



**THUNDER BAY DISTRICT**  
SOCIAL SERVICES ADMINISTRATION BOARD

**THUNDER BAY DISTRICT SOCIAL SERVICES  
ADMINISTRATION BOARD**

**BOARD REPORT**

<b>DATE PREPARED</b>	August 5, 2008	<b>REPORT NO.:</b> 2008-22
<b>MEETING DATE</b>	October 16, 2008	<b>TBDSSAB File No.:</b> 260.00 (General)
<b>SUBJECT</b>	Policy on TBDSSAB Initiated Agreements / Child Care & Ontario Works	

**REPORT SUMMARY**

To present the TBDSSAB Initiated Agreements - Preparation, Submission, & Review Policy (the Policy) to the Thunder Bay District Social Services Administration Board (TBDSSAB or the Board), for review and approval.

**BACKGROUND**

At the September 13, 2007 Board meeting, Administration was directed to create a policy with respect to an automatic review of ongoing Purchase of Service (POS) agreements. During the creation of the above draft policy, a review of current agreement templates was conducted.

**COMMENTS**

The attached Policy ensures consistent processes with respect to POS agreements and also incorporates an automatic review of ongoing agreements every five years as directed at the September 13<sup>th</sup> Board meeting. Please see draft Policy as Attachment #1.

The current agreement templates were reviewed and revised to provide consistency of clauses. Agreements already in place with agencies will not be affected and will only be revised upon review or as necessary. The POS agreement templates will be utilized for any new agreements. Any subsequent changes to Schedules will be processed through an Addendum to the original signed agreements.

As noted in the Policy, new agreements or major changes to current agreements or schedules will be authorized by resolution of the Board.

To eliminate the need for several by-laws, the Child Care Blanket By-law Number 10-2005 authorized execution of future ongoing Child Care POS Agreements. The Blanket By-law will be amended accordingly with the revised Schedule "A" - Child Care Purchase of Service Agreement template.

In anticipation of the addition of new Ontario Works service providers and to streamline the by-law process, also attached is a draft Blanket By-law with respect to Ontario Works POS agreements (Attachment #2). Authorization to enter into agreements will be by resolution of the Board.

### **CONCLUSION**

It is concluded that in order to streamline and provide administrative guidance with respect to Purchase of Service Agreements, we recommend that the attached policy be approved. It is also concluded that the proposed Policy and revised templates will apply to future agreements. A further report will be submitted with respect to Housing Services Agreements.

### **RECOMMENDATION**

THAT with respect to Report No. 2008-22 (General Manager's Office), we approve the TBDSSAB Initiated Agreements - Preparation, Submission, & Review Policy as noted in Report No. 2008-22;

AND THAT the General Manager is authorized to amend the TBDSSAB Initiated Agreements - Preparation, Submission, & Review Policy, as required, provided there are no significant changes;

AND THAT the General Manager be authorized to revise the agreement templates as required, provided there are no significant changes to the intent of the agreement;

AND THAT a new Ontario Works Blanket By-law be established to authorize the execution of all future Purchase of Service Agreements for the provision of social services;

AND THAT Administration will submit a Report to the Board, for approval and authorization by resolution of any new Purchase of Service Agreements relative to social services;

AND THAT any necessary by-law be presented to the Board, including, but not limited to, amending By-law Number 10 – 2005 – Child Care Blanket By-law, accordingly;

AND THAT a further report will be submitted with respect to Housing Services Agreements.

**REFERENCE MATERIALS ATTACHED**

- Attachment #1: TBDSSAB Initiated Agreements - Preparation, Submission, and Review Policy for Approval
- Attachment #2: Draft Blanket By-law for Ontario Works Purchase of Service Agreements (Ongoing or one-time funding)

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