



THUNDER BAY DISTRICT
SOCIAL SERVICES ADMINISTRATION BOARD

**THUNDER BAY DISTRICT SOCIAL SERVICES
ADMINISTRATION BOARD**

BOARD REPORT

DATE PREPARED	November 17, 2008	REPORT NO.: 2008-04
MEETING DATE	November 27, 2008	TBDSSAB File No.: 260
SUBJECT	Employment Resource Centre & District Offices - Office Space Leases	

REPORT SUMMARY

To request authority to negotiate and execute the required lease agreements for the provision of office space in district municipalities and the Employment Resource Centre in Victoriaville.

BACKGROUND

To facilitate the Thunder Bay District Social Services Administration Board in becoming an employer new leases will be required with various district municipalities and for the Employment Resource Centre.

COMMENTS

Employment Resource Centre (ERC)

The ERC is an integral component of Ontario Works service delivery and is a mandated service under the *Ontario Works Act*. Employment support services offered include counselling, job search assistance, life skills, resume workshops, employment placements, community placements, on-line job seeking technology and referrals to community agencies. The ERC currently provides service to approximately 700 participants each month.

A search for a location was conducted under Request for Proposal (RFP) No. 18/2002. As a result RFL Holdings was awarded the lease contract. The annual lease cost is \$92,600, inclusive of GST. The lease was executed with the City of Thunder Bay and RFL holdings. As TBDSSAB will assume direct responsibility for all program delivery and the staff working at the resource centre effective January 1, 2009 there is a need to execute a lease between TBDSSAB and RFL Holdings.

TBDSSAB Administration is recommending that the current terms and conditions of the RFL Holdings lease be transferred to TBDSSAB.

District Sub offices

TBDSSAB has through a purchase of service agreement paid for lease space in the following municipalities:

Manitouwadge/Marathon/Schreiber/Nipigon/Greenstone.

Administration will need to explore the best options for servicing and execute the necessary agreements with the respective municipalities.

CONCLUSION

It is recommended that the lease with RFL Holdings be executed on the current terms and conditions for the Employment Resource Centre. It is further recommended that Administration obtain the best option for District staff to have appropriate space to conduct their work in the District municipalities.

RECOMMENDATION

THAT with respect to Report No. 2008-04 (General Manager’s Office), we recommend that the required leases for the Employment Resource Centre and the District offices be negotiated and executed to the complete satisfaction of The District of Thunder Bay Social Services Administration Board or the Board Solicitor;

AND THAT the Chair and the Chief Administrative Officer of The District of Thunder Bay Social Services Administration Board are authorized to execute all associated documentation, including renewal agreements in which no major changes to the current agreements are proposed;

AND THAT the necessary by-law be presented to the Board.

REFERENCE MATERIALS ATTACHED

None.

PREPARED BY:	Mary Lucas, General Manager District of Thunder Bay Social Services Department
SUBMITTED BY:	Mary Lucas, General Manager District of Thunder Bay Social Services Department