



# Memorandum

**Date:** January 5, 2022  
**To:** Members of the Board  
**From:** William (Bill) Bradica, Chief Administrative Officer  
**Subject:** **Nomination and Election of 2022 Board Officers and Committees**

At the December 16, 2021 Board Meeting, William Bradica, CAO presented a Memorandum to the Board proposing that the nominations for Board Officers and Committee and Advisory Table appointments take place at the December Board Meeting. The Board passed Resolution No. 21/94 allowing nominations for these positions to take place as recommended by Administration.

William Bradica, Secretary, called for nominations for the position of Chair of TBDSSAB. Lucy Kloosterhuis was nominated and accepted the nomination. There were no further nominations.

William Bradica, Secretary, called for nominations for the position of Vice-Chair of TBDSSAB. Kevin Holland was nominated and accepted the nomination. Albert Aiello was nominated and declined the nomination. There were no further nominations.

William Bradica, Secretary, called for nominations for the five Audit Committee positions. Albert Aiello, Kevin Holland, Ray Lake, Jody Davis and James Foulds were nominated and accepted the nominations. No further nominations were made.

William Bradica, Secretary, called for nominations for the two Child Care and Early Years Advisory Table Advisory Table positions. Elaine Mannisto and Lucy Kloosterhuis were nominated and accepted the nominations. No further nominations were made.

William Bradica, Secretary, called for nominations for the two Community Homelessness Prevention Initiative Advisory Table positions. Kevin Holland and Aldo Ruberto were nominated and accepted the nominations. No further nominations were made.

Under the *District Social Services Administration Board Act*, the appointment of a Board Chair must occur after January 1<sup>st</sup> of each year. Under the TBDSSAB Governance and Procedural By-law, appointments for other Board positions must also occur after January 1<sup>st</sup> of each year.



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

As the Board Chair position was acclaimed and there were no additional Vice-Chair, Committee and Advisory Table members nominated, the following resolution will therefore be presented at the January 2022 Board meeting for the Board's consideration:

THAT the position of Chair of The District of Thunder Bay Social Services Administration Board for the term ending December 31, 2022, be filled by Lucy Kloosterhuis.

AND THAT the position of Vice-Chair of The District of Thunder Bay Social Services Administration Board, for the term ending December 31, 2022, be filled by Kevin Holland.

AND 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, 2022:

1. Albert Aiello
2. Jody Davis
3. James Foulds
4. Kevin Holland
5. Ray Lake

AND THAT the Committee Chair be appointed at the first Committee meeting of the year.

AND THAT the following Members of The District of Thunder Bay Social Services Administration Board be appointed to the Child Care and Early Years Advisory Table, for the term ending December 31, 2022:

1. Lucy Kloosterhuis
2. Elaine Mannisto

AND THAT the following Members of The District of Thunder Bay Social Services Administration Board be appointed to the Community Homelessness Prevention Initiative Advisory Table, for the term ending December 31, 2022:

1. Kevin Holland
2. Aldo Ruberto

Sincerely,

William (Bill) Bradica  
Chief Administrative Officer

/gf



# Memorandum

**Date:** January 5, 2022  
**To:** Members of the Board  
**From:** William (Bill) Bradica, Chief Administrative Officer  
**Subject:** **2022 TBDSSAB Board Meeting Dates and 2023 Inaugural Meeting Date**

In order to schedule the 2022 Board Meeting dates and the year 2023 Inaugural meeting date, Administration researched the Annual General Meeting (AGM) and conference dates currently available from the Thunder Bay District Municipal League, Northwestern Ontario Municipal Association, Northern Ontario Service Deliverers' Association (NOSDA), Rural Ontario Municipal Association, Ontario Municipal Social Services Association and the Association of Municipalities of Ontario.

Normally TBDSSAB Board Meetings are scheduled for the 3<sup>rd</sup> Thursday of each month, with the exception of the Inaugural Meeting being scheduled for the 2<sup>nd</sup> Thursday to allow for the appointment of the Board Executive at the earliest opportunity. The 2022 NOSDA AGM is currently scheduled to be hosted by TBDSSAB from June 16 thru 18, therefore, the recommended date for the June Board Meeting is Thursday June 23.

The following resolution will be presented for consideration by the Board to schedule the 2022 Board Meeting dates and the next Inaugural Board Meeting date.

THAT the regularly scheduled meetings of The District of Thunder Bay Social Services Administration Board for the year 2022 be held at the TBDSSAB headquarters in the City of Thunder Bay and/or via Microsoft Teams, beginning at 10:00 a.m. on the following dates:

Thursday February 17  
Thursday March 17  
Thursday April 21  
Thursday May 19  
Thursday June 23

Thursday July 21  
Thursday September 15  
Thursday October 20  
Thursday November 17  
Thursday December 15

AND THAT the next Inaugural Meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, January 12, 2023;



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

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

Sincerely,

William (Bill) Bradica  
Chief Administrative Officer

/gf



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 21/2021  
OF**

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

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**DATE OF MEETING:** December 16, 2021

**TIME OF MEETING:** 10:00 a.m.

**LOCATION OF MEETING:** Microsoft Teams & 3rd Floor Boardroom  
TBDSSAB Headquarters  
231 May Street South  
Thunder Bay, ON

**CHAIR:** Lucy Kloosterhuis

**PRESENT:**

Albert Aiello  
Shelby Ch'ng  
Jody Davis  
James Foulds  
Rebecca Johnson  
Kevin Holland  
Lucy Kloosterhuis  
Ray Lake  
Elaine Mannisto  
Aldo Ruberto  
Wendy Wright

**OFFICIALS:**

William (Bill) Bradica, Chief Administrative  
Georgina Daniels, Director, Corporate Services Division  
Ken Ranta, Director, Integrated Social Services Division  
Glenda Flank, Recording Secretary

**GUESTS:**

Crystal Simeoni, Manager, Housing Programs  
Keri Greaves, Manager, Finance  
Roxanne Brunelle-Crupi, Manager, Human Resources  
Aaron Park, Supervisor, Research and Social Policy  
Carole Lem, Communications & Engagement Officer  
Larissa Jones, Communications Assistant

**REGRETS:**

Kim Brown  
Andrew Foulds  
Brian Hamilton

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Note: For the purposes of the Minutes references to TBDSSAB or the Board refers to The District of Thunder Bay Social Services Administration Board of Directors as relevant to specific agenda items; references to TBDHC or the Board refers to the Directors of Thunder Bay District Housing Corporation as relevant to specific agenda items. References to CAO refer jointly to the Chief Administrative Officer of TBDSSAB and Senior Administrator of TBDHC.

**BOARD MEETING**

REGRETS

Lucy Kloosterhuis, Chair advised that Kim Brown, Andrew Foulds and Brian Hamilton, Board Members sent their regrets for the meeting.

DISCLOSURES OF INTEREST

None.

NEW BUSINESS

William Bradica, CAO advised the Board that as Kim Brown, Vice Chair provided regrets for this Board Meeting and stated that she would be unable to act as Vice-Chair from now until December 31, 2021 it would be necessary to appoint an acting Vice-Chair at this time.

The Chair called for nominations for Vice Chair. Kevin Holland was nominated for the position of Vice Chair and accepted the nomination. Albert Aiello was nominated for the position of Vice Chair and declined the nomination. There were no further nominations.

Resolution No. 86A

Moved by: Elaine Mannisto  
Seconded by: Jody Davis

THAT the position of Alternate Vice-Chair of The District of Thunder Bay Social Services Administration Board for the period December 16 to December 31, 2021, be filled by Kevin Holland.

CARRIED

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 21/87

Moved by: Albert Aiello  
Seconded by: James Foulds

THAT with respect to the agenda for the Board Regular and Closed Session meetings of The District of Thunder Bay Social Services Administration Board for December 16, 2021, we approve the agendas as printed;

AND THAT we approve any additional information and new business.

CARRIED

## MINUTES OF PREVIOUS MEETINGS

### Board Meetings

Minutes of Meeting Nos. 17/2021 and 18/2020 (Regular and Closed Session) held on November 17, 2021, and Board Meeting Nos. 19/2021 & 20/2021 (Regular and Closed Session) held on November 19, 2021, of TBDSSAB, were presented for confirmation.

Resolution No. 21/88

Moved by: Kevin Holland  
Seconded by: Albert Aiello

THAT the Minutes of Board Meeting Nos. 17/2021 & 18/2021 (Regular & Closed Session) held on November 17, 2021, and Board Meeting Nos. 19/2021 & 20/2021 (Regular & Closed Session) held on November 18, 2021, of TBDSSAB, be confirmed as amended.

CARRIED

### Committee Meetings

Draft Minutes of the November 30, 2021 Governance and Procedural By-law Review Committee meeting were presented to the Board, for information only.

## PRESENTATION

Indigenous Representation on The  
District of Thunder Bay Social Services  
Administration Board

William Bradica, CAO introduced Cindy Crowe, Executive Director, Blue Sky Community Healing Centre to the Board and advised that the presentation regarding the rationale for Indigenous representation on The District of Thunder Bay Social Services Administration Board being provided was related to one of the 2022 Rural Ontario Municipal Association (ROMA) Briefing papers being presented to the Board for approval later in the Regular Session Meeting Agenda.

Cindy Crowe, Executive Director, Blue Sky Community Healing Centre provided the presentation outlining the first steps to obtaining Indigenous representation on the TBDSSAB Board as identified in the 2023 Strategic Plan and responded to questions.

William Bradica, CAO responded to questions and provided further information and clarification.

Lucy Kloosterhuis, Chair thanked Cindy Crowe, Executive Director, Blue Sky Community Healing Centre for the presentation to the Board

At 10:43 a.m., Cindy Crowe, Executive Director, Blue Sky Community Healing Centre left the meeting.

### CLOSED SESSION

Administration recommended that the Board adjourn to a closed meeting relative to receipt of information with respect to a matter which a council, board, committee or other body may hold a closed meeting under another statute and with respect to solicitor-client privilege.

Resolution No. 21/89

Moved by: Albert Aiello  
Seconded by: Rebecca Johnson

THAT the Board adjourns to Closed Session relative to receipt of information with respect to which a council, board, committee or other body may hold a closed meeting under another statute regarding the Operational Review of Thunder Bay Emergency Shelter Inc. and with respect to solicitor-client privilege regarding City of Thunder Bay Pin Hole Leak - Legal Matter No. 01-2020.

CARRIED

### REPORTS OF ADMINISTRATION

#### TBDSSAB Proposed 2022 Operating and Capital Budget

Report No. 2021-61 (Corporate Services Division) was presented to the Board to provide the proposed 2022 TBDSSAB Operating and Capital Budget, for consideration.



Resolution No. 21/90

Moved by: Albert Aiello  
Seconded by: Elaine Mannisto

THAT with respect to Report No. 2021-55 and Report No. 2021-61 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the proposed 2022 Operating Budget in the amount of \$99,102,600, as presented in Report No. 2021-61;

AND THAT we, the Board, approve the proposed 2022 Capital Budget in the amount of \$4,237,900, as presented in Report No. 2021-55, with up to \$2,805,800 financed from the Housing Portfolio Capital Reserve Fund, up to \$65,000 financed from the Office Building Capital Reserve Fund, and up to \$1,367,100 financed from the Canada-Ontario Community Housing Initiative;

AND THAT \$199,100 be transferred from Operations to the Office Building Reserve Fund;

AND THAT up to \$300,000 of transfers to community housing providers be financed from the Levy Stabilization Reserve Fund;

AND THAT up to \$10,000 of costs related to end of community housing operating agreements be financed from the Community Housing Reserve Fund;

AND THAT \$2,750,400 be transferred from Operations to the Housing Portfolio Capital Reserve Fund, and up to \$385,000 of move-out repairs be financed from the Housing Portfolio Capital Reserve Fund;

AND THAT any actual income earned on unrestricted funds, in excess of \$100,000, be transferred to the Levy Stabilization Reserve Fund;

AND THAT the necessary By-law be presented to the Board, for consideration.

CARRIED

Transfer of Investment in Affordable  
Housing Agreement – 410 East Victoria  
Avenue, Thunder Bay

Report No. 2021-62 (Integrated Social Services Division) was presented to the Board to provide information on the potential sale of an Investment in Affordable Housing funded property, and to provide Administration's recommendation for consent of the assignment of the IAH Contribution Agreement, for consideration.

Resolution No. 21/91

Moved by: Shelby Ch'ng  
Seconded by: Kevin Holland

THAT with respect to Report No. 2021-62 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board, consent to the transfer of the Investment in Affordable Housing for Ontario Program - Rental Housing Component Service Manager Contribution Agreement from 2649700 Ontario Inc. to 2834908 Ontario Ltd.;

AND THAT we authorize the Chief Administrative Officer to execute any related documentation required;

AND THAT a copy of the resolution be provided to the Ministry of Municipal Affairs and Housing.

CARRIED

Social Services Relief Fund Phase 3  
Update

Report No. 2021-63 (Integrated Social Services Division) relative to providing the Board with updated information regarding the Ministry of Municipal Affairs and Housing Social Services Relief Fund Phase 3, was presented for information only.

Ken Ranta, Director, Integrated Social Services Division responded to questions.

At 11:31 a.m. Keri Greaves, Manager, Finance and Crystal Simeoni, Manager, Housing Programs left the meeting.

Governance and Procedural By-law  
Review

Report No. 2021-64 (CAO Division) was presented to provide the Board with the revised Governance & Procedural By-law and related policies and procedures, for review and consideration.

William Bradica, CAO responded to questions.

Resolution No. 21/92

Moved by: James Foulds  
Seconded by: Aldo Ruberto

THAT with respect to Report No. 2021-64 (CAO Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve that By-law No. 01-2017 Governance and Procedural By-law as amended be revoked and replaced with By-law No. 02-2021 Governance and Procedural By-law, as presented in Report No. 2021-64;

AND THAT we, the Board, approve the revised Board Committees and Advisory Tables Policy;

AND THAT we, the Board, approve the Report Preparation and Submission Policy;

AND THAT the necessary By-law be presented to the Board, for consideration.

CARRIED

At 11:32 a.m. Aaron Park, Supervisor, Research and Social Policy joined the meeting.

2022 Rural Ontario Municipal  
Association Conference Briefings  
Package

Report No. 2021-65 (CAO Division) was presented to the Board to provide the 2022 Rural Ontario Municipal Association (ROMA) Briefings Package, for review and consideration.

An additional information package was presented to the Board providing an attachment to the ROMA Brief Re: DSSAB Legislation and Governance, for review and consideration.

William Bradica, CAO and Ken Ranta, Director, Integrated Social Services Division responded to questions.

Resolution No. 21/93

Moved by: Elaine Mannisto  
Seconded by: Wendy Wright

THAT with respect to Report No. 2021-65 (CAO Division), we, The District of Thunder Bay Social Services Administration Board (the Board), approve the delegation briefings package for the Rural Ontario Municipalities Association (ROMA) 2022 conference as presented;

AND THAT we direct the Chief Administrative Officer (CAO) to send the delegation package to the appropriate provincial Ministries;

AND THAT the Briefings Package be circulated to all member municipalities, the Northern Ontario Service Deliverers' Association, the Ontario Municipal Social Services Association, the Northwestern Ontario Municipal Association, the Rural Ontario Municipal Association and the Association of Municipalities of Ontario.

AND THAT the CAO attend the virtual 2022 ROMA conference to provide support to the Board Chair and other Board members in their meetings with provincial officials regarding these issues.

CARRIED

At 11:34 a.m. Aaron Park, Supervisor, Research and Social Policy left the meeting.

#### Nominations Process for 2022 Board Executive, Committees & Tables

Memorandum from William Bradica, CAO dated December 5, 2021 (CAO Division) was presented to provide the Board with information on the nomination process for 2022 being recommended by Administration for the Inaugural meeting to be held January 13, 2022, for consideration.

William Bradica, CAO advised that Administration recommends that the Board make nominations at this meeting following the approval of Resolution No. 21/94.

Resolution No. 21/94

Moved by: Albert Aiello  
Seconded by: Jody Davis

THAT with respect to the nomination process for Board executive, Committee and Table positions, the Board directs the Chief Administrative Office as Secretary to prepare a secret electronic ballot for any Board positions for the 2022 year that require to be voted on;

AND THAT the electronic ballot be circulated to Board members after January 1, 2022 with a return date prior to the January Board meeting date;

AND THAT we appoint Georgina Daniels, Director Corporate Services and Ken Ranta, Director Integrated Social Services as scrutineers to count the electronic ballots;

AND THAT in the case where a tie vote results, we direct the Secretary to prepare and circulate electronically to Board members a confidential secret ballot in that case;

AND THAT the results of each required election be presented to the Board at the 2022 Inaugural Board meeting.

CARRIED

William Bradica, Secretary, called for nominations for the position of Chair of TBDSSAB. Lucy Kloosterhuis was nominated and accepted the nomination. There were no further nominations.

William Bradica, Secretary, called for nominations for the position of Vice-Chair of TBDSSAB. Kevin Holland was nominated and accepted the nomination. There were no further nominations.

William Bradica, Secretary, called for nominations for the five Audit Committee positions. Albert Aiello, Kevin Holland, Ray Lake, Jody Davis and James Foulds were nominated and accepted the nominations. No further nominations were made.

William Bradica, Secretary, called for nominations for the two Child Care and Early Years Advisory Table Advisory Table positions. Elaine Mannisto and Lucy Kloosterhuis were nominated and accepted the nominations. No further nominations were made.

William Bradica, Secretary, called for nominations for the two Community Homelessness Prevention Initiative Advisory Table positions. Kevin Holland and Aldo Ruberto were nominated and accepted the nominations. No further nominations were made.

## CORRESPONDENCE

### BY-LAWS

#### First and Final Reading

Resolution No. 21/95

Moved by: Albert Aiello  
Seconded by: Kevin Holland

THAT the following By-law be introduced and now be given First and Final Reading, engrossed, signed by the Chair and Chief Administrative Officer, sealed and numbered:

A By-law to adopt The District of Thunder Bay Social Services Administration Board Operating and Capital Budgets for the year 2022.

Explanation: A By-law to adopt The District of Thunder Bay Social Services Administration Board Operating and Capital Budgets for the year 2022.

Authorization: Board Meeting 2021Dec16.

BY-LAW NUMBER 02-2021

CARRIED

Resolution No. 21/96

Moved by: Aldo Ruberto  
Seconded by: Ray Lake

THAT the following By-law be introduced and now be given First and Final Reading, engrossed, signed by the Chair and Chief Administrative Officer, sealed and numbered:

A By-law to repeal and replace By-law No. 01-2017 Governance and Procedural By-law as amended relating to the transaction of affairs of The District of Thunder Bay Social Services Administration Board and the conduct of meetings.

Explanation: A By-law to repeal and replace By-law No. 01-2017 Governance and Procedural By-law as amended.

Authorization: Board Meeting 2021Dec16.

BY-LAW NUMBER 03-2021

CARRIED

#### NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, January 13, 2022 at 10:00 a.m., via Microsoft Teams and in the 3<sup>rd</sup> Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

ADJOURNMENT

Resolution No. 21/97

Moved by: Elaine Mannisto

Seconded by: James Foulds

THAT Board Meeting No. 21/2021 of The District of Thunder Bay Social Services Administration Board, held on December 16, 2021, be adjourned at 11:54 a.m.

CARRIED

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Chair

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Chief Administrative Officer





**MINUTES OF BOARD (CLOSED SESSION) MEETING NO. 22/2021  
OF**

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

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**DATE OF MEETING:** December 16, 2021

**TIME OF MEETING:** 10:44 a.m.

**LOCATION OF MEETING:** Microsoft Teams &  
3rd Floor Boardroom  
TBDSSAB Headquarters  
231 May Street South  
Thunder Bay, ON

**CHAIR:** Lucy Kloosterhuis

**PRESENT:**

Albert Aiello  
Shelby Ch'ng  
Jody Davis  
James Foulds  
Kevin Holland  
Rebecca Johnson  
Lucy Kloosterhuis  
Ray Lake  
Elaine Mannisto  
Aldo Ruberto  
Wendy Wright

**REGRETS:**

Kim Brown  
Andrew Foulds  
Brian Hamilton

**OFFICIALS:**

William Bradica, Chief Administrative Officer  
Ken Ranta, Director, Integrated Social Services Division  
Georgina Daniels, Director, Corporate Service Division  
Glenda Flank, Recording Secretary

**GUESTS:**

Keri Greaves, Manager, Finance  
Barry Caland, Manager, Infrastructure & Asset  
Management  
Crystal Simeoni, Manager, Housing Programs  
Morgan McKay, Technical Services Officer  
Larissa Jones, Communications Assistant

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Note: For the purposes of the Minutes references to TBDSSAB or the Board refers to The District of Thunder Bay Social Services Administration Board of Directors as relevant to specific agenda item; references to TBDHC or the Board refers to the Directors of Thunder Bay District Housing Corporation as relevant to specific agenda item. References to CAO refer jointly to the Chief Administrative Officer of TBDSSAB and Senior Administrator of TBDHC.

**BOARD MEETING**

## DISCLOSURES OF INTEREST

Aldo Ruberto, Albert Aiello and Shelby Ch'ng, Board Members disclosed a perceived conflict of interest as they are members of Council for the City of Thunder Bay. William Bradica, CAO declared a perceived conflict of interest as he is the Chair of the Board of Directors for HSC Insurance Inc.

## REPORTS OF ADMINISTRATION

Operational Review – Report for Thunder Bay Emergency Shelter Inc.

Report No. 2021CS-11 (Integrated Social Services Division) was presented to the Board providing information regarding the Operational Review completed for Thunder Bay Emergency Shelter, for information only.

Ken Ranta provided a brief introduction regarding the Operational Review and responded to questions.

Crystal Simeoni, Manager, Housing Programs provided an overview of the Review process and responded to questions.

At 11:03 a.m. Rebecca Johnson, Board Member left the meeting.

William Bradica, CAO provided clarification and responded to questions.

Georgina Daniels, Director Corporate Services Division responded to questions.

At 11:16 a.m. Aldo Ruberto, Albert Aiello, Shelby Ch'ng, Board Members and William Bradica, CAO, Keri Greaves, Manager Finance, Crystal Simeoni, Manager, Housing Programs and Morgan McKay, Technical Services Officer left the meeting.

Ken Ranta, Director, Integrated Social Services Division assumed the position of Secretary

City of Thunder Bay Pin Hole Leak – Legal Issue No. 01-2020

A verbal update from Georgina Daniels, Director, Corporate Services Division was provided, presenting the current information regarding Legal Issue No. 01-202, for information of the Board.

At 11:24 a.m. Aldo Ruberto, Albert Aiello and Shelby Ch'ng, Board Members and William Bradica, CAO returned to the meeting. William Bradica, CAO assumed the position of Secretary.

ADJOURNMENT

Resolution No. 21/CS10

Moved by: Jody Davis  
Seconded by: Ray Lake

THAT the Board (Closed Session) Meeting No. 22/2021 of The District of Thunder Bay Social Services Administration Board, held on December 16, 2021, be adjourned at 11:24 a.m., to reconvene in Open Session to consider the remaining agenda items.

CARRIED

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Chair

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Chief Administrative Officer



# Memorandum

**Date:** December 20, 2021  
**To:** Members of the Board  
**From:** Roxanne Brunelle Crupi – Manager, Human Resources  
**Subject:** **2021 Statement of Board Remuneration**

In accordance with s. 284(3) of the *Municipal Act*, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) is required to provide each Municipality that has appointed a member of Council to serve as a member of TBDSSAB with an itemized statement of remuneration and expenses paid to that Board member.

These statements will be mailed to each Municipal Treasurer.

A summary of the total Board remuneration for the 2021 year is attached for information only.

Sincerely,

Roxanne Brunelle Crupi  
Manager, Human Resources

Attachment #1                      [2021 Board Remuneration](#)

**The District of Thunder Bay Social Services Administration Board  
2021 Board Remuneration**

Board Member	Mileage Paid (\$)	Meals (\$)	Travel and Accommodation (\$)	Total Travel (\$)	Honorarium (\$)	CPP & EHT (\$)	Total Honourariums (\$)	Total Travel and Honourariums (\$)
Albert Aiello	-	-	-	-	3,175	147	<b>3,322</b>	<b>3,322</b>
Kim Brown	297	-	-	<b>297</b>	3,900	201	<b>4,101</b>	<b>4,398</b>
Shelby Ch'ng	-	-	-	-	3,000	134	<b>3,134</b>	<b>3,134</b>
George (Jody) Davis	1,322	141	803	<b>2,265</b>	3,125	61	<b>3,186</b>	<b>5,451</b>
Andrew Foulds	-	-	-	-	3,000	134	<b>3,134</b>	<b>3,134</b>
James Foulds	1,086	30	-	<b>1,116</b>	3,300	156	<b>3,456</b>	<b>4,572</b>
Brian Hamilton	-	-	-	-	3,000	141	<b>3,141</b>	<b>3,141</b>
Kevin Holland	537	-	-	<b>537</b>	3,250	153	<b>3,403</b>	<b>3,939</b>
Rebecca Johnson	-	-	-	-	3,250	63	<b>3,313</b>	<b>3,313</b>
Lucy Kloosterhuis	779	-	-	<b>779</b>	4,925	96	<b>5,021</b>	<b>5,800</b>
Ray Lake	354	30	-	384	3,000	134	<b>3,134</b>	<b>3,518</b>
Elaine Mannisto	1,104	60	639	<b>1,804</b>	3,000	59	<b>3,059</b>	<b>4,862</b>
Aldo Ruberto	-	-	-	-	3,000	134	<b>3,134</b>	<b>3,134</b>
Wendy Wright	-	-	-	-	3,000	134	<b>3,134</b>	<b>3,134</b>
<b>Totals</b>	<b>5,479</b>	<b>261</b>	<b>1,442</b>	<b>7,181</b>	<b>45,925</b>	<b>1,747</b>	<b>47,672</b>	<b>54,853</b>



# Memorandum

**Date:** January 6, 2022  
**To:** Members of the Board  
**From:** William (Bill) Bradica, Chief Administrative Officer  
**Subject:** **Endorsement of TBIFC Request for Support**

A letter from the Thunder Bay Indigenous Friendship Centre (TBIFC) was received on December 13, 2021 as a Request for Support to endorse a request for an increase in core funding for TBIFC and friendship centres across Ontario. TBIFC is an important community partner for TBDSSAB and delivers a range of community programs and services that positively impact our service recipients. TBIFC's existing core funding agreement expires in March 2022, and the organization has been significantly underfunded since 1996 when a reduction in federal core funding for Indigenous Friendship Centres was implemented. Core funding from the federal government remained at that reduced level from 1997 to 2014 when an increase was provided that did not reflect the cumulative cost of living increase or the large increase in the population served by TBIFC. Funding has remained at that inadequate 2014 level.

The following resolution is presented for the Board's consideration:

THAT we, The District of Thunder Bay Social Services Administration Board, endorse the request for support of the Thunder Bay Indigenous Friendship Centre (TBIFC);

AND THAT we direct Administration to draft a letter of support from the Board Chair on behalf of the Board, to be sent to Minister of Indigenous Service Canada, Patty Hajdu.

Sincerely,

William (Bill) Bradica  
Chief Administrative Officer

WB/cl



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

- Attachments #1 [TBIFC Letter to William Bradica, dated December 13, 2021](#)
- #2 [TBIFC Letter to Minister Hajdu, dated November 10, 2021](#)
- #3 [Friendship Centre Core Funding Overview](#)



## INDIAN YOUTH FRIENDSHIP SOCIETY

401 North Cumberland Street Thunder Bay, Ontario P7A 4P7  
Phone: (807) 345-5840 Fax: (807) 344-8945

December 13, 2021

Mr. William (Bill) Bradica  
Chief Administrative Office  
Thunder Bay Social Services Administration Board  
231 May Street South  
Thunder Bay, Ontario  
P7B 1E5

Dear Bill:

**Request for Support from TBDSSAB – Friendship Centre Core Funding**

I write this letter to request support from the Thunder Bay District Social Services Administrative Board (TBDSSAB) in our efforts to renew and request additional operational funding for the Thunder Bay Indigenous Friendship Centre (TBIFC) and for Friendship Centres across Ontario as the current core funding agreement expires on March 31, 2022.

Established over fifty years ago, TBIFC is an urban Indigenous non-profit charitable organization providing about 30 core programs and services to Indigenous people living in the City of Thunder Bay. The Friendship Centre delivers a range of community programs and services in the areas of health and wellness, justice, family support, children and youth activities, education, employment, and skills development training. TBIFC programs provide comprehensive services and information, referral and advocacy services, community outreach, and partnership development. Its programs are culturally appropriate and incorporate traditional healing, cultural practices, and cultural integration in the delivery of community services.

About a month ago, TBIFC wrote a letter (please see attached) to the Honourable Patty Hajdu, MP, Minister of Indigenous Services Canada to request a meeting with myself and the Ontario Federation of Indigenous Friendship Centres to discuss the need for renewed and increased funding. We remain optimistic but have not heard anything to date.

TBIFC's annual core funding allocation for the period April 1, 1997 to March 31, 2014 was \$ 171,236. For the period April 1, 2014 to present, the funding level is \$ 205,207 / fiscal year. With a current annual budget in excess of \$6 million, TBIFC has seen a significant increase in the number of programs and services without an increase to its core funding allocation. We have seen expansion of services in homelessness, food security, mental health, senior support, and access to technology especially during this pandemic.

Our capacity limits have been challenged, however, TBIFC remains committed to serving the urban Indigenous population, and remains committed to working with our partners during this health crisis and in the upcoming years to come.

We truly hope that the TBDSSAB can help us by writing a letter of support. Until then, I say chi-miigwetch for your time and consideration.

Sincerely yours,

INDIAN YOUTH FRIENDSHIP SOCIETY

Charlene Baglien  
Executive Director

Attachments: Friendship Centre Core Funding Overview  
Letter to The Honourable Patty Hajdu, MP

cc: Ontario Federation of Indigenous Friendship Centres  
TBIFC Board of Directors





## THUNDER BAY INDIGENOUS FRIENDSHIP CENTRE

401 N. Cumberland Street, Thunder Bay, Ontario P7A 4P7  
Phone (807) 345-5840 Fax (807) 344-8945  
[www.tbifc.ca](http://www.tbifc.ca)

November 10, 2021

**The Honourable Patty Hajdu, MP**  
**Minister of Indigenous Services Canada**  
**Suite 3 - 705 Red River Road**  
**Thunder Bay, Ontario**  
**P7B 1J3**

**Dear Minister Hajdu:**

**Re: Core Funding – UPIP**

It was my pleasure to speak with you briefly on November 2, 2021 in the context of funding for Friendship Centres. As the Executive Director of the Thunder Bay Indigenous Friendship Centre (TBIFC), which is located in your riding of Thunder Bay-Superior North, I appreciate your attention to the issues I bring forward both in your capacity as our *Member of Parliament* and as *Minister of Indigenous Services Canada*.

When we spoke, I mentioned our critical need for increased core funding to maintain and increase current levels of support to the urban Indigenous community in Thunder Bay. As a member of the *Ontario Federation of Indigenous Friendship Centres* (OFIFC), I want to bring your attention to the proposal, submitted by the OFIFC on June 18, 2021, for increased core funding for Friendship Centres across Ontario through the *Urban Programming for Indigenous Peoples* (UPIP) initiative. This proposal merits your serious and urgent consideration as it reflects input from Friendship Centres across Ontario, including ours. Furthermore, there is additional pressure given current core funding arrangements expire on March 31, 2022, creating great uncertainty for us and Friendship Centres across Ontario.

As you are well aware, Friendship Centres like ours play a vital role in Indigenous community development and well-being. *Our Health Counts: Thunder Bay* estimates the Indigenous population of Thunder Bay at between 23,000 and 42,000, and in Ontario, 85.5% of the Indigenous population live off-reserve. TBIFC has been providing services in our community for over 50 years and have made real contributions to improving the quality of life and well-being of the Indigenous community in this city. As we continue to expand our services, including housing and expanded justice services, we maintain we are both an essential service and an essential voice in future developments with respect to Indigenous community life, locally and beyond. Yet, we must be adequately funded to maintain our excellent levels of service and accountability.

I kindly request that you give due consideration to the breadth and depth of Friendship Centre expertise, including ours, and recommend that you maintain and enhance support to our vital community organizations through a renewed and expanded UPIP agreement for Friendship Centres. The 29 Friendship Centres across Ontario, and the OFIFC, provide a level of service to community, including programming, advocacy, policy development, research and training across all social policy areas, and

Page 2

**Core - UPIP Funding**

value for money which is unparalleled. We must maintain our momentum if we are to make inroads on the issues which matter to us all, such as the *National Action Plan to End Violence Against Indigenous Women and Girls*, an *Urban, Rural and Northern Indigenous Housing Strategy*, an *Indigenous Justice Strategy*, quality, and affordable child care, to name but a few.

My self and the OFIFC would welcome any opportunity to speak in more detail with you about their proposal and core funding generally. Please feel free to contact me at (807) 345-5840 Ext. 9041 or by e-mail [charlene.baglien@tbifc.ca](mailto:charlene.baglien@tbifc.ca) to arrange a meeting at your earliest convenience. Until then, Chi-Miigwetch.

**In Friendship,**

**INDIAN YOUTH FRIENDSHIP SOCIETY**



**Charlene Baglien**  
**Executive Director**

**cc: The Honourable Marc Miller, Minister of Crown Indigenous Relations**  
**The Honourable Greg Rickford, Minister of Indigenous Affairs Ontario**  
**Christiane Fox, Deputy Minister, Indigenous Services Canada**  
**Shawn Batisse, Deputy Minister, Indigenous Affairs Ontario**  
**Val Gideon, Associate Deputy Minister, Indigenous Services Canada**  
**Gertie Mai Muise, Executive Director, OFIFC**  
**Sean Longboat, Program Director, OFIFC**  
**TBIFC Board of Directors**

## Friendship Centre Core Funding Overview

### History

The Government of Canada and the Friendship Centre Movement (FCM) have enjoyed a long-standing relationship that has been vital to the growth and development of Friendship Centres in Canada. In 1972 the Government of Canada in partnership with the Friendship Centre Movement delivered core funding to Friendship Centres under the Migrating Native People Program (MNPP). The funding allowed Friendship Centres to expand beyond the scope of an informal gathering space for Indigenous people towards a program and service delivery model of support. In 1982 the program was renamed the Native Friendship Centre Program (NFCP) and saw a funding increase of 42%. In 1988 the program became the Aboriginal Friendship Centre Program (AFCP) and received permanent support through an evergreen funding agreement. The evergreen funding model stabilized funding and demonstrated the Government of Canada's commitment to Friendship Centres and urban Indigenous communities. The core funding model remained through the better part of two decades, when in 2014 the Government of Canada introduced the Urban Aboriginal Strategy (UAS) as a replacement for the AFCP. The UAS destabilized core funding by eliminating the evergreen funding envelope leaving Friendship Centres in a precarious position as core funding was contingent on annual application process. The Urban Programming for Indigenous Peoples program created in 2017 has provided core like funding for a five-year period and will end on March 31, 2022.

### Program Overview

Indigenous people continue to migrate to urban and rural communities throughout Ontario at a growing rate. Ontario is the province with the largest Indigenous population in Canada, home to 374,395 Indigenous people according to the 2016 Census. In Ontario, 85.5 per cent of Indigenous people live in urban areas. The Indigenous population grew 23.1%, between 2011 and 2016, much faster than the non-Indigenous population, which grew by 4.2%. In response to growing population demands, Indigenous people have coordinated social and organisational networks within communities to support one another in navigating the realities of urban living. This includes creating opportunities to access programs and services that are ingrained in Indigenous culture and tradition, while simultaneously addressing individual, familial, or communal needs. Urban Indigenous communities are well established, with multiple service organisations, recognized elders, and a multigenerational society integrating together in a collective urban Indigenous identity.<sup>1</sup> Friendship Centres are the largest and most significant urban Indigenous network in Ontario. Friendship Centre and other urban Indigenous organisations and communities have been instrumental in developing operating standards and norms around the provision of services and programs. Yet, many urban Indigenous communities still face unacceptable service gaps and social and economic disparities. The 2021 Missing and Murdered Indigenous Women, Girls, and 2SLGBTQAAI+ National Action Plan (NAP) identified that addressing systemic racism and injustices towards Indigenous people require recognition of the

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<sup>1</sup> Urban Sub-Working Group (May 2021). *Missing and Murdered Indigenous Women, Girls, and 2SLGBTQAAI+ National Action Plan: Urban Pathway to Reclaiming Power and Place, Regardless of Residency*. Retrieved from: [https://4c3tru4erdnui9g3ggftji1d-wpengine.netdna-ssl.com/wp-content/uploads/2021/06/NAP-Urban-Framework\\_EN.pdf](https://4c3tru4erdnui9g3ggftji1d-wpengine.netdna-ssl.com/wp-content/uploads/2021/06/NAP-Urban-Framework_EN.pdf)

realities of urban Indigenous people. The NAP encourages “all governments and organizations to find ways to address local community-based solutions, and at the same time, work toward high- level, common outcomes”.<sup>2</sup> The process of change must be appropriately resourced so it can be a sustained effort over multiple generations. The Friendship Centre community hub model provides wholistic, culture-based supports and services to assist urban Indigenous individuals and families in Ontario. Programs are designed to respond to community priorities, such as child welfare redesign, secondary and post-secondary education needs, ending violence against Indigenous women, girls and 2SLGBTQQIA+ people, promoting better physical, mental, and spiritual health, and the need for socio-economic security and self-determination. Friendship Centres offer a centralized service organisation that reflects a model of service delivery that actively engages with its community members and adapts program and service delivery that tailors to emerging community trends and needs.

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<sup>2</sup> Ibid., p.27.



# Memorandum

**Date:** January 6, 2021  
**To:** Members of the Board  
**From:** William (Bill) Bradica, Chief Administrative Officer  
**Subject:** **Request for Information Re: 230 West Amelia Street**

A letter from the City of Thunder Bay, including a resolution that was passed by City Council, requesting information regarding 230 West Amelia Street be presented to City Council was received.

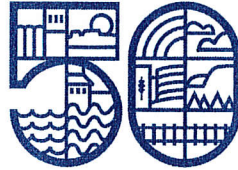
This is included in the Agenda for discussion and direction from the Board regarding a response.

Sincerely,

William (Bill) Bradica  
Chief Administrative Officer

/gf

Attachment #1 [Letter from City of Thunder Bay Re: 230 West Amelia Street](#)



OFFICE OF THE CITY CLERK  
500 Donald Street East  
Thunder Bay, ON P7E 5V3  
Tel: (807) 625-2230  
Fax: (807) 623-5468

December 13, 2021

CAO William Bradica  
231 May Street South  
Thunder Bay, ON P7E 1B5

Dear CAO William Bradica:

**Re: Request to TBDSSAB – 230 West Amelia Street**

Please be advised that the following resolution was adopted by Committee of the Whole at its meeting held on November 22, 2021, and subsequently ratified by City Council on December 6, 2021:

" WITH RESPECT to the Memorandum from Councillor Kristen Oliver dated November 19, 2021 relative to Request to TBDSSAB – 230 West Amelia Street, we recommend that City Manager Norm Gale be directed to connect with CAO – TBDSSAB William Bradica relative to the position papers and relevant information that may benefit from further advocacy;

AND THAT the CAO and Chair of TBDSSAB be invited to attend and/or present at a Committee of the Whole meeting and/or an Inter-Governmental Affairs meeting on how City Council may assist with the challenges that residents in TBDSSAB buildings and in other facilities are currently facing;

AND THAT any necessary by-laws be presented for ratification."

Should you have any further questions relative to the above, please do not hesitate to contact the undersigned.

Yours very truly,

Krista Power  
City Clerk

/kp



	<b>REPORT No.: 2022-01</b>
<b>MEETING DATE: JANUARY 13, 2022</b>	<b>DATE PREPARED: DECEMBER 22, 2021</b>
<b>SUBJECT: SOCIAL SERVICES RELIEF FUND UPDATE</b>	

**RECOMMENDATION**

For information only.

**REPORT SUMMARY**

To provide The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) with an update regarding the TBDSSAB's spending under the Social Services Relief Fund (SSRF).

**BACKGROUND**

At the March 18, 2021 meeting, the Board was provided with initial information on the SSRF Phase 3, including the allocation to TBDSSAB of \$2,422,782 and the eligibility of projects and initiatives for these funds (Report No. 2021-11). The Board reviewed and approved the submission of an investment plan to Ministry of Municipal Affairs and Housing, outlining the planned areas for expenditure (Resolution No. 21/20A).

An initial report on SSRF Phase 3 was provided to the Board at the April 15, 2021 meeting (Report No.: 2021-17). In that report, Administration identified key areas of support targeted for the Phase 3 funding. These included rent and arrears support, emergency sheltering, and provision of additional temporary spaces as required, support for community housing providers to promote the safety and stability of those operators and tenants, and re-engaging community partners with the continuation of the Emergency Pandemic Fund, which promotes initiatives to address pandemic pressures directly between service providers and those they serve. Subsequent updates were provided at the May 20, 2021 meeting (Report No.: 2021-23), the June 17, 2021 meeting (Report No.: 2021-27), the July 15, 2021 meeting (Report No.: 2021-31), the September 16, 2021 meeting (Report No.: 2021-35), the October 21, 2021 meeting (Report No.: 2021-50), the November 18, 2021 meeting (Report No.: 2021-56) and at the December 16, 2021 Meeting (Report No.: 2021-63).

**COMMENTS**

The SSRF Phase 3 funding implementation began April 1, following the approval of the TBDSSAB investment plan by MMAH. A key area of support under the Phase 3 funding is rent supports to assist those impacted by the pandemic where rent and utility arrears may result in homelessness. Under the Phase 3 funding, it was anticipated that 250 households may be supported by year end. Information on this support has been broadly shared with community partners, to assist in identifying those in need. The demand for this support has been greater than initially estimated, and some additional funding has been moved into this support area from other less utilized areas. As of December 22, 315 households have been assisted with funding totalling \$814,710.

TBDSSAB continues to provide support to community groups through the Emergency Pandemic Fund, an application-based initiative that looks to address the needs in all communities through supporting organizations in directly meeting the needs of the most vulnerable. Eligible expenses through the Emergency Pandemic Fund include shelter, community outreach, food, transportation, supports, PPE, cleaning supplies and health and safety costs. Through December 22, 17 applications totalling \$511,908 have been approved.

TBDSSAB continues to address the safety and support of tenants in TBDSSAB owned properties as well as those in non-profit owned properties supported through the community housing system. This includes the provision of cleaning services and supplies, additional security for screening and the provision of PPE. Through December 22, \$342,586 has been expended under Phase 3 funding for these uses.

From the beginning of the pandemic, additional stressors have been placed on the emergency shelter system. Reduced capacity to meet public health guidelines and the need to restrict access under static bed lists have resulted in the need for TBDSSAB to provide funding to overflow emergency shelters - temporary spaces provided to facilitate overnight shelter when access to emergency shelters is limited. Overflow emergency shelters utilize approved space offered and operated by community support organizations, as well as motel spaces as required. There has been limited demand for overflow emergency shelter space through the past several months. TBDSSAB supported the creation of 6 new shelter spaces for women, which helps to address the need. A total of \$73,222 has been expended from SSRF Phase 3 in this area through December 22. St. Joseph's Care Group continues to fund the needs for an isolation shelter in Thunder Bay, utilizing funding from the Public Health Alliance of Canada.



As an update, the following chart outlines all the SSRF expended by TBDSSAB to date, including the current expenditure for SSRF Phase 3 as of December 22, 2021. The total SSRF Phase 3 allocation is \$2,422,782.

	SSRF Phase 1	SSRF Phase 2	SSRF Phase 3 (YTD)	Total
Capital	-	2,939,438	-	2,939,438
Community Support Applications	216,784	58,910	511,908	787,602
Isolation Hotel	419,995	503,828	227,753	1,151,576
Overflow Hotel	116,019	111,981	73,222	301,222
Supports to Housing Providers	26,873	-	-	26,873
Rent Supports	98,698	173,592	814,710	1,087,000
Communications and Technology	25,786	6,824	-	32,610
Security	172,393	115,228	261,341	548,962
Additional Cleaning and PPE	78,080	8,959	81,245	168,284
Administration	33,672	55,182	59,105	202,959
<b>Expenditure Subtotal</b>	<b>\$1,188,300</b>	<b>\$4,028,942</b>	<b>\$2,029,284</b>	<b>\$7,246,526</b>
<b>Recoveries</b>				
Anishnawbe Mushkiki	-	(55,000)	-	(55,000)
Reaching Home	-	(24,319)	-	(24,319)
Community Homelessness Prevention Initiative	-	(272,864)	-	(272,864)
<b>Total</b>	<b>\$1,188,300</b>	<b>\$3,676,759</b>	<b>\$2,029,284</b>	<b>\$6,894,343</b>

As the needs and pressures related to COVID continue to develop, the amounts identified in the Phase 3 plan may be adjusted. The objective is to best utilize the available funds in the most impactful manner.

**FINANCIAL IMPLICATIONS**

The SSRF is a 100% provincially funded program, although recoveries from other sources were necessary during Phase 2. TBDSSAB received \$2,422,782 based on the approved SSRF Phase 3 Investment Plan submitted in March, for use through December 31, 2021. These funds are expected to be fully expended by December 31, 2021.



TBDSSAB is eligible to use up to 3% of the approved funding allocation for administrative costs

**CONCLUSION**

It is concluded that this report provides the Board with updated information on the SSRF funding received from the MMAH.

**REFERENCE MATERIALS ATTACHED**

None

<b>PREPARED BY:</b>	Crystal Simeoni, Manager, Housing Programs The District of Thunder Bay Social Services Administration Board
<b>APPROVED / SIGNATURE:</b>	
	Ken Ranta, Director, Integrated Social Services Division The District of Thunder Bay Social Services Administration Board
<b>SUBMITTED / SIGNATURE:</b>	
	William (Bill) Bradica, Chief Administrative Officer The District of Thunder Bay Social Services Administration Board



	<b>REPORT No.: 2022-02</b>
<b>MEETING DATE: JANUARY 13, 2022</b>	<b>DATE PREPARED: DECEMBER 24, 2021</b>
<b>SUBJECT: HOMELESS ENUMERATION REPORT 2021</b>	

**RECOMMENDATION**

THAT with respect to Report No. 2022-02 (Integrated Social Services Division), we, The District of Thunder Bay Social Services Administration Board (the Board), accept the 2021 Point in Time Survey report;

AND THAT the Board calls upon the Minister of Health and the Associate Minister of Mental Health and Addictions to provide additional mental health and addiction support services in the District of Thunder Bay;

AND THAT the Board calls upon the Ministry of Children, Community and Social Services to address the service gaps in the child welfare system that contribute to homelessness;

AND THAT the Board calls upon the Minister of Health, the Minister of Children, Community and Social Services and the Minister of Municipal Affairs and Housing for expanded funding to establish appropriate transitional housing and supports to assist a greater number of individuals and families experiencing homelessness;

AND THAT the Board calls upon the federal Minister of Housing Inclusion and Diversity, the federal Minister of Indigenous Services, the federal Minister of Health and the federal Minister of Mental Health and Addictions to establish, in consultation with Indigenous partners, new affordable housing programs and appropriate support services to assist Indigenous people living in urban and rural areas;

AND THAT the Board directs Administration to explore opportunities to continue research partnerships to determine the causes of migratory and transient homelessness, and other issues related to homelessness, in order to inform the development of adequate social policy interventions;

AND THAT a copy of this Resolution and the related reports be circulated to the Prime Minister of Canada, the Premier of Ontario, the relevant Federal and Ontario Ministers, the District of Thunder Bay municipalities, the Ontario Federation of Indigenous Friendship Centres, The Metis Nation of Ontario, Ontario Native Women's Association, Anishnabek Nation, Nishnawbe Aski Nation, Matawa First Nations, Nokiiwin Tribal Council, Thunder Bay Indigenous Friendship Centre, and Thunderbird Indigenous Friendship Centre.

## **REPORT SUMMARY**

To provide The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) with an overview of the findings of the 2021 Point in Time Survey and to seek the Board's endorsement of the recommendations resulting from an analysis of the data.

## **BACKGROUND**

As part of the Province of Ontario's efforts to end chronic homelessness by 2025 and the long-term goal to end homelessness, the Ministry of Municipal Affairs and Housing, (MMAH) established a provincial requirement to conduct local enumeration of people experiencing homelessness by the end of 2021.

Through an amendment to the *Housing Services Act, 2011* (HSA) and a Ministerial Directive, MMAH required all Service Managers to conduct enumeration of those experiencing homelessness in their communities through the use of a Point in Time (PiT) count.

Local homeless enumeration, which is the measurement of the number of people experiencing homelessness over a specific period of time, assists Service Managers and MMAH to better understand the scale and nature of homelessness across the province, as well as inform current and future policy and program design.

TBDSSAB previously participated in a PiT count on April 21, 2018, to determine the number of people experiencing homelessness across the District. A total of 474 individuals participated in the 2018 PiT count. Since 2018, there has been the addition of a number of programs and services that work towards reducing the number of homeless individuals. For example, TBDSSAB introduced the High Needs Homeless Community Housing waitlist category and the Home for Good program. A PiT count was also conducted in January of 2016 and had 289 participants surveyed.

The PiT Count provides a snapshot of the population experiencing homelessness on one day of the year. It is intended to capture numbers, basic demographics, reasons for homelessness, and service use of people experiencing homelessness at a single point in time. It is not expected to identify all homeless individuals, but to act as a snapshot to establish a picture of homelessness in an area.

The PiT method counts unsheltered and emergency-sheltered populations. PiT count data was collected by trained volunteers at emergency shelters, violence against women (VAW) shelters, service organizations and magnet events.

**COMMENTS**

The 2021 PiT count was conducted on October 2, and continued for a period of 24 hours. The PiT count was conducted in Greenstone, Nipigon, Schreiber, Marathon, Conmee and Thunder Bay. A total of 221 individuals completed the survey, which provides a picture of homelessness across our entire District.

While the number of surveys completed in 2021 (221) was less than those collected in 2018 (474), and 2016 (289), this should not be interpreted as an indication of an overall decrease in the homeless population in the District of Thunder Bay. Due to the presence of COVID-19, the number of locations where the public could drop in and complete the survey was reduced from the 2016 and 2018 PiT Surveys. Further, the PiT count only reflects those individuals who elect to be counted at that particular time.

For the past year, the TBDSSAB has managed a by-name list through the Homeless Individuals and Families Information System (HIFIS). A by-name list is a comprehensive list of every person in a community experiencing homelessness, updated in real time. Using information collected and shared with their consent, each person on the list has a file that includes their name, homeless history, health, and housing needs. At the beginning of October, there were 693 individuals active on the by-name list in the District of Thunder Bay. The by-name list is a much more accurate indicator of the number of people experiencing homelessness in the District of Thunder Bay.

From this analysis of the 2021 PiT survey, the following recommendations have been developed:

***Advocacy: Support for Mental Health and Addictions Treatment***

The PiT count revealed that 78% of participants reported having used substances and 53% reported having a mental health condition. This correlation between addictions, mental health conditions and homelessness is serious cause for concern. It is known, for example, that opioid-related morbidity and mortality rates occur at a rate much higher in the District of Thunder Bay than the provincial average. In order to address homelessness, additional resources must be devoted to mental health and addictions treatment, prevention, and direct supports.

***Recommendation: TBDSSAB will advocate to the Ministry of Health and the Associate Minister of Mental Health and Addictions to encourage additional mental health and addiction support services.***

***Advocacy: Address the Service Gaps in Child Welfare Systems and Individuals Aging out of Foster Care***

Almost half of PiT count participants (45%) responded that they had been in foster care in their youth. That number was significantly higher with participants currently under the age of 25 (59%). For Indigenous participants, experience in the foster care system was higher both in overall responses (54%) and for those under age 25 (61%). Given this correlation between homelessness and a history of foster care – a correlation well-supported by other research into homelessness – additional resources must be devoted to address service gaps in child welfare systems, particularly to those aging out of foster care.

***Recommendation: TBDSSAB will advocate to the Ministry of Children, Community and Social Services to address the service gaps in the child welfare system that contribute to homelessness.***

***Advocacy: Expansion of the High Needs Homeless and Home for Good systems***

Chronically homeless individuals utilize a disproportionate amount of bed nights at emergency shelters and often require wrap-around supports to ensure successful tenancies when housed. Providing long-term, stable housing options for chronically homeless individuals, along with appropriate supports, is an essential step to relieving pressure on overburdened emergency shelter services. As such, there is a need to explore opportunities to expand the High Needs Homeless and Home for Good systems to assist a greater number of individuals and families experiencing homelessness.

Through the High Needs Homeless system, emergency shelter resident needs are assessed using the Service Prioritization and Decision Assistance Tool (SPDAT). Individuals are placed in the High Needs Homeless social housing waitlist prioritization category if their SPDAT score is in excess of a predetermined level. Through this, individuals who are placed in the High Needs Homeless category are housed much quicker than if they remained on the chronological waitlist.

The Home for Good program provides intensive case management support for individuals that are placed in the High Needs Homeless waitlist category, in addition to rent supports for housing.

***Recommendation: TBDSSAB will advocate to the Ministry of Health, the Ministry of Children, Community and Social Services and the Ministry of Municipal Affairs and Housing for expanded funding to establish appropriate transitional housing and supports to assist a greater number of individuals and families experiencing homelessness.***

***Advocacy: Over representation of Indigenous Peoples in the Homeless Count***

The data collected in successive PiT counts shows that about 70% of people that participate in these surveys identify as Indigenous. In 1994 the Canada Mortgage and Housing Corporation cancelled the housing programs that had been established in the 1970s to assist Indigenous people living off reserve, namely, the Urban Native Housing

and the Rural and Native Housing programs. The 2017 National Housing Strategy was to include a housing strategy for Indigenous people living in urban and rural areas; nothing has been established to date.

***Recommendation: TBDSSAB will advocate to the Federal Ministries of Housing, Indigenous Services, Health, and Mental Health and Addictions to establish, in consultation with Indigenous partners, appropriate programs and funding to provide new affordable housing, transitional housing and supports for Indigenous people living in urban and rural areas.***

### ***Research on Migratory and Transient Homelessness***

Data collected in the PiT count demonstrates that a considerable number of homeless individuals migrate to the City of Thunder Bay and surrounding communities from other areas. Only 27.4% of the homeless surveyed in the City of Thunder Bay stated that this was their home community, and 29.2% of respondents surveyed in the other District communities reported being from that community. Little is known about the reasons for migratory and transient homelessness in the District of Thunder Bay beyond anecdotal accounts. As such, partnerships should be formed to research the correlation between migration of individuals from remote communities and the numbers of people experiencing homelessness, to inform solutions to homelessness in the District of Thunder Bay.

In response to a recommendation from the 2018 homeless enumeration report, Administration has established a working relationship with a group of multi-disciplinary researchers from Lakehead University to conduct a study designed to understand the patterns and rationale of homeless migration. This research project received funding through the Social Sciences and Humanities Research Council of Canada (SSHRC) and is slated for completion in late 2022.

***Recommendation: Administration continue to explore opportunities to establish research partnerships to determine the causes of migratory and transient homelessness, and other issues related to homelessness, in order to inform the development of adequate social policy interventions.***

These recommendations will build upon the various programs, initiatives and funding that TBDSSAB has established to address and prevent homelessness. The following funding, programs, and initiatives impact homelessness within the District of Thunder Bay: Community Homelessness Prevention Initiative (CHPI), High Needs – Homeless Social Housing Waitlist category, Home for Good (HFG), along with the Canada-Ontario Community Housing Initiative and the Ontario Priorities Housing Initiative.

TBDSSAB will use the data and analysis from the 2021 PiT Survey to inform ongoing and future strategy development to address and prevent homelessness throughout the District of Thunder Bay.

**FINANCIAL IMPLICATIONS**



There are no immediate financial implications resulting from this report.

**CONCLUSION**

It is concluded that this report provides the Board with an overview of the findings of the 2021 Homelessness Enumeration and provides detailed recommendations resulting from an analysis of the data.

**REFERENCE MATERIALS ATTACHED**

Attachment #1 [2021 Point in Time Survey Report](#)

<b>PREPARED BY:</b>	Aaron Park, Supervisor, Research and Social Policy The District of Thunder Bay Social Services Administration Board
<b>APPROVED / SIGNATURE:</b>	
	Ken Ranta, Director, Integrated Social Services Division The District of Thunder Bay Social Services Administration Board
<b>SUBMITTED / SIGNATURE:</b>	
	William (Bill) Bradica, Chief Administrative Officer The District of Thunder Bay Social Services Administration Board



REPORT:

# 2021 Point in Time Count

of People Experiencing Homelessness in the  
District of Thunder Bay



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

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# Acknowledgements

The 2021 Point-in-Time (PiT) Survey was made possible by the collaboration of multiple community agencies, organizations, and individuals. As the lead for the 2021 PiT Survey, The District of Thunder Bay Social Services Administration Board (TBDSSAB) would like to thank the following organizations for their support:

- Lakehead Social Planning Council
- Thunder Bay Indigenous Friendship Centre
- People Advocating for Change through Empowerment Inc.
- Shelter House Thunder Bay
- Salvation Army
- John Howard Society
- Lodge on Dawson
- Crossroads Centre Thunder Bay
- Beendigen Inc. Thunder Bay
- Grace Place

TBDSSAB would also like to thank all the volunteers for their invaluable time and input in this project. Most of all, TBDSSAB would like to thank all the participants who took the time to complete a survey and share their stories to help us better understand their experiences of homelessness in the District of Thunder Bay.

Funding was provided by The District of Thunder Bay Social Services Administration Board

## Executive Summary

The 2021 PiT Survey began at 6:00 pm on October 2<sup>nd</sup> and continued for 24 hours. The survey was available for completion in the City of Thunder Bay at the Canadian Lakehead Exhibition (CLE) which was the only public drop in site due to COVID-19. Additionally, clients staying at a variety of emergency shelter and transitional housing locations were also invited to participate at those locations. In addition, PiT Surveys were available for completion in Greenstone, Nipigon, Schreiber, Marathon, and Conmee. A total of 221 individuals completed the survey.

While the number of surveys completed in 2021 (221) was less than those collected in 2018 (474), and 2016 (289) this should not be interpreted as an indication of a decrease in the homeless population in the District of Thunder Bay. Due to the presence of COVID-19, the number of locations where the public could drop in and complete the survey was reduced from the 2016 and 2018 PiT Surveys.

Since 2018, there has been the addition of a number of programs and services that work towards reducing the number of homeless individuals. For example, The District of Thunder Bay Social Services Administration Board (TBDSSAB) has introduced the High Needs Homeless Community Housing waitlist category and the Home for Good program. Since 2018, 298 homeless individuals have been housed through these initiatives. Further, a number of organizations, including TBDSSAB, have come together to develop and implement a Coordinated Housing Access Table that was successfully launched in 2019.

For the past year, TBDSSAB has managed a by-name list through the Homeless Individuals and Families Information System (HIFIS). At the beginning of October, there were 693 individuals active on the by-name list in the District of Thunder Bay. The by-name list is a much more accurate indicator of the number of people experiencing homelessness in the District of Thunder Bay.

## Key Results from the 2021 PiT Survey:

- 68.3% of respondents identified as Indigenous - rural communities (79%) – City of Thunder Bay (67%)
- 7% of respondents identified as LGBTQ+ - rural communities (20.8%) – City of Thunder Bay (5.6%)
- 43% of respondents were planning to stay in an emergency shelter that night
- 58% of respondents are chronically homeless - rural communities (20.8%) - City of Thunder (62.9%)
- 45% of respondents had been in foster care - rural communities (45%) – City of Thunder Bay (45%)
- 78% of respondents reported having used substances - rural communities (87.5%) – City of Thunder Bay (76.7%)
- 53% of respondents reported having a mental health condition - rural communities (62.5%) – City of Thunder Bay (52.3%)
- 70% of respondents have social assistance benefits (Ontario Disability Support Payment/Ontario Works) as their main source of income - rural communities (37.5%) – City of Thunder Bay (73.1%)
- 27.4% of respondents reported originally being from the City of Thunder Bay, and 29.2% of respondents surveyed in rural communities reported being from that community

The PiT Survey focuses on those who are experiencing absolute homelessness on the day of the count, such as those experiencing unsheltered and emergency sheltered homelessness as well as the hidden homeless such as those that are couch surfing.

The information collected through the PiT Survey provides an understanding of the demographics of the homeless population in the District of Thunder Bay at that point in time, as well as local information associated with homelessness, including the child welfare system, substance use and mental health.

# The District of Thunder Bay Point in Time Count

October 2021

A Point in Time Count of people experiencing homelessness attempts to create a snapshot of the number of people experiencing homelessness in a community during a 24 hour period using a mix of surveys and counting people. The District of Thunder Bay's Point in Time Count was conducted on October 2nd and 3rd, 2021.



**221**  
Surveys Completed with People Experiencing Homelessness

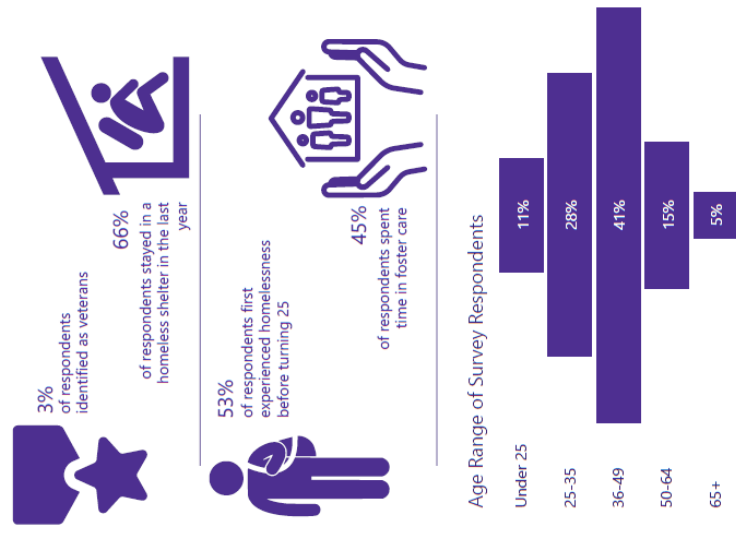
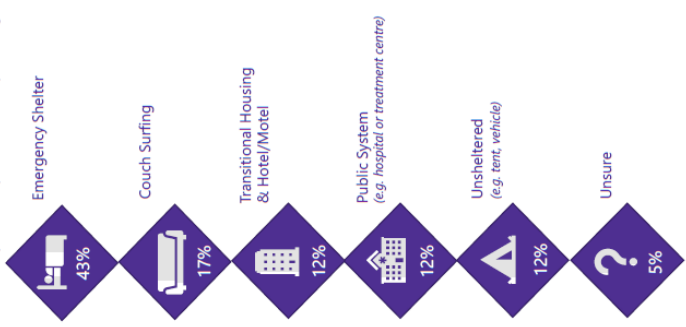
**410**  
People Counted by Community Agencies (including surveys)

**693**  
Active Clients on the By-Name List of People Experiencing Homelessness

26.67 x 15.21 in

## Highlights from the PIT Surveys

Where respondents planned to sleep that night:





# The District of Thunder Bay Point in Time Count

October 2021

A point in Time Count of people experiencing homelessness attempts to create a snapshot of the number of people experiencing homelessness in a community during a 24 hour period using a mix of surveys and counting people. The District of Thunder Bay's Point in Time Count was conducted on October 2nd and 3rd, 2021.

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**693**  
Active Clients on the By-Name List of People Experiencing Homelessness

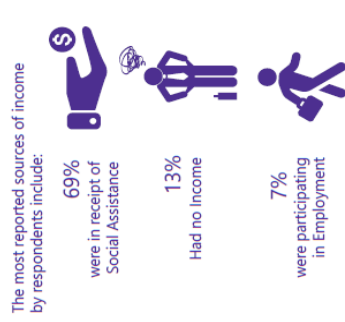
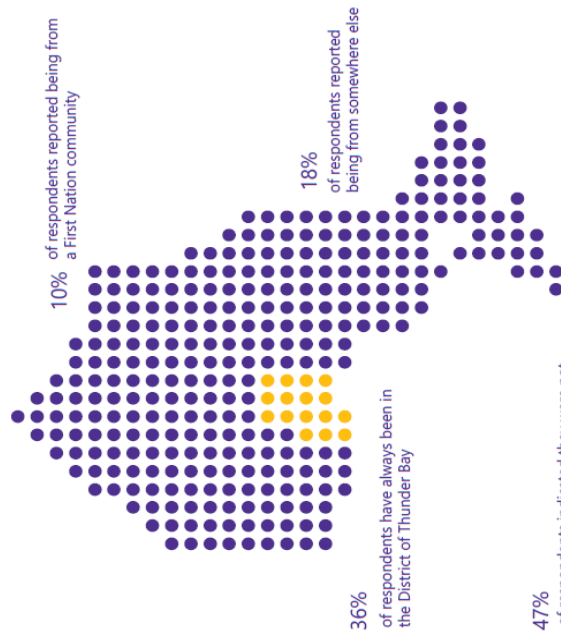
## Highlights from the PIT Surveys



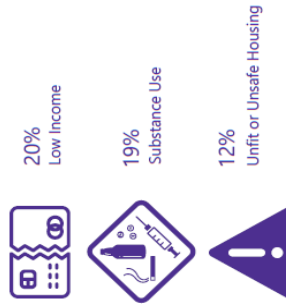
58% of respondents were experiencing **chronic homelessness** – homeless for 6 months or more in the past year

20% of respondents were experiencing **episodic homelessness** – homeless 3 or more times in the past year

10% of respondents were experiencing **both chronic and episodic homelessness**



The most reported factors contributing to recent housing loss include:



# Background

Housing is a basic human necessity and right, yet for many people, adequate and affordable housing is out of their reach. Having a home has significant meaning – belonging, comfort, security, and stability - and is the foundation for a decent standard of living. The loss of this foundation is caused by a complex interaction between structural factors (economic and societal issues), system failures (inadequate policy and services), and individual circumstances (e.g., mental health and addictions challenges). As a result, homelessness can lead to poor health, barriers to education and jobs, and social isolation.<sup>1</sup>

The Canadian Observatory on Homelessness (COH) defines homelessness as “the situation of an individual, family or community without stable, safe, permanent, appropriate housing, or the immediate prospect, means and ability of acquiring it”.<sup>2</sup> This definition categorizes homelessness in a typology that includes:

1. Unsheltered, or absolute homelessness: living on the streets or in places not intended for human habitation;
2. Emergency sheltered: staying in overnight shelters for people who are homeless, as well as shelters for those impacted by family violence;
3. Provisionally accommodated: accommodation is temporary and lacks security of tenure; and,
4. At risk of homelessness: people who are not homeless, but whose current economic and/or housing situation is precarious or does not meet public health and safety standards.<sup>3</sup>

The overrepresentation of Indigenous Peoples in the homeless population is well documented,<sup>4</sup> therefore it is important to consider the colonization and cultural genocide of Indigenous Peoples that has allowed for this disparity. Moving forward, this



knowledge and understanding needs to be at the forefront of efforts to end homelessness. As such, the definition of Indigenous homelessness is:

A human condition that describes First Nations, Metis and Inuit individuals, families or communities lacking stable, permanent, appropriate housing, or the immediate prospect, means or ability to acquire such housing. Unlike the common colonialist definition of homelessness, Indigenous homelessness is not defined as lacking a structure of habitation; rather, it is more fully described and understood through a composite lens of Indigenous worldviews. These include: individuals, families and communities isolated from their relationships to land, water, place, family, kin, each other, animals, cultures, languages and identities. Importantly, Indigenous people experiencing these kinds of homelessness cannot culturally, spiritually, emotionally or physically reconnect with their Indigeneity or lost relationships. <sup>5</sup>

The 2021 PiT Survey began at 6:00 pm on October 2<sup>nd</sup> and continued for 24 hours. The survey was available for completion in the City of Thunder Bay at the Canadian Lakehead Exhibition (CLE) which was the only public drop in site due to COVID-19. Additionally, clients staying at Shelter House Thunder Bay, the Salvation Army Journey to Life Centre, The Lodge on Dawson, Crossroads Centre, Beendigen, the John Howard Society of Thunder Bay and District, and Grace Place were provided the opportunity to participate in the survey. In addition, PiT Surveys were available for completion at the Greenstone PACE Office, Nipigon PACE Office, Schreiber PACE Office, Marathon PACE Office and at the Rural Cupboard Food Bank in Conmee. A total of 221 individuals completed the survey.

While the number of surveys completed in 2021 (221) was less than those collected in 2018 (474) and 2016 (289), this should not be interpreted as an indication of a decrease in the homeless population in the District of Thunder Bay. Due to the presence of COVID-19, the 2021 PiT Survey was forced to reduce the number of locations where the public could drop in and complete the survey within the City of Thunder Bay. In 2018, any person wanting to complete a survey could attend any of the nine locations available. However, in 2021 only one central location in the City of Thunder Bay was available for everyone and the other participating organizations were only available to individuals staying at those locations on that night. The locations in Greenstone, Nipigon, Schreiber, Marathon and Conmee were available for drop in.

Of the 221 surveys completed, 24 valid surveys were from outside of the City of Thunder Bay. As no one community outside of the City of Thunder Bay collected more than 20 surveys, to maintain anonymity these surveys are aggregated into Rural Communities for this report. A total of 35 surveys were deemed ineligible based on where respondents were planning to sleep the night of the PiT Count. 28 of the ineligible surveys were from rural communities.

For the past year, TBDSSAB has managed a by-name list through the Homeless Individuals and Families Information System (HIFIS). A by-name list is a comprehensive list of every person in a community experiencing homelessness, updated in real time. Using information collected and shared with their consent, each person on the list has a file that includes their name, homeless history, health, and housing needs. At the beginning of October, there are 693 individuals active on the by-name list in the District of Thunder Bay.

The by-name list is a much more accurate indicator of the number of people experiencing homelessness in the District of Thunder Bay, however the data collected through the PiT Survey will be used to understand the characteristics of the homeless population, improve services and programs for them, and increase public awareness of homelessness. The information will also be used to study demographic changes, prioritize service needs, and to continue the dialogue about homelessness with organizations, government and community members.

# Methodology

## Data Collection

During the 24-hour period beginning on October 2<sup>o</sup>, 2021 at 6:00pm, approximately 100 trained volunteers administered surveys at 11 locations throughout the District of Thunder Bay.

Volunteers were trained to treat everyone with respect, informing those surveyed that they could refuse to answer questions or stop the survey at any time. Participants' safety and comfort were a priority. Consideration was taken to minimize any risks of harm from the survey questions. All COVID-19 precautions were taken, as per public health guidelines. At the end of the survey, all individuals were given an honorarium for their participation.

## Surveys

Before conducting the survey, several screening questions were asked to determine whether participants were eligible to continue. These questions were:

1. Have you already completed this survey with another volunteer?
2. Are you willing to participate in the survey?
3. Where are you staying tonight?
4. Do you have your own house or apartment you can safely return to?

These questions were used to control duplication and to ensure that participation was completely voluntary. If found to be ineligible, the survey interaction ends and data

collection does not continue. In the case of a paper survey with these questions incomplete, the surveys are ineligible.

The PiT Survey focuses on those who are experiencing absolute homelessness on the day of the count, such as those experiencing unsheltered and emergency sheltered homelessness as well as the hidden homeless such as those that are couch surfing.

The information collected through the PiT Survey provides a better understanding of the demographics of the homeless population in the District of Thunder Bay at that point in time, as well as local information associated with homelessness, including the child welfare system, substance use and incarceration.

## **Volunteers**

The PiT Survey would not have been possible without volunteers who contributed their time to the event. Approximately 100 people registered to volunteer. All volunteers were required to attend a training session before the enumeration event. Training topics included safety, background information about the PiT Survey, cultural awareness, roles and responsibilities of volunteers, and the survey tools.

## **Data Entry and Analysis**

Survey data from the PiT Survey was entered into the Government of Canada's Homeless Individuals and Families Information System (HIFIS). A data quality check was done to ensure that the survey responses were entered correctly into HIFIS.

The final results went through a data quality check to ensure that calculations were free of errors. For the PiT results, percentages were rounded, so the total may not add up to 100%.

The analysis looked at all of the survey participants as a whole and chose a few key subcategories to compare. The categories included demographic categories and some based on where the respondent was planning to sleep that night:

- people who reported couch surfing;
- people who reported shelter use;
- people experiencing absolute homelessness (unsheltered/living on the street);
- people experiencing chronic homelessness (180+ days of homelessness in 12 months);
- youth (people under 25 years old);
- people who reported Indigenous identity.

Most of these subcategories are not mutually exclusive; someone may fall into all five demographic categories and one based on their sleeping arrangements. The only categories that would be mutually exclusive from one another are those who reported couch surfing, shelter use or absolute homelessness as these categories are based on the answer to a single question.

This report will outline the main responses for the survey participants, as well as any significant deviations seen within the subcategories outlined above.

## Limitations

Although the PiT Survey is a useful tool to gather information about those experiencing homelessness, it is not a reliable tool for the enumeration of people experiencing homelessness.

**Statistical Significance** – Due to the difficulties in reaching people experiencing homelessness, a number of methodological issues arise in obtaining a statistically significant sample. The survey results are not random, only represent a single point in time, and are not large enough to be considered statistically significant to extrapolate to a larger population. Any comments herein about the population of people experiencing homelessness are only applicable to the group surveyed at a specific point in time.

**Minimum Count** – The PiT Survey is only a snapshot of homelessness; it is impossible to enumerate everyone experiencing homelessness in a community. It does not give a complete picture of people at risk of housing loss, people who are couch surfing, and people who cycle in and out of homelessness.

**Self-Reporting** – As the survey responses are self-reported, the results are dependent on the honesty of the participants. This issue is greater for sensitive topics such as Indigenous identity, sexual orientation and substance use, which participants may not be comfortable sharing with volunteers.

# Results

## Completed Surveys

A total of 221 people completed the 2021 PiT Survey. TABLE 1 shows the totals according to the typology of homelessness.

Communities outside of the City of Thunder Bay collected 24 valid surveys. As no one community collected more than 20 surveys, to maintain anonymity, these surveys are aggregated into Rural Communities for this report.

35 surveys were deemed ineligible based on where respondents were planning to sleep the night of the PiT Count (FIGURE 2). 28 of the ineligible surveys were from rural communities.

Table 1

Typology of Homelessness	
Unsheltered and Unknown	33
Emergency sheltered	95
Provisionally accommodated	93
Total	221

Figure 1: Valid Surveys by Area

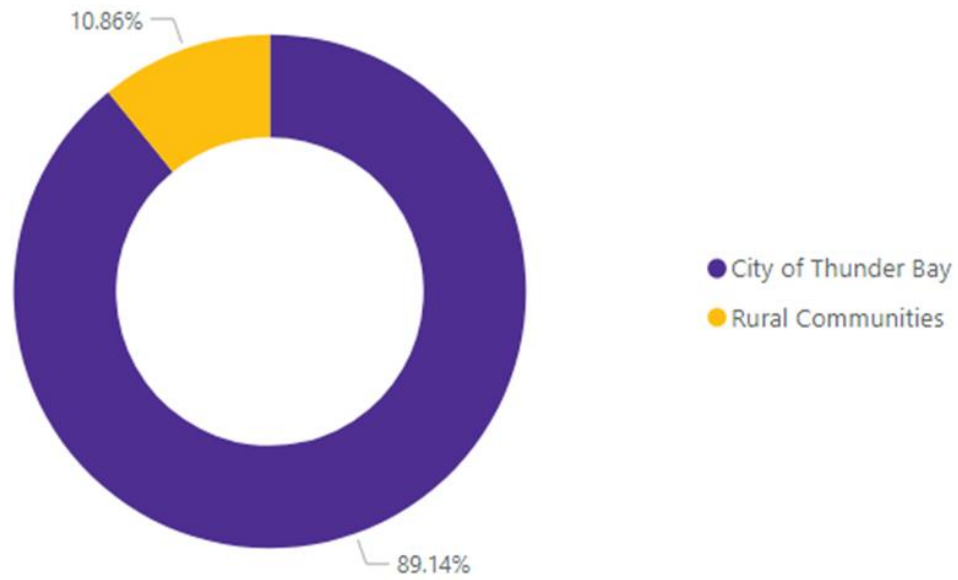
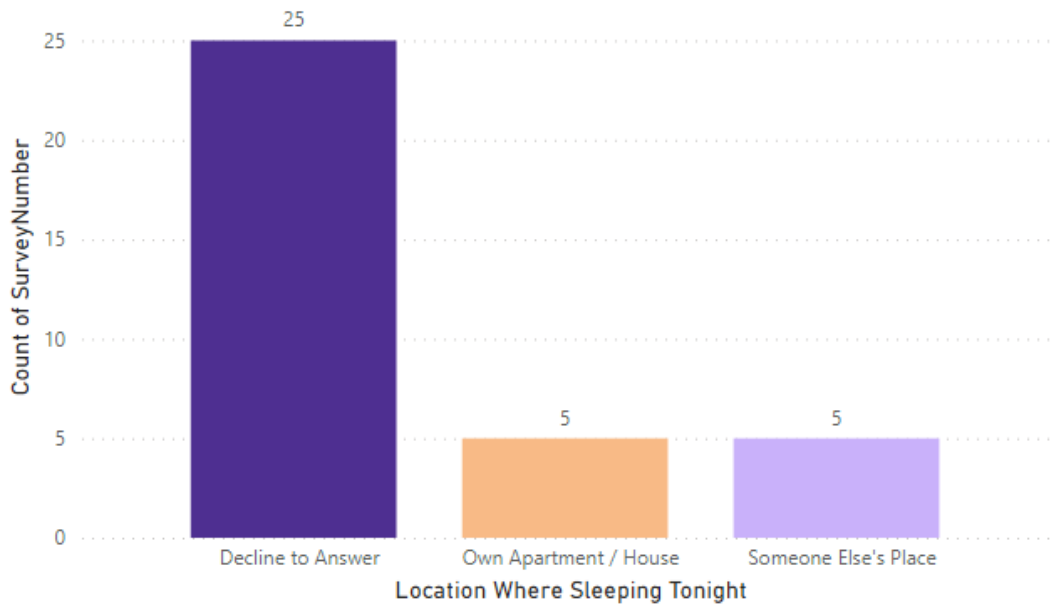


Figure 2: Where Screened Out Respondents Stayed That Night





## Demographics

### Indigenous Participants

Participants were asked if they identify as having indigenous ancestry, as First Nations with or without status, or as Métis. The combined total of respondents that identified as Indigenous is 68.3%.

For the rural communities 79.2% identified as Indigenous and 81.8% of youth identified as Indigenous (FIGURE 4). For the City of Thunder Bay, 67% identified as Indigenous and 57% of youth identified as Indigenous.

Figure 3: Respondents Identifying as Indigenous

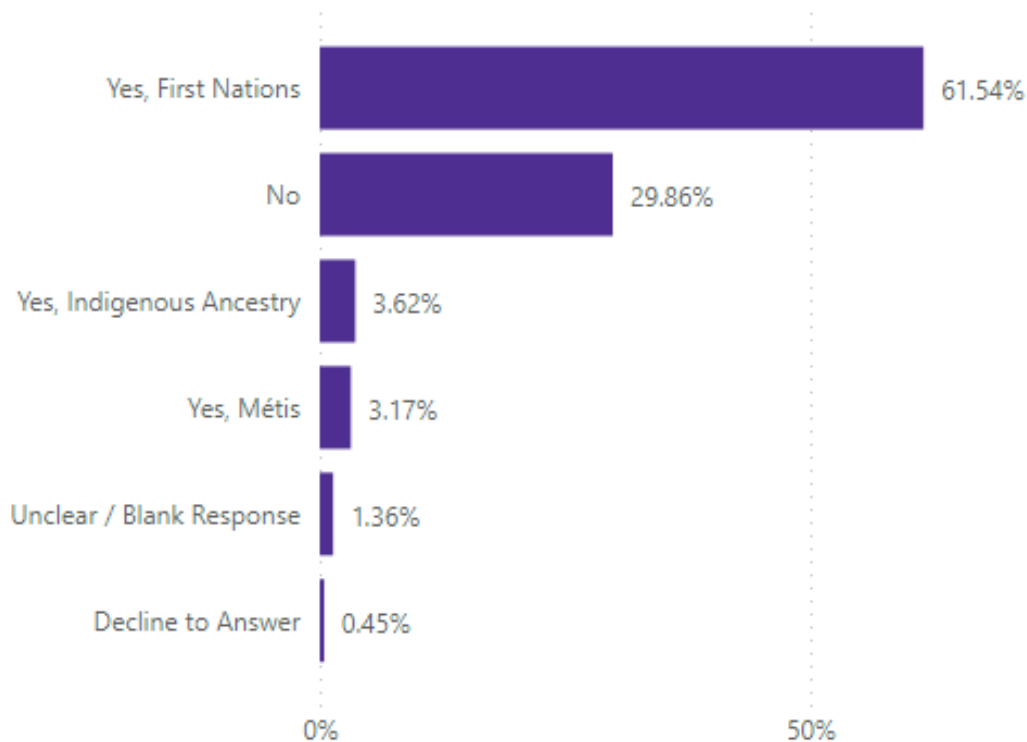


Figure 4: Proportion of Respondents Identifying as Indigenous – Rural Communities

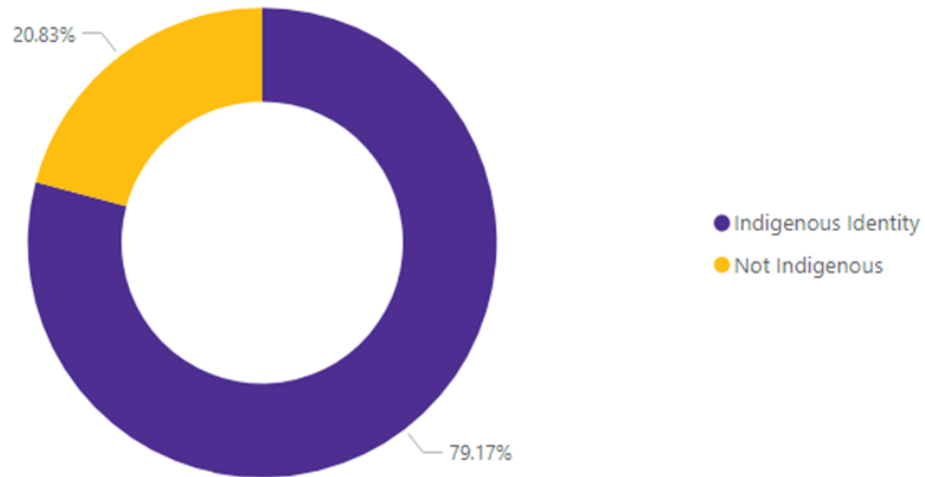
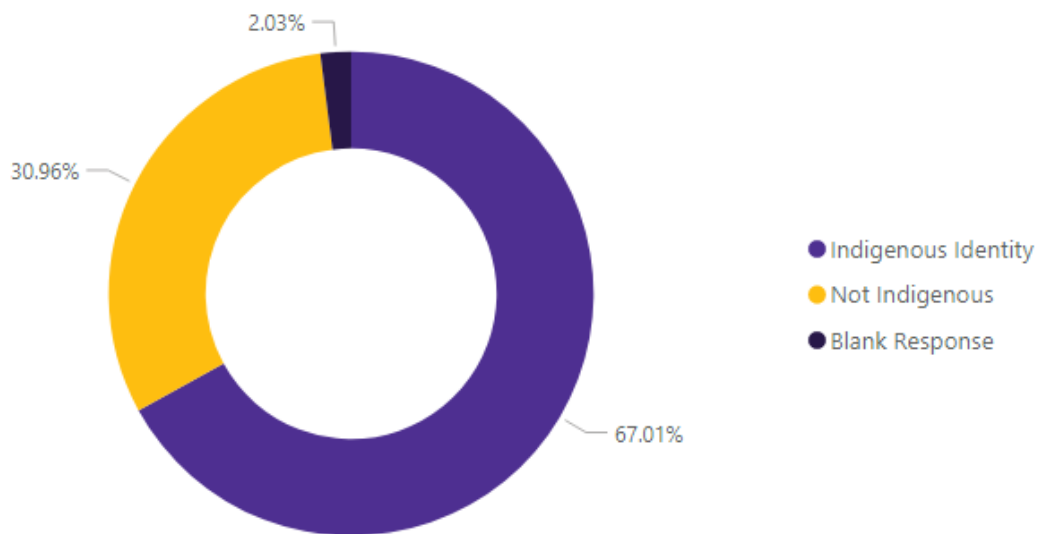


Figure 5: Proportion of Respondents Identifying as Indigenous – City of Thunder Bay



## Age Range

The average age of all participants was 40. The average age for youth (under 25) was 18, with the youngest participant 16 and the oldest participant 73. The average age of

the first homeless episode for survey respondents was 27 years old. For the rural communities the average age was 33 and the average age for youth was 20. The average age in the City of Thunder Bay was 41 and the average age for youth was 16.

Figure 6: Respondent Age Range

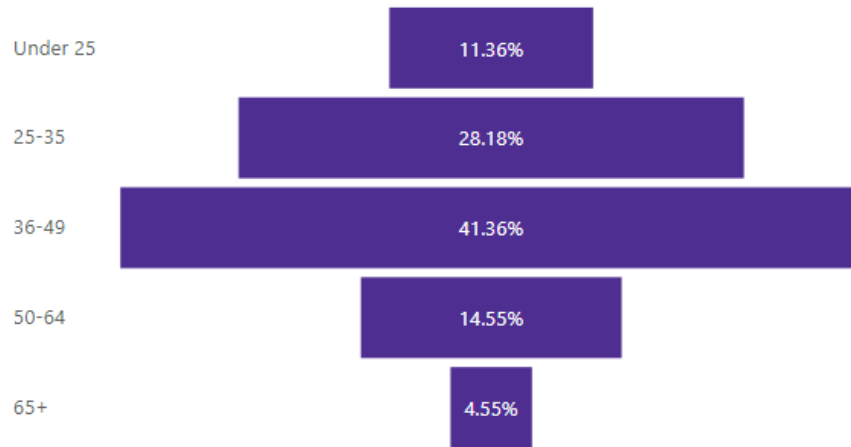


Figure 7: Respondent Age Range - Rural Communities

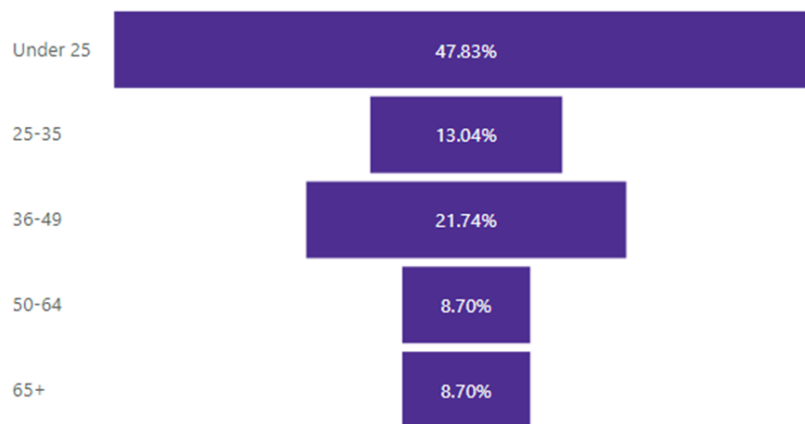
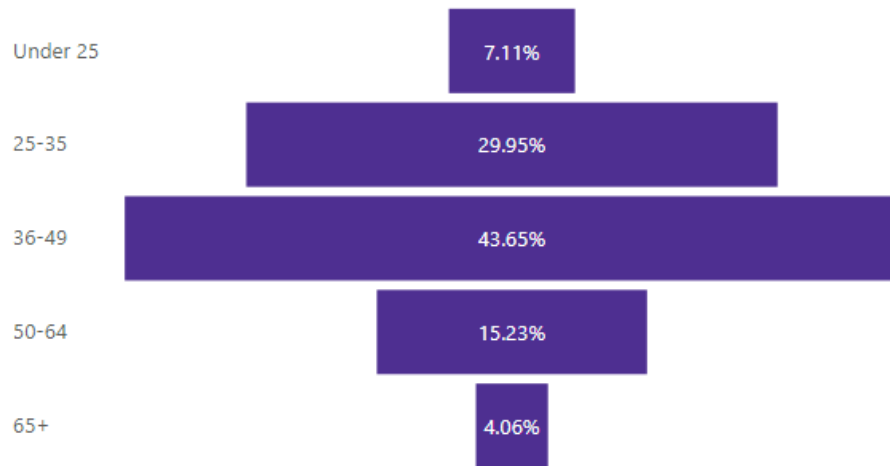


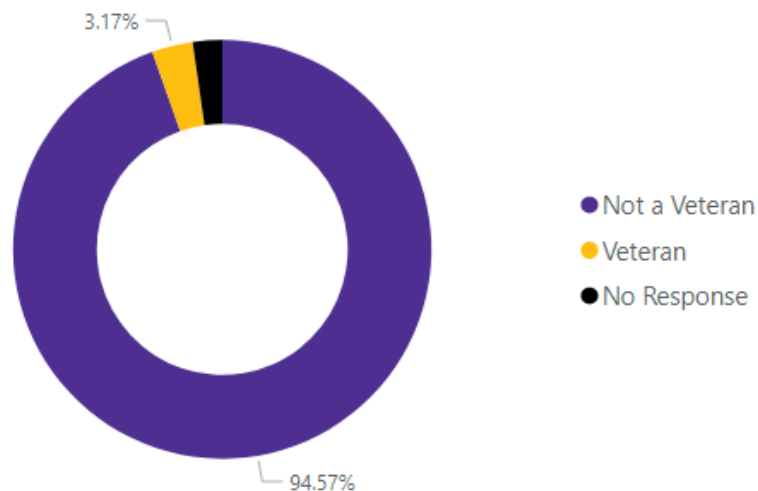
Figure 8: Respondent Age Range - City of Thunder Bay



## Veteran Status

When asked if they identified as veterans, 3% of participants responded “yes”. Of those who identified as veterans, 86% identified as Indigenous and 100% identified as male. There were no respondents who identified as veterans in the rural communities.

Figure 9: Veteran Status



## Sexual Orientation

When asked about their sexual orientation, 7% of respondents identified as LGBTQ+. Of the youth surveyed, 2% identified as LGBTQ+. Of all the survey respondents 89.59% identified as straight/heterosexual, 4.07% identified as bisexual, 1.36% as gay, .9% questioning, .45% as lesbian and .45% as two-spirited.

For respondents in the rural communities 20.8% identified as LGBTQ+, 79.2% as straight, 12.5% as bisexual, 4.2% as lesbian, and 4.2% questioning. 5.6% of respondents in the City of Thunder Bay identified as LGBTQ+, 90.9% as straight, 3.1% as bisexual, 0% as lesbian, 0.5% as questioning, 0.5% as two-spirit, and 1.5% as gay.

Figure 10: Sexual Orientation of Respondents

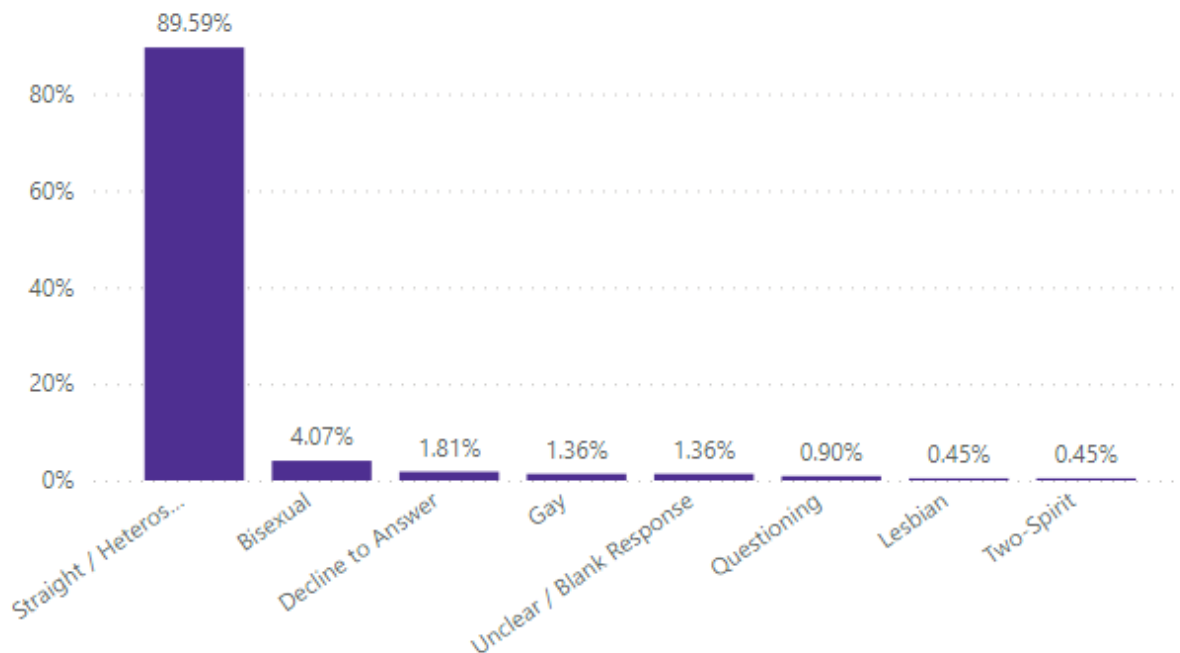


Figure 11: Sexual Orientation of Respondents - Rural Communities

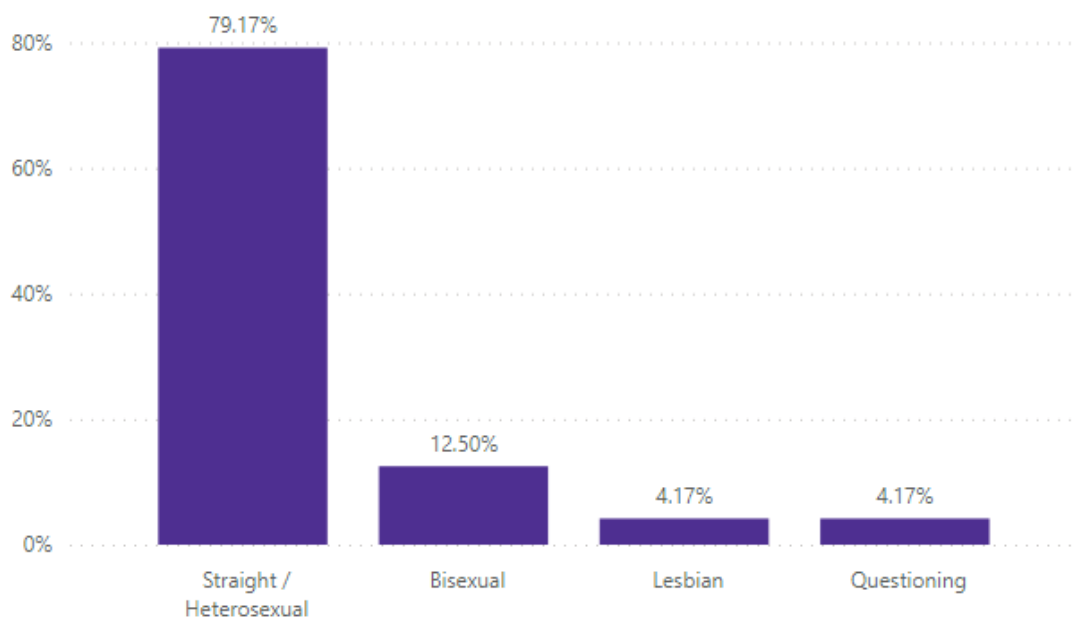
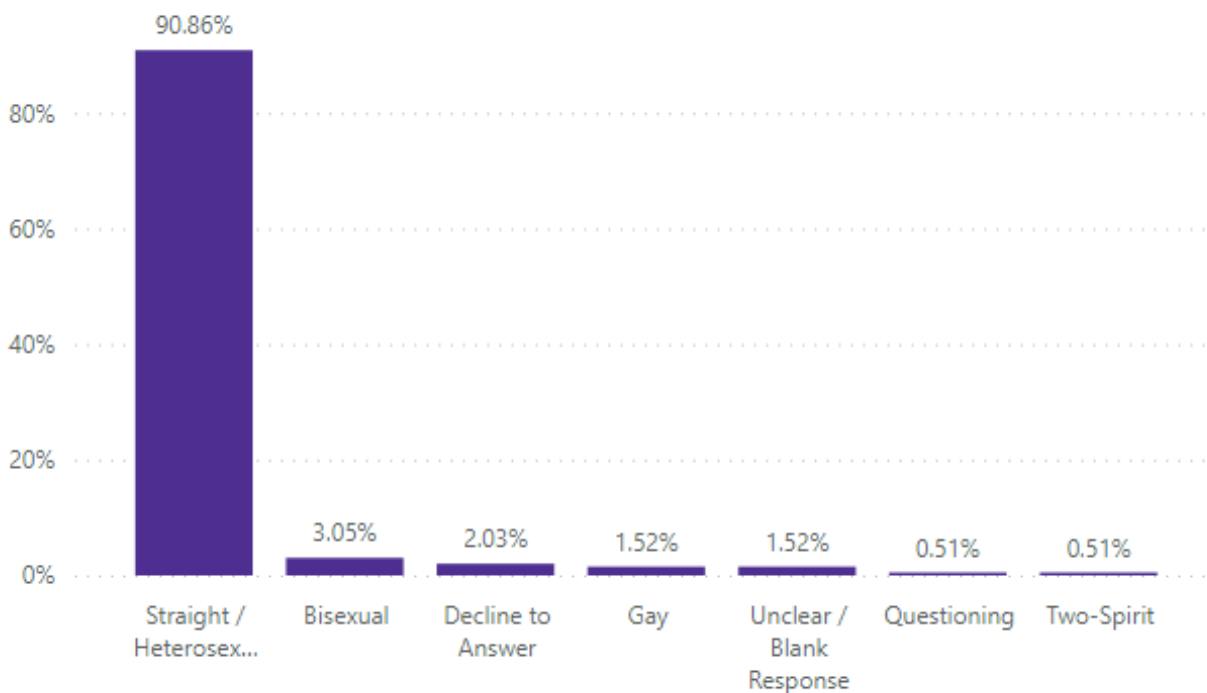


Figure 12: Sexual Orientation of Respondents - City of Thunder Bay



## Place to Stay at Night

When asked where they were planning to stay that night, 17% of respondents planned to couch surf (stay at someone else's place), 43% of survey participants were planning to stay in an emergency shelter, 10% unsheltered, 1% in their car, 12% in a treatment program/hospital, 8% in transitional housing, 4% in motel/hotel, and 5% were unsure.

Respondents in rural communities identified couch surfing (45.8%), transitional shelter/housing (20.8%), and hotel/motel (12.5%) as the top three places. In the City of Thunder Bay, emergency shelter (47.7%), couch surfing (13.7%), and treatment centre/hospital (13.7%) were the top three places identified.

Figure 13: Locations Participants Planned to Sleep on October 2, 2021

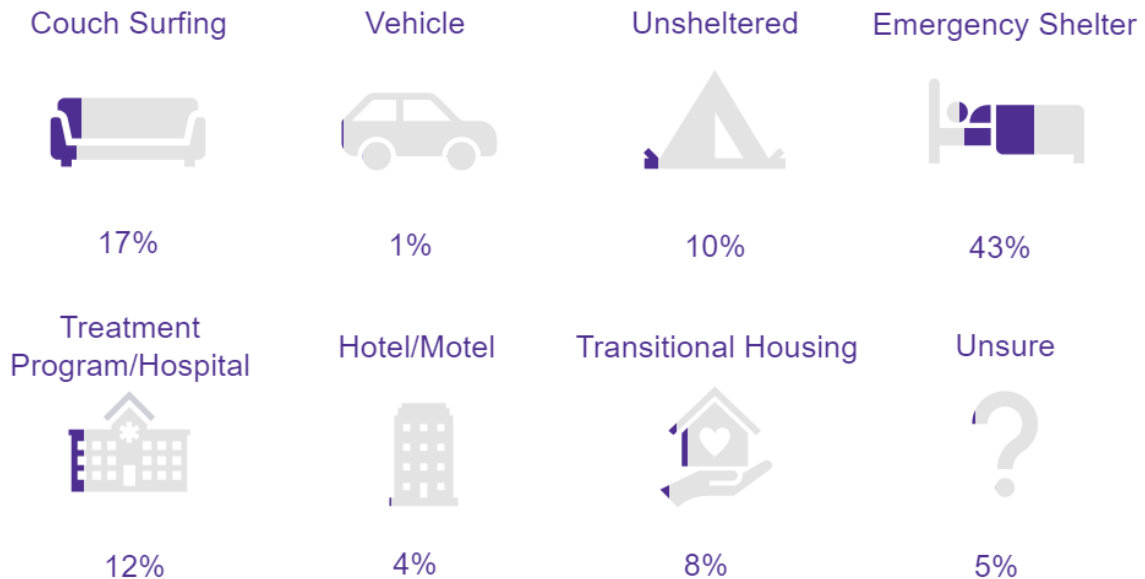


Figure 14: Where Respondents Planned to Stay October 2, 2021 – Rural Communities

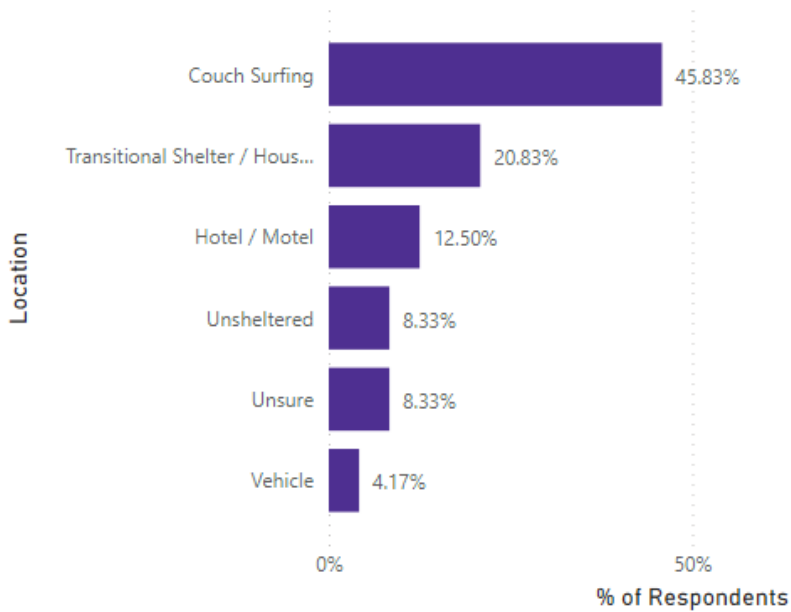
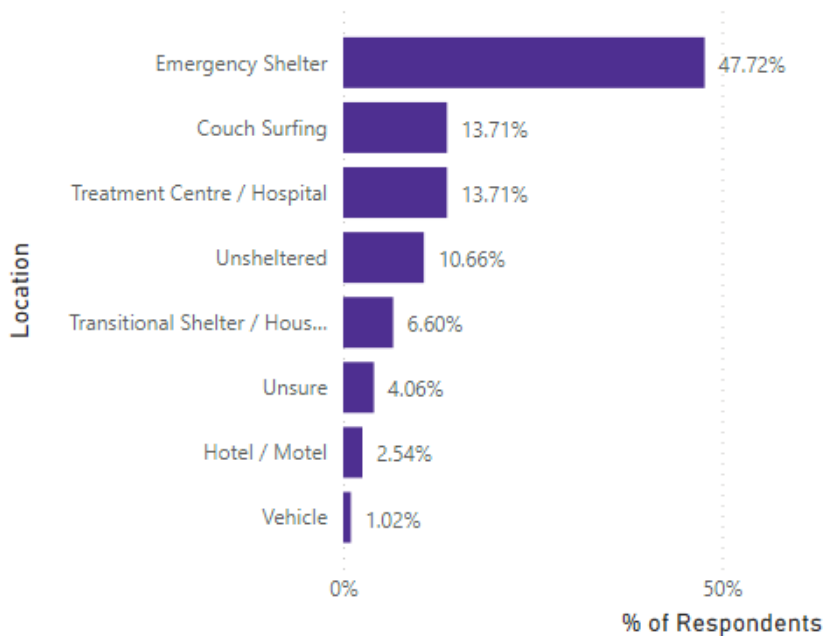


Figure 15: Where Respondents Planned to Stay October 2, 2021 - City of Thunder Bay





## Chronic and Episodic Homelessness

Chronic homelessness is defined as experiencing homelessness for 180 days or more in a 12-month time period. 58% of survey participants reported being homeless for more than 6 months and are classified as chronically homeless. 20.8% of respondents from rural communities and 62.9% from the City of Thunder Bay are chronically homeless.

Episodic homelessness is defined as experiencing 3 or more homelessness events in a 12-month period. These periods of homelessness have a time gap between them. 20% of survey respondents are classified as episodically homeless. In rural communities, 25% identified as episodically homeless and 19.8% of respondents in the City of Thunder Bay identified as episodic.

Figure 16:  
Chronic  
Homelessness -  
Rural Communities

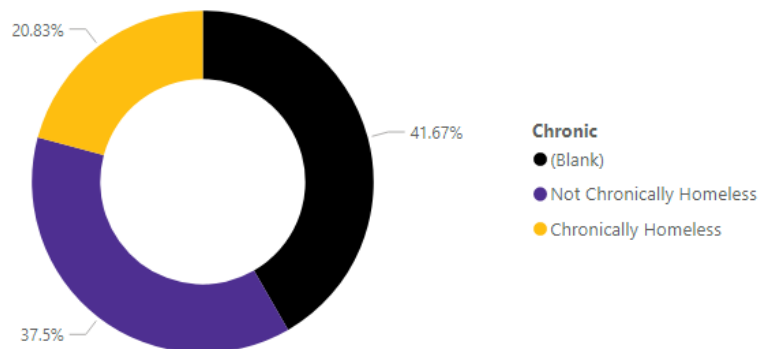


Figure 17:  
Chronic Homelessness -  
City of Thunder Bay

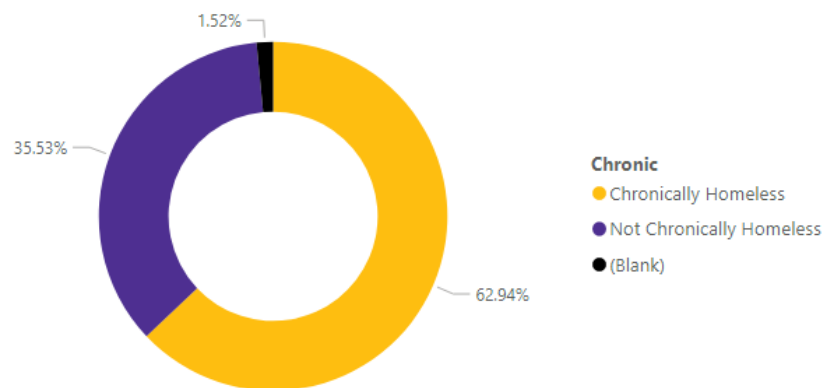


Figure 18: Respondents Experiencing Episodic Homelessness – Rural Communities

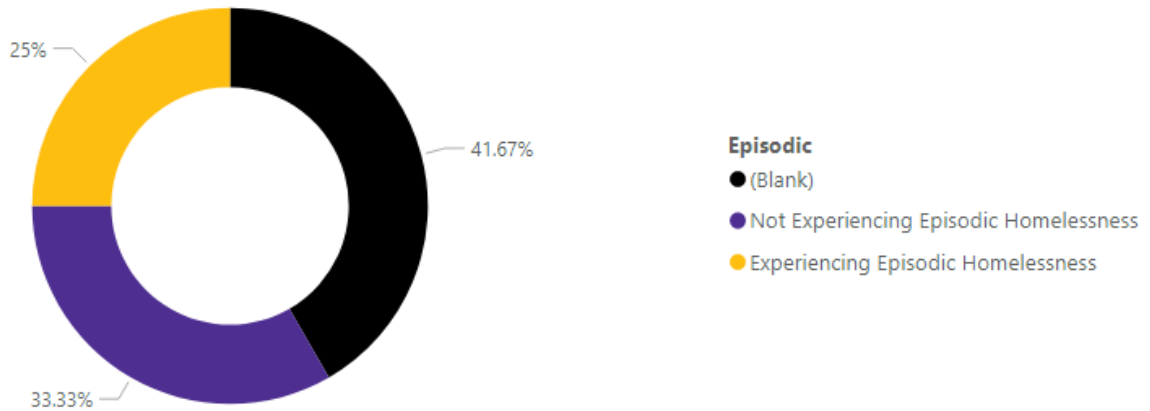
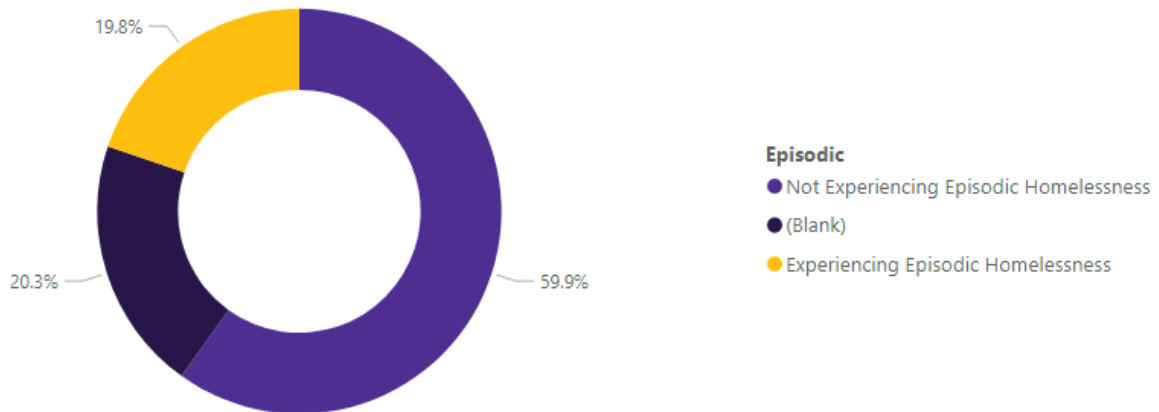


Figure 19: Respondents Experiencing Episodic Homelessness - City of Thunder Bay



\*Blank denotes no answer to the questions of how long and how many times in the last year have you experienced homelessness

## Foster Care

Respondents were asked if they were ever in foster care; 45% of participants responded yes. That number jumped to 59% when looking only at youth under 25; a statistically significant difference from the total surveyed group. Indigenous survey participants also had a higher rate of experience in the foster care system than the rest of the respondents at 54%. When focusing on Indigenous youth, 61% had experience with foster care.

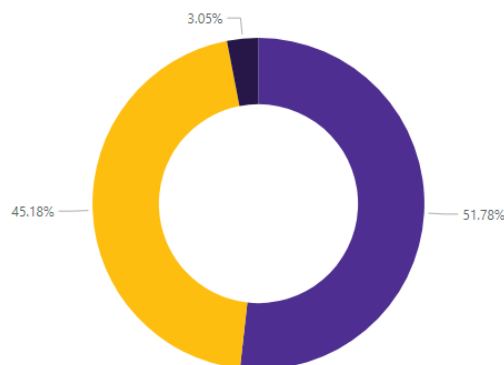
In rural communities, 54% responded that they had been in foster care. This number increased to 66.7% for youth under 25. Indigenous survey participants with experience in the foster care system was 52.6%, whereas 30% of Indigenous youth had foster care experiences. In the City of Thunder Bay 45% responded that they had been in foster care. This number increased to 64.3% for youth under 25. Indigenous survey participants with experience in the foster care system was 53.8% and 100% of Indigenous youth had foster care experiences.

Figure 20:  
Respondents with history in  
the foster care system –  
Rural Communities



Figure 21:  
Respondents with history in  
the foster care system –  
City of Thunder Bay

- No
- Yes
- Decline to Answer



## Mental Health and Substance Use

Substance Use was the second most reported reason for homelessness. 78% of participants reported having used substances and 53% reported having a mental health condition. In rural communities, 87.5% reported having used substances and 62.5% reported having a mental health condition. In the City of Thunder Bay 76.7% reported having used substances and 52.3% reported having a mental health condition.

Figure 22: % Respondents Reporting Substance Use

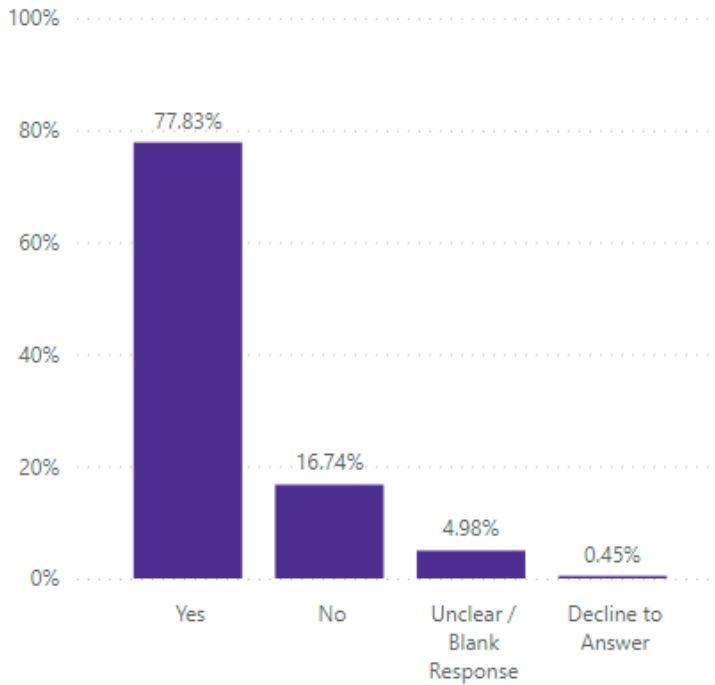


Figure 23: % Respondents Reporting Substance Use - Rural Communities

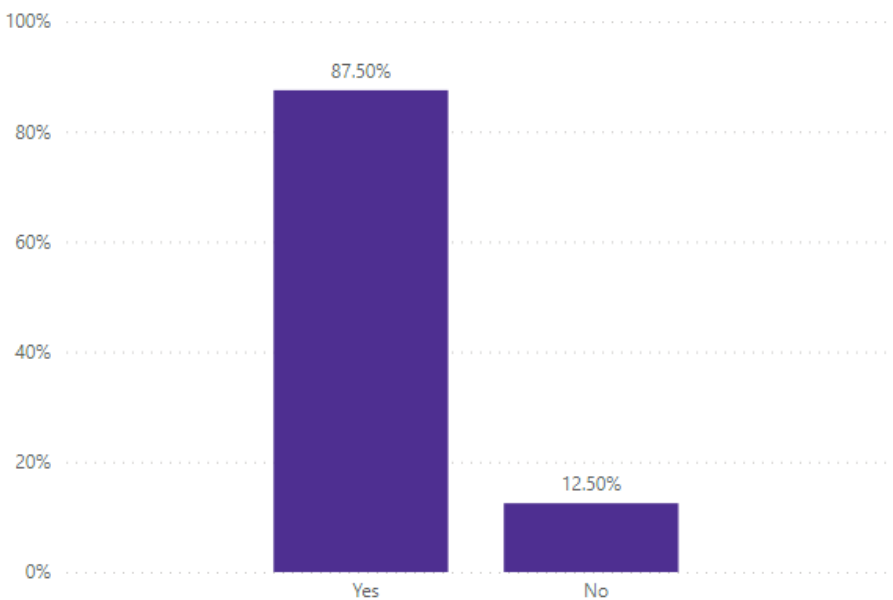


Figure 24: % Respondents Reporting Substance Use – City of Thunder Bay

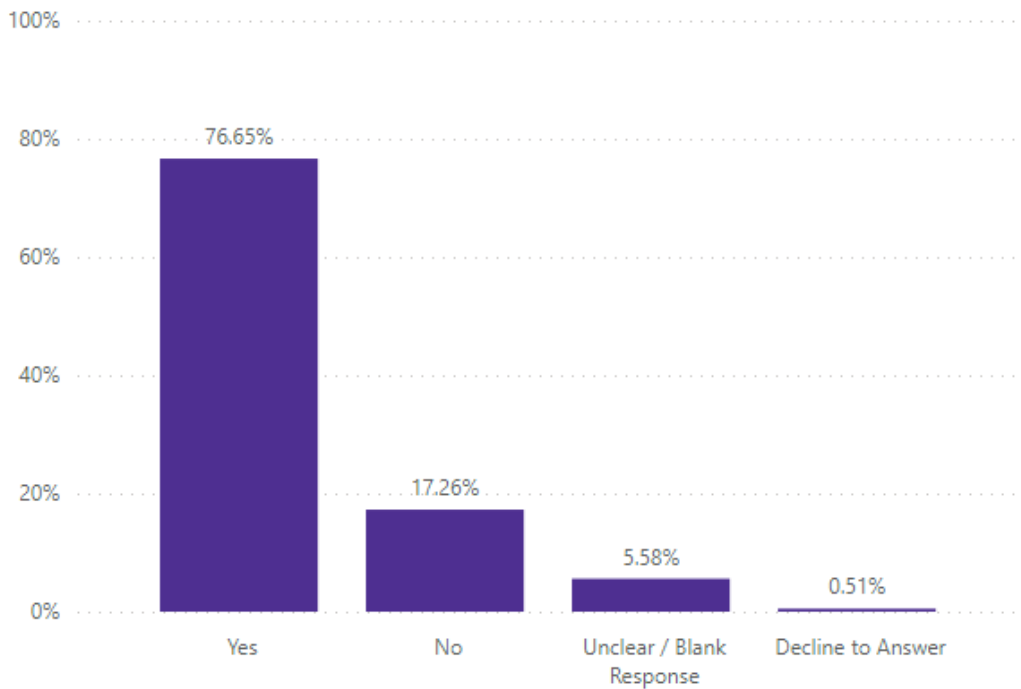


Figure 25: % Respondents Reporting a Mental Health Issue

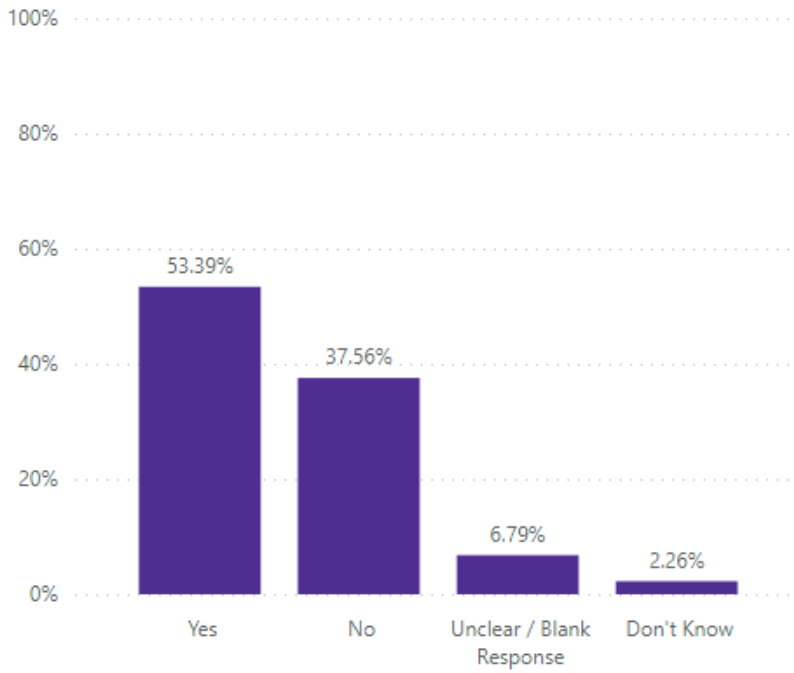


Figure 26: Respondents Reporting a Mental Health Issue – Rural Communities

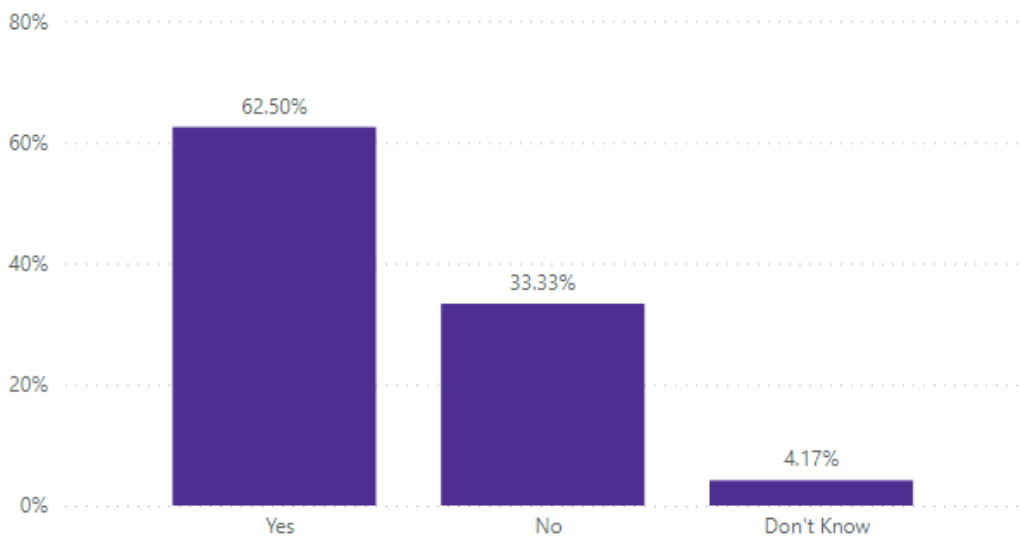
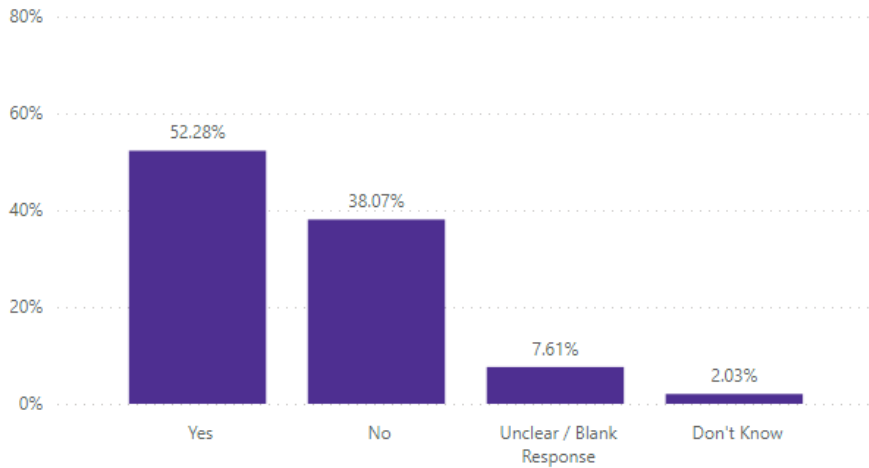


Figure 27: Respondents Reporting a Mental Health Issue – City of Thunder Bay



## Reasons for Homelessness

Participants were asked what they believe are the reasons for their homelessness. If the participant could not freely give reasons, the volunteer provided a list of examples, and the participant chose as many of those options as they felt applicable. The top five self-reported reasons for homelessness were low income (20%), substance use (19%), unfit or unsafe housing (12%), conflict with spouse or partner (11%), and conflict with landlord (9%). Low income and substance use were the first and second reason provided in both rural communities and in the City of Thunder Bay.

Figure 28: Five Most Frequently Reported Reasons for Housing Loss

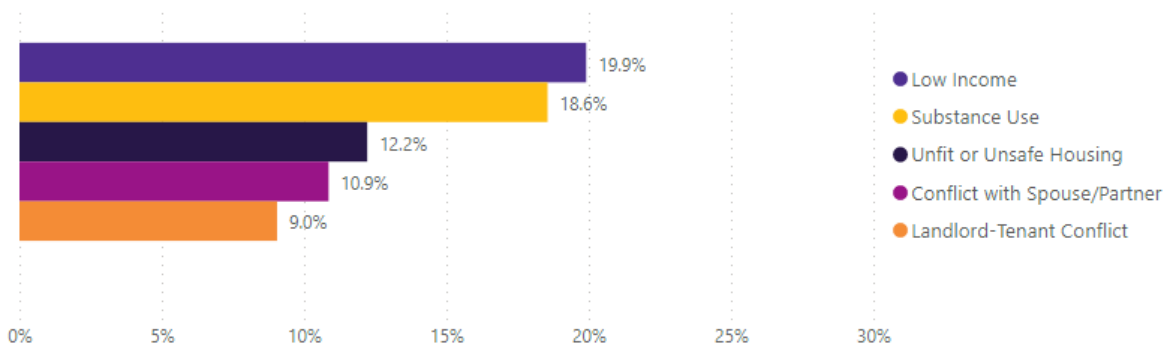


Figure 29: Five Most Reported Reasons for Housing Loss – Rural Communities

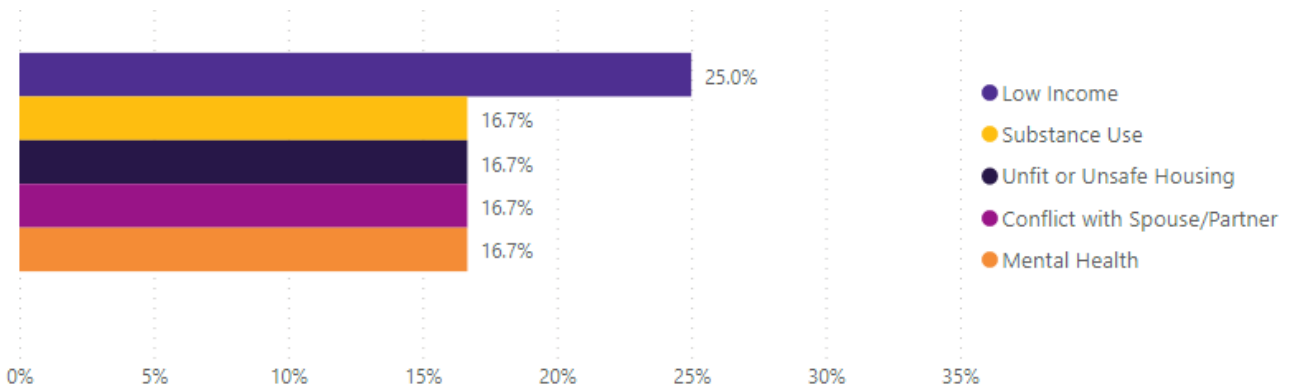
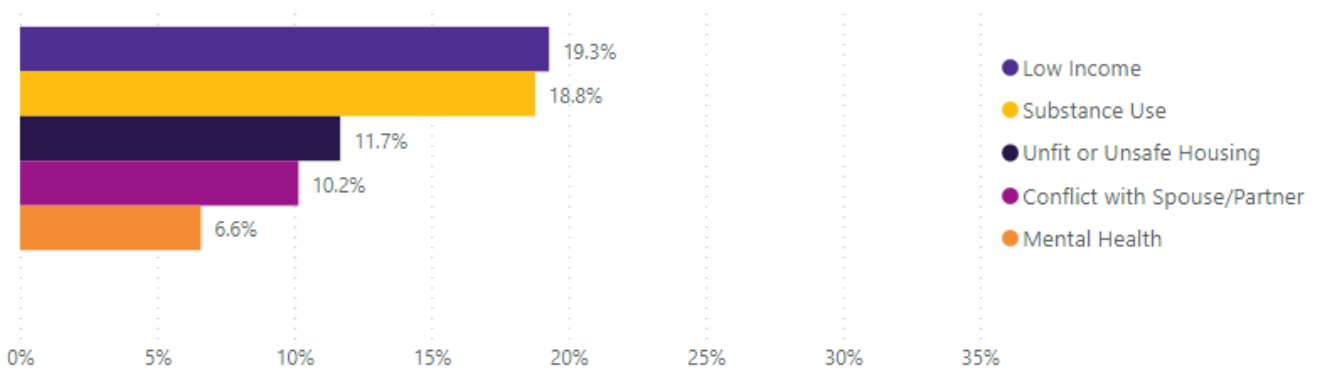


Figure 30: Five Most Frequently Reported Reasons For Housing Loss – City of Thunder Bay



## Sources of Income

Social assistance benefits (Ontario Disability Support Payment/Ontario Works) were the main source of income for 70% of people who participated in the survey. The third most reported source of income was “No income” with 13% of respondents.

For respondents in rural communities, ODSP was the main source of income for 25%, no income for 20.8% and employment for 20.8%. In the City of Thunder Bay 42.6% of respondents received ODSP, 30.5% OW and 12.2% had no income.



Figure 31: Most Reported Income Sources

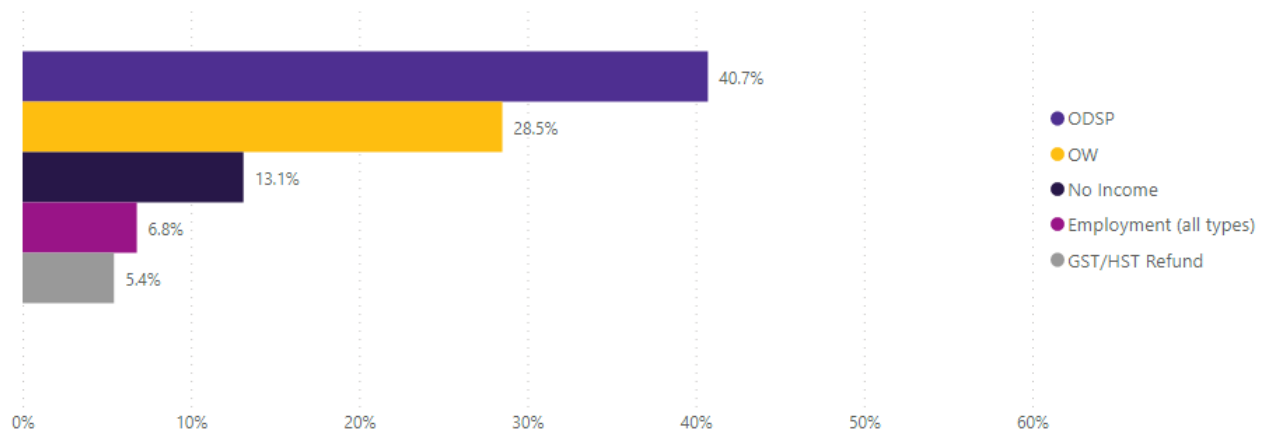


Figure 32: Most Reported Income Sources – Rural Communities

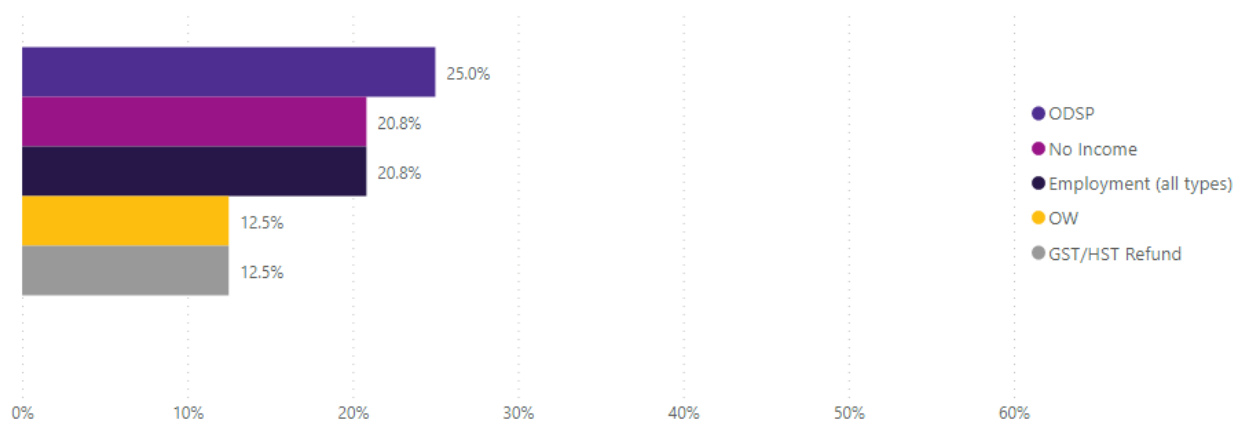
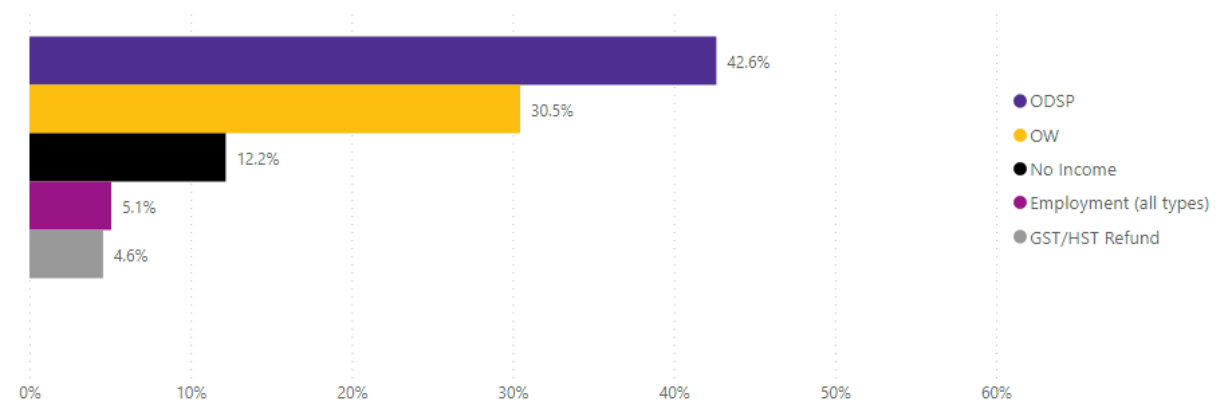


Figure 33: Most Reported Income Sources – City of Thunder Bay



## Respondents not originally from the community surveyed

Survey participants were asked if they have always been in the current community. 27.4% of respondents that were surveyed in the City of Thunder Bay reported originally being from the City of Thunder Bay, and 29.2% of respondents surveyed in rural communities reported being from that community.

Of the people surveyed in the City of Thunder Bay, 14.2% came from a First Nation community, 7.6% came from another community in the District of Thunder Bay, and 20.8% reported being from outside the District. The respondents surveyed in rural communities chose not to provide an answer to this question.

## Conclusion

The PiT Survey focuses on those who are experiencing absolute homelessness on the day of the count, such as those experiencing unsheltered and emergency sheltered homelessness as well as the hidden homeless such as those that are couch surfing.

The information collected through the PiT Survey provides a better understanding of the demographics of the homeless population in the District of Thunder Bay at that point in time, as well as local information associated with homelessness, including the child welfare system, substance use and mental health.

## References

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	<b>REPORT No.: 2022-03</b>
<b>MEETING DATE: JANUARY 13, 2022</b>	<b>DATE PREPARED: DECEMBER 17, 2021</b>
<b>SUBJECT: YEAR 2022 WEIGHTED ASSESSMENT CALCULATION AND 2022 LEVY APPORTIONMENT</b>	

### **RECOMMENDATION**

For information only.

### **REPORT SUMMARY**

To present The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) with the 2022 weighted assessment calculation and 2022 levy apportionment for the Board's information.

### **BACKGROUND**

In accordance with the *District Social Services Administration Board Act*, TBDSSAB's annual levy is to be apportioned among its 15 Member Municipalities and the Territories Without Municipal Organization (TWOMO). The default apportionment method has been used since the establishment of TBDSSAB. This method requires the calculation of a weighted assessment to establish each municipality's share of the levy for each budget year once the Board has approved the total levy through the annual budget process.

In accordance with the Weighted Assessment Calculation Policy (CS-02:81), the weighted assessment calculation involves multiplying:

- the taxable assessment from the previous year for each prescribed property class, by the tax ratio established by the municipality for the prior year, for each class
- the tax ratio used for each property class in the unincorporated territory is the weighted average of those established by incorporated municipalities
- the weighted assessment for each property class is then summed to determine a total for each municipality and unincorporated territory
- each municipality's sum is then divided by the aggregate of all Member Municipalities' weighted assessments to determine its share.

In 2018, the Board approved an updated Weighted Assessment Calculation Policy (CS-02:81), that confirmed that the implementation of the policy is operational, i.e., completing the approved calculation with the approved input values (assessment, tax ratios, budget), and that the Board should not be required to approve the results of this calculation each year, so that the weighted assessment calculation and the annual levy apportionment would be presented to the Board “for information only”.

**COMMENTS**

In accordance with the policy and administrative procedures, written confirmation was requested, and received, from each municipal funding partner relative to its Municipal Property Assessment Corporation (MPAC) assessment roll values, and the 2021 respective Council-approved tax ratio By-laws.

At the December 16, 2021, Meeting, the Board was presented with Board Report No. 2021-61, The District of Thunder Bay Social Services Administration Board Proposed 2022 Operating and Capital Budgets, and the Board approved the 2022 TBDSSAB Operating Budget of \$99,102,600 which included financing levied to Municipalities and TWOMO in the amount of \$23,054,300, an overall increase of 1.6%, relative to the 2021 levy of \$22,691,800.

Although the overall TBDSSAB levy increase, compared to 2021, is 1.6%, as a result of the weighted assessment calculation factors (MPAC assessment and municipal tax ratios), twelve funding partners will experience a relative increase that is higher than 1.6%.

The apportionment is detailed in Attachment #1 Levy Calculation for 2022 Budget.

**FINANCIAL IMPLICATIONS**



The financial implications for each municipal funding partner and TWOMO are provided in Attachment #2 Comparison of Levy for 2022 Budget with 2021 Budget, and Attachment #3 Distribution by Program of 2022 Budget Levy.

**CONCLUSION**

It is concluded that the Year 2022 weighted assessment calculation has been completed, and the Year 2022 levy apportionment has been determined, and should be distributed to TBDSSAB’s funding partners.

**REFERENCE MATERIALS ATTACHED**

- Attachment #1 [Levy Calculation for 2022 Budget](#)
- #2 [Comparison of Levy for 2022 Budget with 2021 Budget](#)
- #3 [Distribution by Program of 2022 Budget Levy](#)

<b>PREPARED BY:</b>	Keri Greaves, CPA, CMA, Manager, Finance The District of Thunder Bay Social Services Administration Board
<b>APPROVED / SIGNATURE:</b>	 Georgina Daniels, FCPA, FCA, Director - Corporate Services Division The District of Thunder Bay Social Services Administration Board
<b>SUBMITTED / SIGNATURE:</b>	 William (Bill) Bradica, Chief Administrative Officer The District of Thunder Bay Social Services Administration Board

**The District of Thunder Bay Social Services Administration Board  
Levy Calculation for 2022 Budget**

Municipality	2022 Weighted Assessment		Annual Distribution
	(\$)	(%)	(\$)
Conmee	71,421,480	0.3582%	82,581
Dorion	51,809,201	0.2598%	59,895
Gillies	40,753,591	0.2044%	47,123
Greenstone	701,683,424	3.5188%	811,235
Manitouwadge	51,934,480	0.2604%	60,033
Marathon	163,809,903	0.8215%	189,391
Neebing	357,853,303	1.7945%	413,709
Nipigon	104,053,641	0.5218%	120,297
O'Connor	76,783,500	0.3850%	88,759
Oliver Paipoonge	866,474,644	4.3452%	1,001,755
Red Rock	40,370,127	0.2024%	46,662
Schreiber	46,299,893	0.2322%	53,532
Shuniah	807,733,499	4.0506%	933,837
Terrace Bay	122,235,720	0.6130%	141,323
Thunder Bay	14,139,856,768	70.9077%	16,347,275
Territory without municipal organization (1)	2,298,117,349	11.5245%	2,656,893
<b>Total</b>	<b>19,941,190,523</b>	<b>100.0000%</b>	<b>23,054,300</b>

<b>(1) TWOMO levy billed as follows:</b>	
Ministry of Children, Community & Social Services	423,295
Ministry of Education	192,217
Ministry of Municipal Affairs & Housing	2,041,381
<b>Total TWOMO</b>	<b>2,656,893</b>

**The District of Thunder Bay Social Services Administration Board  
Comparison of Levy for 2022 Budget with 2021 Budget**

Municipality	2022 Weighted Assessment		Distribution of 2021 Budget Levy (\$)	Distribution of 2022 Budget Levy (\$)	Increase/ (Decrease) (\$)	Increase/ (Decrease) (%)
	(\$)	(%)				
Conmee	71,421,480	0.3582%	80,579	82,581	2,002	2.5%
Dorion	51,809,201	0.2598%	59,748	59,895	147	0.2%
Gillies	40,753,591	0.2044%	45,815	47,123	1,308	2.9%
Greenstone	701,683,424	3.5188%	795,302	811,235	15,933	2.0%
Manitouwadge	51,934,480	0.2604%	59,339	60,033	694	1.2%
Marathon	163,809,903	0.8215%	183,304	189,391	6,087	3.3%
Neebing	357,853,303	1.7945%	400,283	413,709	13,426	3.4%
Nipigon	104,053,641	0.5218%	117,748	120,297	2,549	2.2%
O'Connor	76,783,500	0.3850%	86,002	88,759	2,757	3.2%
Oliver Paipoonge	866,474,644	4.3452%	974,227	1,001,755	27,528	2.8%
Red Rock	40,370,127	0.2024%	45,202	46,662	1,460	3.2%
Schreiber	46,299,893	0.2322%	52,418	53,532	1,114	2.1%
Shuniah	807,733,499	4.0506%	909,487	933,837	24,350	2.7%
Terrace Bay	122,235,720	0.6130%	139,033	141,323	2,290	1.6%
Thunder Bay	14,139,856,768	70.9077%	16,142,628	16,347,275	204,647	1.3%
TWOMO	2,298,117,349	11.5245%	2,600,685	2,656,893	56,208	2.2%
<b>Total</b>	<b>19,941,190,523</b>	<b>100.0000%</b>	<b>22,691,800</b>	<b>23,054,300</b>	<b>362,500</b>	<b>1.6%</b>



**The District of Thunder Bay Social Services Administration Board  
Distribution by Program of 2022 Budget Levy**

Municipality	2022 Weighted Assessment		Social Assistance (\$)	Child Care & Early Years (\$)	Community Housing (\$)	Income on Unrestricted Funds (\$)	Total (\$)
	(\$)	(%)					
Conmee	71,421,480	0.3582%	13,214	6,000	63,725	(358)	82,581
Dorion	51,809,201	0.2598%	9,584	4,352	46,219	(260)	59,895
Gillies	40,753,591	0.2044%	7,540	3,424	36,363	(204)	47,123
Greenstone	701,683,424	3.5188%	129,805	58,943	626,005	(3,518)	811,235
Manitouwadge	51,934,480	0.2604%	9,606	4,362	46,325	(260)	60,033
Marathon	163,809,903	0.8215%	30,304	13,761	146,147	(821)	189,391
Neebing	357,853,303	1.7945%	66,197	30,060	319,247	(1,795)	413,709
Nipigon	104,053,641	0.5218%	19,249	8,741	92,830	(523)	120,297
O'Connor	76,783,500	0.3850%	14,202	6,449	68,493	(385)	88,759
Oliver Paipoonge	866,474,644	4.3452%	160,290	72,786	773,024	(4,345)	1,001,755
Red Rock	40,370,127	0.2024%	7,466	3,390	36,008	(202)	46,662
Schreiber	46,299,893	0.2322%	8,566	3,890	41,309	(233)	53,532
Shuniah	807,733,499	4.0506%	149,423	67,852	720,614	(4,052)	933,837
Terrace Bay	122,235,720	0.6130%	22,613	10,268	109,055	(613)	141,323
Thunder Bay	14,139,856,768	70.9077%	2,615,714	1,187,775	12,614,693	(70,907)	16,347,275
TWOMO	2,298,117,349	11.5245%	425,127	193,047	2,050,243	(11,524)	2,656,893
<b>Total</b>	<b>19,941,190,523</b>	<b>100.0000%</b>	<b>3,688,900</b>	<b>1,675,100</b>	<b>17,790,300</b>	<b>(100,000)</b>	<b>23,054,300</b>



	<b>REPORT No.: 2022-04</b>
<b>MEETING DATE: JANUARY 13, 2022</b>	<b>DATE PREPARED: DECEMBER 15, 2021</b>
<b>SUBJECT: REVISED APPROVAL AND SIGNING AUTHORIZATION POLICY</b>	

**RECOMMENDATION**

THAT with respect to Report No. 2022-04 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) approve the updated Approval and Signing Authorization Policy, dated January 13, 2022, as presented;

AND THAT the Chief Administrative Officer be authorized to amend this Policy with respect to Housekeeping items, as may be required from time to time.

**REPORT SUMMARY**

To provide the updated Approval and Signing Authorization Policy, which governs the administration of The District of Thunder Bay Social Services Administration Board (TBDSSAB) approval process and authorization levels for certain activities and documents requiring authorizations within the organization.

**BACKGROUND**

TBDSSAB currently has Board approved policies relative to approval authority levels and signing authority, which have been amended from time to time. A regular review of existing policies is a normal practice of the organization. Administration has continued to review its current policies and procedures to maximize the opportunity to incorporate updated and/or best practices into its policies.

At the July 2015 meeting, the Board approved the Approval and Signing Authorization Policy No. CS-01:79. The revised policy attached is the first review and presentation of proposed amendments.

**COMMENTS**

**Effective System of Internal Control**

One of the elements of an effective system of internal control is appropriate authorizations; that all transactions and activities should be carried out and approved by employees acting within their range of knowledge and proper span of control.

Documents that bind the organization to real and potential liabilities should be identified within the internal control system, and the related approval and signing authorization processes.

The following key concepts and best practices apply to maximizing the effectiveness of the appropriate authorization internal control element:

Concept	Best Practice
Approvals and authorizations should be documented	Policies, procedures, and processes within an organization should clearly identify which positions have authority to view or approve.
Due diligence. Individuals should have first-hand knowledge of the transactions being approved, or complete an appropriate review of supporting documentation to confirm the validity and appropriateness of the transactions	All positions should be properly trained and/or informed of organizational procedures relative to internal controls, including appropriate authorizations, to confirm which positions have authority for the transactions within an organization.
Operational Efficiency	Processes should provide for timely authorizations, as well as timely processing of transactions following approvals; Operational authorization should be differentiated from Governance authorization.

**Policy Amendment Process**

The following process was followed in the development of the attached updated Approval and Signing Authorization Policy recommendation:

1. Documentation of related policies, procedures; and
2. Research into current operational best practices.

Administration convened a group of decision makers in Fall 2021 for facilitated internal discussions.

Sample policies and procedures were gathered from other DSSABs, single-tier municipalities, colleges/universities, and school boards.

The following is a summary of proposed material (non-housekeeping) amendments to the various sections within the Policy:

Policy Section	Updates
Intent of the Policy	<ul style="list-style-type: none"> <li>• Add language to clarify responsibility.</li> <li>• Remove language to narrow focus to acting on behalf of TBDSSAB; former language included specific activities outlined in authority schedules.</li> </ul>
Definitions	<ul style="list-style-type: none"> <li>• Remove Chief Financial Officer definition as that language is not used within TBDSSAB.</li> <li>• Add definitions of Economy, Efficient, Effective, and Materiality in context of this Policy.</li> </ul>
Policy - Item 3:	<ul style="list-style-type: none"> <li>• Add 'procedures' to the list of documents for assessment for review by those positions with delegated authority.</li> <li>• Modify 'approvals' to 'appropriate approvals' required by policy or procedure.</li> <li>• Add reference to liabilities 'contained in relevant contract(s) and supporting document(s)' to clarify need for and location of this documentation.</li> </ul>
Policy - Item 4	<ul style="list-style-type: none"> <li>• Clarify path to communicate unusually high risk (immediate supervisor and/or like position as primary contact).</li> <li>• Reference Enterprise Risk Management Policy and Procurement of Goods and Services and Construction Policy in-text.</li> <li>• Remove reference to 'negative effect on the reputation of the organization'. The Enterprise Risk Management Policy and Advocacy Policy will be cited as related policies and procedures at the end of this document as reference to more complete information sources.</li> </ul>
Policy – Items 1, 2, 5, 6	<ul style="list-style-type: none"> <li>• Housekeeping updates only.</li> </ul>

<p>Standards of Application Roles and Responsibilities</p>	<ul style="list-style-type: none"> <li>• Clarify responsibility of Director, Corporate Services to establish routing for approval documentation.</li> <li>• Include 'related procedures' in monitoring scope.</li> <li>• Clarify Signing Officer responsibility to obtain review by Director, Corporate Services if 'unplanned' financial ramifications exist.</li> <li>• Revise list of documents for Signing Officer review to 'internally available guiding documents, including but not limited to TBDSSAB Strategic Plan, budget, collective agreement and mandated outcomes.' Remove business plan and employment contracts from list of documents for consult.</li> </ul>
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The following are the updates within the respective Authority Schedules within the Policy:

<p>Authority Schedule Section</p>	<p>Updates:</p>
<p>1. Provincial and Other Funding Agreements</p>	<ul style="list-style-type: none"> <li>• Update program requirements and outcomes 'inherent therein' to 'contained therein'. The intent is to focus on satisfying explicit requirements.</li> </ul>
<p>2. Banking and Investments</p>	<ul style="list-style-type: none"> <li>• No proposed changes.</li> </ul>
<p>3. Procurement of Goods, Services Construction Contracts, Consulting</p>	<ul style="list-style-type: none"> <li>• Update the Authorization Levels</li> <li>• Combine to a single 'Director' role</li> <li>• Remove 'Program Lead'</li> </ul> <p>The review team did extensive review of other public sector organizations specific to purchasing levels of non-allocated funds. Specifically, they reviewed total revenue less the sum of salaries &amp; benefits and amortized capital assets (where available). The most senior administrative officer's single transaction authority was generally 2 - 5% of the total of the remaining amount.</p> <p>These proposed authorization amounts are subject to related policy and procedure, including the Procurement of Goods, Services and Construction Policy and the Budget Policy, the latter requiring the review and approval of the Board of Directors. The procedures and processes contained in these provide the internal</p>

	controls, monitoring, and documentation for purchase activity.
4. Employment	<ul style="list-style-type: none"> <li>Housekeeping changes only.</li> </ul>
5. Initiated Funding Agreements with Service Providers	<ul style="list-style-type: none"> <li>Housekeeping updates to programs (add EarlyON &amp; Home for Good, remove Community Social Reinvestment Program).</li> <li>Create a category for delegation of authority for one-time funding where there is delegated authority (the left-most column in the table) from the Board to the CAO to sign these agreements. Ongoing agreements still require signature from the Board Chair and CAO. This resulted from discussion of flexibility to administer these funds in the most efficient manner.</li> </ul>
6. Client Benefits and Entitlements	<ul style="list-style-type: none"> <li>Amend to extend authority to other staff (beyond Caseworker and Team Clerk) to issue financial assistance in compliance with legislated rates and locally established procedures.</li> </ul>
7. Housing Program Operating Agreements	<ul style="list-style-type: none"> <li>Update title to 'Program Agreements' which reflects the integration of Housing into the Integrated Social Services Division due to the 2020 organizational realignment.</li> <li>Add 'Child Care Maintenance and Repairs' to the list of programs.</li> </ul>
8. Settlement Agreements	<ul style="list-style-type: none"> <li>Update title to 'Legal Settlement Agreements'.</li> <li>Redefine as 'precedent-setting or financially material' legal claims and/or complaint against the organization.</li> <li>Add a statement regarding operational tasks where staff represent TBDSSAB at various tribunals, including the Landlord Tenant Board and Social Benefits Tribunal. Preparation for and attendance at on behalf of TBDSSAB are operational staff responsibilities.</li> </ul>
9. Situations not Covered	Housekeeping changes only.
10. Records Management	Housekeeping changes only.

11. Related Policies, Procedures and Forms	This section has many additions. This assists the reader in finding the appropriate guiding documents for review.
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The red-line revisions are provided in Attachment #1.

**FINANCIAL IMPLICATIONS**



There are no direct financial implications associated with the adoption of the revised Approval and Signing Authorization Policy.

**CONCLUSION**

It is concluded that the Approval and Signing Authorization Policy updates enhance the existing direction for the approval and signing of certain documents, clarifies the organization-wide framework for the review and processing of authorizations, and provides for risk mitigation relative to binding the organization to liabilities, and should be approved.

**REFERENCE MATERIALS ATTACHED**

Attachment #1 [Red-line version of Approval and Signing Authorization Policy No. CS-01:79](#)

<b>PREPARED BY:</b>	Georgina Daniels, FCPA, FCA, Director, Corporate Services Division The District of Thunder Bay Social Services Administration Board
<b>APPROVED / SIGNATURE:</b>	
	Georgina Daniels, FCPA, FCA, Director, Corporate Services Division The District of Thunder Bay Social Services Administration Board
<b>SUBMITTED / SIGNATURE:</b>	
	William (Bill) Bradica, Chief Administrative Officer The District of Thunder Bay Social Services Administration Board

<b>POLICY</b>	CATEGORY/SECTION <b>CORPORATE SERVICES - <u>GENERAL</u></b>
	SUBJECT <b>APPROVAL AND SIGNING AUTHORIZATION</b>

**AUTHORITY**

~~TBDHC By-Law Number 1-2014~~

TBDSSAB Governance & Procedural By-Law Number 04-202117, and as amended 7-2013

TBDSSAB Borrowing By-Law Number 7-2011, and as amended

~~TBDSSAB Resolution No. 12/88~~

TBDSSAB Resolution No. 15/89, Approval and Signing Authorization Policy

TBDHC By-Law Number 1-2014

**INTENT OF POLICY**

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

**DEFINITIONS**

“Approval” is the implementation of general authorization decisions.

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

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

“Board” means the Board of Directors of The District of Thunder Bay Social Services Administration Board.

Committee Review Date: N/A  
IMPLEMENTATION / BOARD APPROVAL DATE:  
**July 23, 2015**  
REVISION DATE(S):

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<p>CATEGORY/SECTION</p> <p><b>CORPORATE SERVICES - <u>GENERAL</u></b></p>	<p>SUBJECT</p> <p><b>APPROVAL AND SIGNING AUTHORIZATION</b></p>
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“Chief Administrative Officer” or “CAO” means the head of operations at ~~the~~ TBDSSAB, his or her designate or any successor position thereto.

~~“Chief Financial Officer” or “CFO” refers to those duties within the Director, Corporate Services role.~~

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

“Division Responsible” is the division responsible for carrying out and/or overseeing the actions associated with the authorization process.

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

“Efficient” is getting the most from the inputs.

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

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

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

## POLICY

1. It is the policy of ~~the~~ TBDSSAB to have a system for effective authorizations, guided by the following principles:
  - a. Value for money: A value for money approach aims to deliver the services where assets are safeguarded, and resources are used effectively, efficiently and economically to achieve TBDSSAB objectives.
  - b. Accountability: Obligations to answer for contract results, and for the manner in which signing authorities are delegated, which provide

CATEGORY/SECTION <b>CORPORATE SERVICES - <u>GENERAL</u></b>	SUBJECT <b>APPROVAL AND SIGNING AUTHORIZATION</b>
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assurance to ~~the~~ TBDSSAB regarding the effective use of public resources.

- c. Transparency: Activities and transactions are open to examination by all stakeholders and the public, while respecting confidentiality and the protection of privacy.
  - d. Risk Management: Effective and efficient systems of internal control are in place, and controls are appropriate to the risks they aim to mitigate.
2. No individual may sign any document that creates an obligation or undertaking on behalf of ~~the~~ TBDSSAB unless that individual has signing authority in accordance and compliance with this Policy.
  3. Positions with delegated authority have the responsibility to exercise their authority in the manner of a prudent administrator. Depending on the nature of the agreement to be signed, this responsibility shall include an assessment of some or all of the following:
    - a. The ability of ~~the~~ TBDSSAB to meet any financial obligations resulting from the agreement;
    - b. The ability of the other party(ies) to meet its(their) obligations;
    - c. Compliance with labour legislation, tax legislation, other legislative and regulatory requirements and applicable TBDSSAB policies and procedures;
    - d. Whether all appropriate approvals required by any applicable policy or practice have been obtained for the contract;
    - e. The provisions regarding intellectual property requirements, physical bodily injury and personal injury indemnities, and environmental liabilities are contained in relevant contract and supporting documents; and
    - f. Whether legal advice is needed, consult with the Chief Administrative Officer (CAO).
  4. Notwithstanding the delegation of authority to various positions to approve documents in accordance with this and/or related policies or procedures, the delegated position shall bring to the attention of the ir immediate supervisor and/or like position ~~appropriate senior administrator~~ any document, prior to approval and execution, that involves an unusually high level of risk as outlined in the Enterprise Risk Management Policy CS-01 120 and the Procurement of

<p>CATEGORY/SECTION</p> <p><b>CORPORATE SERVICES - <u>GENERAL</u></b></p>	<p>SUBJECT</p> <p><b>APPROVAL AND SIGNING AUTHORIZATION</b></p>
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Goods, Services and Construction Policy CS-03 01 to the TBDSSAB, or that might have a negative effect on the reputation of the organization.

5. Appropriate Routing of the documents must be completed to ensure impacted areas have completed their respective review of the documents.
6. Persons within positions designated under this Policy shall not exercise their signing authority in circumstances where conflicts of interest exist or are seen to exist. Conflicts of Interest are to be identified in accordance with the Conflict of Interest Policy HR-01:22.

## STANDARDS OF APPLICATION

### Roles and Responsibilities

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

The Director, Corporate Services is responsible for:

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

Signing Officers are responsible for determining prior to signing:

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

Committee Review Date: N/A  
IMPLEMENTATION / BOARD APPROVAL DATE:  
**July 23, 2015**  
REVISION DATE(S):

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<p>CATEGORY/SECTION <b>CORPORATE SERVICES - <u>GENERAL</u></b></p>	<p>SUBJECT <b>APPROVAL AND SIGNING AUTHORIZATION</b></p>
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**Authority Schedules**

1. Provincial and Other Funding Agreements

Ministry and/or other funding agreements that provide revenue for funding for mandated or one-time programming are approved by the Board through a Board Report and Resolution.

Approval/Delegation from	Division Responsible	Signing Authority
Board	Corporate Services	Board Chair, <u>or</u> Vice Chair and Chief Administrative Officer

The Board Chair, Vice Chair and Chief Administrative Officer only are authorized to bind the organization to these funding agreements, including the program requirements and outcomes contained in ~~herent~~ therein.

2. Banking and Investments

Document	Approval/ Delegation from	Signing Authority
Cheque Signing Authorities	Board	Per Board Resolution
Investment Transactions	Board	Director, Corporate Services
Reserve Fund Transfers	Board	Director, Corporate Services
Banking Contracts	Director, Corporate Services	Manager, Finance

3. Procurement of Goods, Services, Construction Contracts, Consulting

The procurement of goods, services and construction is to be made in accordance with the Board approved Procurement of Goods, Services and Construction Policy CS-03:01, except where Board resolution otherwise determines. All contracts (including Purchase Orders) are issued by Purchasing under the direction of the Director, Corporate Services based on approval as follows:

Authorization Level	Approval / Delegation from
Greater than <del>\$450</del> <u>350</u> ,000	Board
Up to <del>\$450</del> <u>350</u> ,000	Chief Administrative Officer
<u>Up to \$250,000</u>	<u>Director, Corporate Services (CFO)</u>

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Up to \$35060,000	<u>Division</u> Program Director
Up to \$25,000	Manager / <u>Program Lead</u>
Up to \$5,000	Supervisor

#### 4. Employment

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

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

#### 5. Initiated Funding Agreements with Service Providers

Initiated Funding Agreements generally provide on-going and one-time funding to service providers with specific programming outcomes, and are an integral component of the organizations Accountable Advances processes (procedure CS-01-79-03). Current programs include Child Care, EarlyON, Community Homelessness Prevention Initiative, -Home for Good, Community Social Reinvestment Program, and Non-Performing Loan Agreements. Other programs may arise as designated by the appropriate Ministry or the Board.

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

Approval/Delegation from	Division Responsible	Signing Authority
Board	Corporate Services with the applicable <u>Integrated Social Services Program</u> Division	Board Chair and Chief Administrative Officer

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

<u>Approval/Delegation from</u>	<u>Division Responsible</u>	<u>Signing Authority</u>
<u>Board</u>	<u>Corporate Services with the Integrated Social Services Division</u>	<u>Chief Administrative Officer</u>

## 6. Client Benefits and Entitlements

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

Total Benefit Amount	Signing Authority
Greater than \$15,000	Chief Administrative Officer
Up to \$15,000	Director
Up to \$10,000	Manager / <u>Program Lead</u>
Up to \$5,000	Supervisor

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

## 7. Housing Program Operating Agreements

Operational Agreements are established between ~~the~~ TBDSSAB and its various service providers and clients/tenants, subsequent to Board approval of the program. These documents currently include Ontario Renovates, Rent Supplement Agreements, and Housing Allowance Agreements and Child Care Maintenance and Repairs. The authority for the administration of these programs is provided via Board Resolutions, and is administered in accordance with provincial program requirements.

Approval/Delegation from	Division Responsible	Signing Authority
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Board	<u>Integrated Social Housing</u> Services	Director, <u>Integrated Social Housing</u> Services
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8. Legal Settlement Agreements

Legal Settlement Agreements refer to any precedent-setting or financially material legal claims and/or complaint document that settles a legal claim, or complaint against the organization. or Agreements as requested by the CAO or Board of Directors. These expressly exclude authority delegated for operational representation including but not limited to the Landlord Tenant Board and Social Benefits Tribunal. These could include a civil action, complaint before a judicial authority or tribunal, or any other action that potentially engages the liability of the TBDSSAB.

Approval/Delegation from	Division Responsible	Signing Authority
Board	<u>Applicable Director, Integrated Social Services Program Division</u> Director (lead) with Director, Corporate Services	Chief Administrative Officer

9. Situations not Covered

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

**Records Management**

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

Executed Documents	Maintained by
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Provincial and Other Funding Agreements	CAO's Office
Banking and Investments	Corporate Services (Finance)
Procurement of Goods, Services and Construction Contracts	Corporate Services (Purchasing)
Employment	Human Resources Department
Initiated Funding Agreements with Service Providers	Corporate Services
Client Benefits and Entitlements	<u>Integrated Social Client Services</u>
Program Operating Agreements	<u>Integrated Social Housing Services</u>
<u>Legal Settlement Agreements</u>	CAO's Office
Situations not Covered	CAO's Office, Human Resources, or Corporate Services

**Review**

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

**RELATED POLICIES**

CS-03:01 – Procurement of Goods, Services and Construction

CS-02:83 – Budget

AD02.002 – Corporate Procurement Card

CS-04:66 – Records Management

CS-01:120 – Enterprise Risk Management

CS-02:70 – Investment Policy

CS-02:19 - Reserve and Reserve Fund Policy

CS-03:87 - Land and/ or Building Disposition

HO-03:18 – Eviction Prevention

BRD-01:144 - Advocacy Policy

**RELATED PROCEDURES**

CS-01:79-1 – Signing Authorization

CS-01:79-2 – Provincial and Other Government Funding Agreements

CS-01:79-3 - TBDSSAB-Initiated Agreements and Addendums (Funding Agreements)

CS-01:79-4 - Administrative Review of Contracts, Agreements and Other

**FORMS**

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CATEGORY/SECTION

**CORPORATE SERVICES - GENERAL**

SUBJECT

**APPROVAL AND SIGNING  
AUTHORIZATION**

Appendix A to Procedure CS-01:79-02 – Flowchart

Appendix B to Procedure CS-01:79-02 – Checklist

Appendix C to Procedure CS-01:79-02 - Routing Contract Review Form

Appendix D to Procedure CS-01:79-03 (CCEY)

Appendix D to Procedure CS-01:79-03 (CHPI)

N1 FRM

N4 FRM

N6 FRM

N/A

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