**

Board Executive Committee

Draft Minutes of the Board Executive Committee Special meeting held on December 2, 2011, for information only. **(Pages 96 - 98)**

REPORTS OF OFFICERS (Continued)Board Member Conflict of Interest

At the November 17, 2011, Board Meeting a resolution was passed deferring Resolution No. 11/100(D) relative to the above noted.

Memorandum from Melissa Harrison, CAO, dated November 16, 2011, attaching a policy for approval relative to the above noted, represented. **(Pages 99 - 110)**

Resolution No. 11/100(D) - Represented

Moved by: Mr. R. Katajamaki
Seconded by: Councillor S. Park

THAT with respect to the memorandum from Melissa Harrison, Chief Administrative Officer, dated November 16, 2011, we approve the TBDSSAB Board Members Conflict of Interest Policy No. 02.011, as attached to the memorandum;

AND THAT the Board Governance By-Law No. 10-2010 be amended accordingly.

Board Remuneration Policy

Report No. 2012-03 (Corporate Services), relative to the above noted. (**Distributed Separately**)

Resolution No. 12/19

As contained in Report No. 2012-03.

Allowable Expenses and Statements of Board Remuneration & Expenses Policies

Memorandum from Keri Greaves, Manager, Finance, dated January 6, 2012, relative to the above noted. (**Pages 111 - 117**)

Resolution No. 12/20

THAT with respect to the memorandum from Keri Greaves, Manager, Finance, dated January 6, 2012, we, The District of Thunder Bay Social Services Administration Board approves Policy No. 02.007 - Allowable Expenses, as attached to the memorandum;

AND THAT Policy No. 02.007 – Allowable Expenses replaces the Policy No. 02.007 - Reimbursement of Expenses;

AND that we, The District of Thunder Bay Social Services Administration Board approves the revised Policy No. 02.009 - Statements of Board Remuneration & Expenses.

TBDSSAB Records Retention Schedules

Report No. 2012-02 (Corporate Services) relative to providing the Board with annual amendments to the Board's records retention schedules. (**Pages 118 - 147**)

Resolution No. 12/21

THAT with respect to Report No. 2012-02 (Corporate Services), we approve the annual amendment to retention schedules for The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) as attached to Report No. 2012-02;

AND THAT the new policies for Records Management and Records Authority Schedule Implementation, as attached to Report No. 2012-02, be approved;

AND THAT a copy of this report be submitted to the City of Thunder Bay Corporate Records Manager & Archivist;

AND THAT the Chief Administrative Officer of TBDSSAB is hereby authorized to make immediate amendments to the schedules as deemed necessary with immediate notification to the City Archivist accordingly, and the amendment be included for approval in the annual submission to the Board;

AND THAT By-law Number 11 – 2010 be repealed and any other necessary by-law be presented to the Board.

One-time Costs Related to Implementation of Phase 1 of the New Organizational Structure

Memorandum from William Bradica, Director, Corporate Services Division, dated January 6, 2012, relative to the above noted, for information only. **(Page 148)**

Confidential memorandum from William Bradica, Director, Corporate Services, relative to the above noted, presented in Closed Session earlier.

Purchase of Switches for New Server Room

Memorandum from Keri Greaves, Manager, Finance, dated December 20, 2011, relative to the above noted, for information only. **(Page 149)**

TBDHC Properties - Insurance Review

Memorandum from William Bradica, Director, Corporate Services, relative to the above noted. **(Distributed Separately)**

Funding Request - John Howard Society

At the October 28, 2010, Board meeting Resolution No. 10/88 was passed deferring a request for funding for the John Howard Society "My Own Place" Homelessness Project until completion and implementation of the TBDSSAB Housing Strategy.

Memorandum from James McMahon, Manager, Planning and Social Policy, dated December 30, 2011, providing an update relative to the above noted. **(Pages 150 - 151)**

Resolution No. 12/22

THAT with respect to the funding request on October 28, 2010, from the John Howard Society for the "My Own Place" Homelessness Project, we approve Administration's response to the John Howard Society in providing relevant application information for funding under the Investment in Affordable Housing in Ontario Program, and the Community Social Reinvestment Fund;

AND THAT the funding request of October 28, 2010, be deemed closed;

AND THAT the John Howard Society be advised accordingly.

Housing Security Enhancement Strategy

At the November 18, 2010, Board Meeting, Administration was directed to prepare a report providing options with respect to a security policy and recommendations relative to associated costs upon completion of a review by a consultant with respect to updated security for all buildings.

Report No. 2012-01 (Service System Planning) relative to providing the Board with an update on security measures implemented to date in TBDSSAB-owned housing properties in Thunder Bay, and present options for an ongoing security enhancement strategy. **(Pages 152 - 155)**

Resolution No. 12/23

THAT with respect to Report No. 2012-01 (Service System Planning), we recommend Administration proceed with Option B as recommended and costs be presented for approval as part of the 2012 budget;

AND THAT a request for proposals to hire a security consultant be issued as soon as possible thereafter;

AND THAT a report be presented to the Board in fall 2012 presenting the findings of the consultant's recommendations and progress to date on additional safety measures undertaken by TBDSSAB staff.

**Community Social Reinvestment
Fund Application Process**

Memorandum from Sandy Isfeld, Director, Service System Planning, dated January 9, 2012, relative to the above noted, for information only. **(Page 156 - 157)**

One-time Additional Funds for the
Consolidated Homelessness Prevention
Program and Emergency Energy Fund

Memorandum from James McMahon, Manager – Planning and Social Policy, dated January 3, 2012, relative to the above noted, for information only. **(Pages 158 - 159)**

Investments in Affordable Housing Program –
Expression of Interest

Memorandum from Sandy Isfeld, Director, Service System Planning, dated January 9, 2012, relative to the above noted, for information only. **(Pages 160 - 165)**

CORRESPONDENCE

Ministry of Community and Social Services
Year End Settlements

Letters from John Manarin, Regional Business Manager, Northern Region, Ministry of Community and Social Services, dated December 22, 2011, relative to the December 31, 2008, and December 31, 2010, Year End Settlements for the Ontario Works Programs. **(Pages 166 – 171)**

Letters from John Manarin, Regional Business Manager, Northern Region, Ministry of Community and Social Services, dated December 22, 2011, relative to the December 31, 2008, and December 31, 2010, Year End Settlements for the Adult Community Services (Homelessness) Programs. **(Pages 172 – 175)**

BY-LAWS

First and Final Reading

Resolution No. 12/24

1. A By-law to repeal By-law Number 11 – 2010 and to establish an amended Records Management Process and to adopt Records Retention Authority Schedules for the Chief Administrative Officer's Office, Children's Services, Finance, Housing Services, Ontario Works, and Property Management Services under The District of Thunder Bay Social Services Administration Board, as required under the *Municipal Act S.O. 2000*.

Explanation: A by-law to amend the Records Management Process and Retention Schedules for the TBDSSAB.

Authorization: Board Meeting 2012/01/19

BY-LAW NUMBER 01 – 2012

NEW BUSINESS

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, February 16, 2012, in the Multipurpose Room, Nipigon Memorial Hospital, 125 Hogan Road, Nipigon, Ontario.

ADJOURNMENT

Resolution No. 12/25

THAT the Inaugural Meeting No. 01/2012 of The District of Thunder Bay Social Services Administration Board, held on January 19, 2012, be adjourned at _____ p.m.

AREA ONE MUNICIPALITIES

January 6, 2012

RECEIVED

JAN 09 2012

**CAO'S OFFICE
TBDSSAB**



Melissa Harrison, Chief Administrative Officer
Thunder Bay District Social Services Administration Board,
34 N. Cumberland Street, 4th Floor,
Thunder Bay, Ontario P7A 8B9



Dear Ms. Harrison:

I am requesting a deputation to make a presentation to the DSSAB at the January 19, 2012 Board Meeting. This deputation is to discuss Area One representation on the DSSAB Board and to present a resolution to that effect.



As per your Deputation Request Process, this request is being faxed as of this date in order to adhere to the policy requiring 10 day prior notice and the original will be mailed. As this issue is regarding representation on the Board itself, I do not feel that contacting the Board Administration for a resolution of the issue would be appropriate.

Attached are copies of the individual resolutions as passed by the respective Area One Municipalities. This resolution outlines the representation structure we are seeking.

You have my contact information if any further clarification is required.

Yours truly,



Reeve Kevin Holland

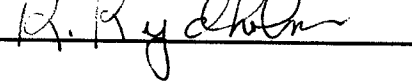


TOWNSHIP OF CONMEE
R.R. #1, Kakabeka Falls, Ontario P0T 1W0

RESOLUTION # 2011 - 211

DATE: Dec. 13, 2011

MOVED BY: 

SECONDED BY: 

WHEREAS the Township of Conmee shares one representative on the Thunder Bay District Social Services Board (TBDSSAB) through Area One municipalities which is made up of six Municipalities, being the Township of Conmee, Township of Gillies, Municipality of Neebing, Township of O'Connor, Municipality of Oliver Paipoonge and the Municipality of Shuniah;

AND WHEREAS Area One Municipalities contribute a higher annual levy than all the other areas within the TBDSSAB, with the exception of the City of Thunder Bay;

AND WHEREAS the distribution of representation does not truly reflect the annual levy contribution of the local Municipalities;

NOW THEREFORE BE IT RESOLVED that the Township of Conmee does hereby support amending the TBDSSAB to reflect the representative structure as follows:

Municipality	No. Of Reps	Assessment	Annual Levy	(%)
City of Thunder Bay	7	\$8,581,930,448	\$18,198,781	74.21%
Unincorporated	1	858,796,465	1,821,158	7.43
Manitouwadge & Marathon	1	174,025,260	369,037	1.50
Terrace Bay & Schreiber	1	153,680,488	325,894	1.33
Greenstone	1	532,271,147	1,128,730	4.60
Nipigon, Red Rock, Dorion	1	150,388,046	318,912	1.30
Oliver Paipoonge, Conmee	1	463,140,563	982,133	4.00
Shuniah, O'Connor	1	438,367,344	929,599	3.79
Neebing, Gillies	1	211,822,304	449,189	1.83
Totals	15	\$11,564,422,065	\$24,523,431	100%

I HEREBY CERTIFY THIS
 TO BE A TRUE COPY.

Patricia A Maxwell
 PATRICIA A MAXWELL
 CAO / CLERK
 TOWNSHIP OF CONMEE

CARRIED

DEFEATED

K. Holland.
 Reeve

Township of Gillies

Date: December 12, 2011

Motion: 2011/ 192

Moved by: *Ruey*

Seconded by: *[Signature]*

WHEREAS the Township of Gillies shares one representative on the Thunder Bay District Social Services Board (TBDSSAB) through Area One municipalities which is made up of six Municipalities, being the Township of Conmee, Township of Gillies, Municipality of Neebing, Township of O'Connor, Municipality of Oliver Paipooonge and the Municipality of Shuniah; and

WHEREAS Area One Municipalities contribute a higher annual levy than all the other areas within the TBDSSAB, with the exception of the City of Thunder Bay; and

WHEREAS the distribution of representation does not truly reflect the annual levy contribution of the local Municipalities;

NOW THEREFORE BE IT RESOLVED that the Township of Gillies does hereby support amending the TBDSSAB to reflect the representative structure as follows:

Municipality	No. Of Reps	Assessment	Annual Levy	(%)
City of Thunder Bay	7	\$8,581,930,448	\$18,198,781	74.21%
Unincorporated	1	858,796,465	1,821,158	7.43
Manitouwadge & Marathon	1	174,025,260	369,037	1.50
Terrace Bay & Schreiber	1	153,680,488	325,894	1.33
Greenstone	1	532,271,147	1,128,730	4.60
Nipigon, Red Rock, Dorion	1	150,388,046	318,912	1.30
Oliver Paipooonge, Conmee	1	463,140,563	982,133	4.00
Shuniah, O'Connor	1	438,367,344	929,599	3.79
Neebing, Gillies	1	211,822,304	449,189	1.83
Totals	15	\$11,564,422,065	\$24,523,431	100%

CARRIED

DEFERRED DEFEATED

Reeve

[Signature]

**CERTIFIED TRUE COPY
TOWNSHIP OF GILLIES**

[Signature]

CLERK-TREASURER

THE CORPORATION OF THE
MUNICIPALITY OF NEEBING

Resolution No. 448 - 12 - 2011

Date December 7, 2011

Moved by: *[Signature]*
Seconded by: *[Signature]*

WHEREAS the Municipality of Neebing shares one representative on the Thunder Bay District Social Services Board (TBDSSAB) through Area One municipalities which is made up of six Municipalities, being the Township of Conmee, Township of Gillies, Municipality of Neebing, Township of O'Connor, Municipality of Oliver Paipoonge and the Municipality of Shuniah;

AND WHEREAS Area One Municipalities contribute a higher annual levy than all the other areas within the TBDSSAB, with the exception of the City of Thunder Bay;

AND WHEREAS the distribution of representation does not truly reflect the annual levy contribution of the local Municipalities;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Municipality of Neebing does hereby support amending the TBDSSAB to reflect the representative structure as follows:

Municipality	No. Of Reps	Assessment	Annual Levy	(%)
City of Thunder Bay	7	\$8,581,930,448	\$18,198,781	74.21%
Unincorporated	1	858,796,465	1,821,158	7.43
Manitouwadge & Marathon	1	174,025,260	369,037	1.50
Terrace Bay & Schreiber	1	153,680,488	325,894	1.33
Greenstone	1	532,271,147	1,128,730	4.60
Nipigon, Red Rock, Dorion	1	150,388,046	318,912	1.30
Oliver Paipoonge, Conmee	1	463,140,563	982,133	4.00
Shuniah, O'Connor	1	438,367,344	929,599	3.79
Neebing, Gillies	1	211,822,304	449,189	1.83
Totals	15	\$11,564,422,065	\$24,523,431	100%

CARRIED

DEFEATED

TABLED

CERTIFIED COPY
CLERK
MUNICIPALITY OF NEEBING

[Signature]

[Signature]
MAYOR

TOWNSHIP OF O'CONNOR
R. R. #1 KAKABEKA FALLS, ONTARIO POT 1W0

DECEMBER 5, 2011

NO. 9

Moved by *Gwen Garbutt*

Seconded by *[Signature]*

WHEREAS the Township of O'Connor shares one representative on the Thunder Bay District Social Services Board (TBDSSAB) through Area One municipalities which is made up of six Municipalities, being the Township of O'Connor, Township of Gillies, Municipality of Neebing, Township of Conmee, Municipality of Oliver Paipoonge and the Municipality of Shuniah;

AND WHEREAS Area One Municipalities contribute a higher annual levy than all the other areas within the TBDSSAB, with the exception of the City of Thunder Bay;

AND WHEREAS the distribution of representation does not truly reflect the annual levy contribution of the local Municipalities;

NOW THEREFORE BE IT RESOLVED that the Township of O'Connor does hereby support amending the TBDSSAB to reflect the representative structure as follows:

Municipality	No. Of Reps	Assessment	Annual Levy	(%)
City of Thunder Bay	7	\$8,581,930,448	\$18,198,781	74.21%
Unincorporated	1	858,796,465	1,821,158	7.43
Manitouwadge & Marathon	1	174,025,260	369,037	1.50
Terrace Bay & Schreiber	1	153,680,488	325,894	1.33
Greenstone	1	532,271,147	1,128,730	4.60
Nipigon, Red Rock, Dorion	1	150,388,046	318,912	1.30
Oliver Paipoonge, Conmee	1	463,140,563	982,133	4.00
Shuniah, O'Connor	1	438,367,344	929,599	3.79
Neebing, Gillies	1	211,822,304	449,189	1.83
Totals	15	\$11,564,422,065	\$24,523,431	100%

[Signature]
MAYOR

**CERTIFIED TRUE COPY
TOWNSHIP OF O'CONNOR**

CARRIED

DEFEATED

RECORDED VOTE

GWEN GARBUTT

JERRY LOAN

RON NELSON

[Signature]
BISHOP RACICOT CLERK-TREASURER

JIM VEZINA



Resolution No. 446-2011 Agenda Item _____ Date Dec 5/11

MOVED BY _____

Allen Dai

SECONDED BY _____

[Signature]

WHEREAS the Municipality of Oliver Paipoonge shares one representative on the Thunder Bay District Social Services Board (TBDSSAB) through Area One municipalities which is made up of six Municipalities, being the Township of Conmee, Township of Gillies, Municipality of Neebing, Township of O'Connor, Municipality of Oliver Paipoonge and the Municipality of Shuniah;

AND WHEREAS Area One Municipalities contribute a higher annual levy than all the other areas within the TBDSSAB, with the exception of the City of Thunder Bay;

AND WHEREAS the distribution of representation does not truly reflect the annual levy contribution of the local Municipalities;

NOW THEREFORE BE IT RESOLVED that the Municipality of Oliver Paipoonge does hereby support amending the TBDSSAB to reflect the representative structure as follows:

Municipality	No. Of Reps	Assessment	Annual Levy	(%)
City of Thunder Bay	7	\$8,581,930,448	\$18,198,781	74.21%
Unincorporated	1	858,796,465	1,821,158	7.43
Manitouwadge & Marathon	1	174,025,260	369,037	1.50
Terrace Bay & Schreiber	1	153,680,488	325,894	1.33
Greenstone	1	532,271,147	1,128,730	4.60
Nipigon, Red Rock, Dorion	1	150,388,046	318,912	1.30
Oliver Paipoonge, Conmee	1	463,140,563	982,133	4.00
Shuniah, O'Connor	1	438,367,344	929,599	3.79
Neebing, Gillies	1	211,822,304	449,189	1.83
Totals	15	\$11,564,422,065	\$24,523,431	100%

Carried Defeated Amended Deferred

CERTIFIED TRUE COPY
 Date Jan 5/11
Dec. 5/11
 C.A.O. / Clerk
 Corporation of the
 Municipality of Oliver Paipoonge

[Signature]
 Signature

10)

MUNICIPALITY OF SHUNIAH
 420 Leslie Avenue
 Thunder Bay, Ontario P7A 1X8
COUNCIL RESOLUTION

Date: December 12, 2011

Resolution No.: 592/11

Moved By: [Signature]

Seconded By: [Signature]

WHEREAS the Municipality of Shuniah shares one representative on the Thunder Bay District Social Services Board (TBDSSAB) through Area One municipalities which is made up of six Municipalities, being the Municipality of Shuniah, Township of Gillies, Municipality of Neebing, Township of O'Connor, Municipality of Oliver Paipoonge and the Township of Conmee;

AND WHEREAS Area One Municipalities contribute a higher annual levy than all the other areas within the TBDSSAB, with the exception of the City of Thunder Bay;

AND WHEREAS the distribution of representation does not truly reflect the annual levy contribution of the local Municipalities;

NOW THEREFORE BE IT RESOLVED that the Municipality of Shuniah does hereby support amending the TBDSSAB to reflect the representative structure as follows:

Municipality	No. of Reps	Assessment	Annual Levy	(%)
City of Thunder Bay	7	\$8,581,930,448	\$18,198,781	74.21
Unincorporated	1	858,796,465	1,821,158	7.43
Manitouwadge & Marathon	1	174,025,260	369,037	1.50
Terrace Bay & Schreiber	1	153,680,488	325,894	1.33
Greenstone	1	532,271,147	1,128,730	4.60
Nipigon, Red Rock, Dorion	1	150,388,046	318,912	1.30
Oliver Paipoonge, Conmee	1	463,140,563	982,133	4.00
Shuniah, O'Connor	1	438,367,344	929,599	3.79
Neebing, Gillies	1	211,822,304	449,189	1.83
Totals	16	\$11,584,422,085	\$24,523,431	100

CARRIED	DEFEATED	LOST TO A TIE
✓		
<u>[Signature]</u> <small>True Certified Copy Wendy Hamlin, Clerk</small>		<u>[Signature]</u> REEVE

**The District of Thunder Bay Social Services Administration Board
Briefing Note:
History of Default Option and Steps to Change Board Composition**

Brief History of Default Option

Upon consolidation of Ontario Works, Social Housing, and Child Care in 1998, the City of Thunder Bay, Thunder Bay District Municipal League, and the unincorporated areas in the District formed a committee to establish a service delivery model for these social services. The City of Thunder Bay lobbied to be designated a Consolidated Municipal Service Manager (CMSM), to include the municipalities immediately adjacent to the City of Thunder Bay. The remaining municipalities in the District would form a DSSAB.

However, this model could not be tabled to the province because the majority of municipalities within the Thunder Bay District Municipal League voted against the proposed model. Since a consensus could not be reached by the established deadline, the default provisions of legislation associated with delivery of Ontario Works, Social Housing, and Child Care became applicable. This enabled the province to impose the structure of a single DSSAB for the District of Thunder Bay that included the City of Thunder Bay. The province also imposed the representation model consisting of 6 representatives from the City of Thunder Bay, 1 representative from the Area 1 municipalities, 4 representatives from District municipalities, 1 representative for the Territory Without Municipal Organization, and 1 provincial appointee.

Steps to Change Board Composition

The composition of The District of Thunder Bay Social Services Administration Board is established through regulations under the *District Social Services Administration Board Act (DSSAB Act)*. Changes to representation on DSSABs can only be made through regulation of the Lieutenant Governor in Council.

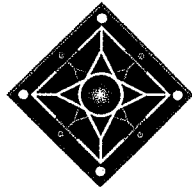
The Ministry of Community and Social Services has responsibility for the *DSSAB Act*, and outlines a process for DSSABs to propose changes to Board representation:

- Once a DSSAB is established under the *DSSAB Act*, changes to Board representation, geographic boundaries or mandate (i.e. additional services a Board may deliver) require a regulation change.
- The Minister of Community and Social Services will consider proposals from DSSABs to change representation, geographic boundaries or mandate only when consent of the Board is provided in writing.
- The level of consent required is 'double-majority consent' as defined under s.6(5) of the O.Reg 278/99 under the *DSSAB Act*.

TBDSSAB Area Representation by Population, Levy, and Seats

	July 2010 MPAC population (% of total District population)	Proportion of total 2011 municipal levy (% of total municipal levy)	Current Number of Seats (% of total seats on Board)	Number of Seats based on share of municipal levy (% of levy)	Number of Seats based on share of District population (% of population)
Area 1					
O'Connor	632 (0.5%)	79,603 (0.3%)	1 seat (8.4%)	1.15 seats (9.6%)	1.06 seats (8.8%)
Neebing	1,883 (1.5%)	404,759 (1.6%)			
Conmee	689 (0.5%)	77,200 (0.3%)			
Oliver Paipoonge	5,328 (4.2%)	904,939 (3.7%)			
Gillies	444 (0.3%)	44,436 (0.2%)			
Shuniah	2,336 (1.8%)	849,982 (3.5%)			
Total	11,312 (8.8%)	2,360,919 (9.6%)			
Area 2					
Nipigon	1,532 (1.2%)	165,116 (0.7%)	1 seat (8.3%)	0.16 seats (1.3%)	0.25 seats (2.1%)
Red Rock	912 (0.7%)	95,715 (0.4%)			
Dorion	298 (0.2%)	58,071 (0.2%)			
Total	2,742 (2.1%)	318,902 (1.3%)			
Area 3					
Greenstone	4,510 (3.5%)	1,128,740 (4.6%)	1 seat (8.3%)	0.56 seats (4.6%)	0.42 seats (3.5%)
Area 4					
Terrace Bay	1,466 (1.1%)	250,850 (1%)	1 seat (8.3%)	0.16 seats (1.3%)	0.24 seats (2.0%)
Schreiber	1,135 (0.9%)	75,042 (0.3%)			
Total	2,601 (2.0%)	325,892 (1.3%)			
Area 5					
Marathon	3,446 (2.7%)	283,025 (1.2%)	1 seat (8.3%)	0.18 seats (1.5%)	0.53 seats (4.4%)
Manitouwadge	2,140 (1.7%)	86,028 (0.3%)			
Total	5,586 (4.4%)	369,053 (1.5%)			
Area 6					
Thunder Bay	96,586 (75.4%)	18,198,766 (74.2%)	6 seats (50%)	8.9 seats (74.2%)	9.04 seats (75.4%)
Area 7					
TWOMO	4,855 (3.8%)	1,821,159 (7.4%)	1 seat (8.4%)	0.89 seats (7.4%)	0.46 seats (3.8%)
Totals	128,192 (100%)	24,523,431 (100%)	12 seats	12 seats	12 seats

Number of Seats by DSSAB, Provincially	
DSSAB	Seats on Board
Algoma	12 Seats
Cochrane	14 Seats
Kenora	13 Seats
Manitoulin-Sudbury	14 Seats
Nippising	*12 Seats
Parry Sound	15 Seats
Rainy River	13 Seats
Sault Ste. Marie	9 Seats
Thunder Bay	12 Seats
Temiskaming	9 Seats
<i>*Note: 6 Members represent City of North Bay</i>	



**THE DISTRICT OF THUNDER BAY SOCIAL SERVICES
ADMINISTRATION BOARD**

BOARD REPORT

**THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD**

DATE PREPARED	January 6, 2012	REPORT NO.: 2012-04
MEETING DATE	January 19, 2012	TBDSSAB File No.: 840.05
SUBJECT	Employment Program and Services Review	

REPORT SUMMARY

To present to The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) the results of the employment program review conducted by Deloitte & Touche LLP (Deloitte).

BACKGROUND

Further to Report No. 2011-33. presented September 15, 2011, the Board approved the award of a contract to Deloitte, for review of TBDSSAB's employment programs.

The purpose of the review was to obtain advice to enhance overall efficiency and effectiveness of the Ontario Works (OW) employment program, improve employment servicing to better meet the needs of participants in the District and Aboriginal participants, identify gaps in programming for OW clients, and to establish a five year employment program strategy.

The review has now been completed and Deloitte has submitted their final report and recommendations for the Board's consideration, along with other specified deliverables, such as an overview of the District's economic situation and impact on employment programming, best practices from other jurisdictions, and a comprehensive inventory of community employment-related programs.

COMMENTS

The review methodology included:

- Gathering of data, desk research and documentation review regarding program performance and other jurisdiction best practices;
- Gathering of stakeholders' opinions and perceptions through surveys, interviews, and focus groups both within the City of Thunder Bay and District communities;

- Assessing the economic situation within the District of Thunder Bay;
- Developing an inventory of agencies and services to support analysis;
- Analyzing data using appropriate methods of qualitative and quantitative analysis;
- Summarizing key findings, lessons learned and opportunities for improvement;
- Formulating recommendations and conclusions.

Consultant Recommendations:

Deloitte's review has resulted in eleven recommendations in four different categories. The specific tasks associated with each recommendation are outlined in Deloitte's final report. Some specifics for each recommendation are being presented in Closed Session in order to protect the privacy of identifiable individuals and/or to protect the security of the property of the Board.

I. Program Design Principles

1. Advocate for Ontario Works legislative reform to reduce systemic barriers.
2. Facilitate delivery of integrated programming to move clients towards increased employability through the development of a service delivery continuum and central coordination by TBDSSAB caseworkers.
3. Develop and implement a structured means for communication and referrals among service providers in the District and in Thunder Bay.

II. Administration and Reporting

4. Align financial record keeping with program and service offerings.
5. Establish evaluation measures and indicators for programs and services that capture program outcomes beyond the provincial measures and incorporate into reporting requirements for funded service delivery agencies.

III. Development of Internal Capacity

6. Build capacity for ongoing case management by reducing average caseloads through:

- i. Workflow readjustments and/or
 - ii. Increased specialized caseworker staffing levels.
 7. Build capacity to facilitate more direct and consistent linkages with the local job markets.
 8. Provide employment incentives and outreach supports for employers and Ontario Works clients to stimulate job retention.
- IV. Service Delivery Gaps
9. Improve access to transportation for clients during pre-employment and employment activities.
 10. Facilitate cultural programming to support the transition of aboriginal clients from northern communities to the urban environment.
 11. Facilitate improved access to childcare for clients engaged in pre-employment and employment activities.

CONCLUSION

It is concluded that Administration recommends approval of the recommendations contained within the final Employment Services Review Report in principle, with cost implications for 2012 to be presented as part of the 2012 budget approval process. Administration will also prepare a follow-up report outlining the feasibility and proposed schedule for implementation of all recommendations to be presented for the Board's further information in June 2012.

RECOMMENDATION

THAT with respect to Report No. 2012-04 (Service System Planning), we recommend that The District of Thunder Bay Social Services Administration Board approves that Administration proceed as directed in Closed Session;

AND THAT the recommendations contained within the final Employment Services Review Report are approved in principle, with cost implications for 2012 to be presented as part of the 2012 budget approval process;

AND THAT Administration is further directed to prepare a follow-up report outlining the feasibility and proposed schedule for implementation of all recommendations to be presented for the Board's information in June 2012.

REFERENCE MATERIALS ATTACHED (DISTRIBUTED SEPARATELY)

Attachment #1: Draft TBDSSAB Ontario Works Employment Programs Evaluation Findings and Recommendations – January 9, 2012, as prepared by Deloitte & Touche LLP

PREPARED BY:	Sandy Isfeld - Director, Service System Planning Division The District of Thunder Bay Social Services Administration Board
APPROVED BY:	Melissa Harrison, Chief Administrative Officer The District of Thunder Bay Social Services Administration Board
SUBMITTED BY:	Melissa Harrison, Chief Administrative Officer The District of Thunder Bay Social Services Administration Board