



BOARD REPORT

REPORT No.: 2022-47

MEETING DATE: JULY 21, 2022

SUBJECT: 2022 SECOND QUARTER FINANCIAL REPORT

RECOMMENDATION

For information only.

REPORT SUMMARY

To provide The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) with the 2022 Second Quarter Financial Report, and projection to year-end.

BACKGROUND

In accordance with Budget Policy No. CS-02:83, a Financial Report is prepared and reported to the Board quarterly to provide a comparison of year-to-date and forecast revenues and expenditures to the approved Budget and includes an explanation of significant variances to the approved Budget, by program area. The year-to-date and forecast information is provided on the same basis that Federal/Provincial funding is provided, where certain accruals for potential future employee entitlements are not considered, and are only funded when paid, and purchases of capital assets are reported as expenditures in the year purchased.

COMMENTS

Overall, total spending on TBDSSAB-delivered programs, for the period ended June 30, 2022, was \$2,602,100 (5.3%) less than the year-to-date Budget, with a net deficit of \$480,600.

The program levy operating surplus projected to year-end is \$118,300, or 0.5% of the 2022 Levy. A summary of net forecast cost variances, by program, is presented below:

Table 1:

2022 Forecast Program Levy Operating Surplus/(Deficit)	
Social Assistance	\$ 190,800
Child Care and Early Years	\$ 10,100
Community Housing Programs	\$ 575,500
Direct-Owned Community Housing Building Operations	\$ (658,100)
Forecast Program Levy Operating Surplus	\$ 118,300

This projected surplus at the end of the second quarter is due primarily to:

- **Social Assistance:** Employment assistance benefits have been significantly less than budget in Q2, however Administration has undertaken several employment-focused initiatives which has reduced the potential Social Assistance surplus. Temporary staff vacancies during the year have also contributed to the expected surplus.
- **Community Housing Programs:** Administration expects favourable variances in the various rent supplement programs. Administration is lessening its reliance on the private market landlord rent supplement program to meet service level standards, in favour of the more flexible portable housing benefit (PHB). The private market landlord rent supplement budget allowed for 344 units per month. In Q2, the number of units per month averaged 331, and the forecast for the year is a monthly average of 320 rent supplement units. This reflects the strategy to reduce 3+ bedroom rent supplement units as they arise and seek to engage more PHBs over time. This favourable variance contributes \$455,200 to the projected program levy operating surplus.
- **Direct-Owned Community Housing Building Operations:** Repairs and maintenance expenses in Q2 have been significantly higher than budget. Increases have been experienced in nearly all areas including doors and windows, electrical, mechanical, and plumbing repairs. As well, the housing portfolio has experienced several major incidents requiring significant restoration. Operating Services, primarily snow removal, are expected to be higher than budget due to the significant snowfalls experienced in the spring. Municipal property taxes are also higher than budget.

Highlights for the second quarter and full-year forecast to year-end, as well as detailed variance explanations, are provided in Attachment #1 - 2022 Second Quarter Financial Report.

Financial Status – Capital

At the end of 2021, the Chief Administrative Officer approved the carryforward of 32 capital projects totaling \$1,372,087. Total capital expenditures and commitments on these carryforward projects, for the period ended June 30, 2022, were \$1,201,631.

The Board-approved capital budget for 2022 was \$4,237,900 representing 82 projects. Total capital expenditures and commitments on the projects, for the period ended June 30, 2022, were \$134,486. Vacancies in key positions within the Infrastructure and Asset Management Department have resulted in delays, however, Administration expects most capital projects to be completed in the 2022 year.

Highlights for the second quarter capital expenditures and project status updates are provided in Attachment #2 – 2022 Second Quarter Financial Report – Capital.

Financial Legislative Compliance

TBDSSAB is required to file, and remit payment for, certain Federal, Provincial, and other payroll remittances and contributions, including Canada Pension Plan, Employment Insurance, Employee Income Tax, Employer Health Tax, Harmonized Sales Tax, and the Ontario Municipal Employee Retirement Savings Plan.

Attachment #3 - Fiduciary Responsibility Checklist, certified by the Director, Corporate Services Division, and the Chief Administrative Officer, indicates that all filings and remittances were made in accordance with the established requirements and timelines, and that TBDSSAB is compliant with all applicable labour laws.

TBDSSAB is also required to file, and submit, certain financial and program reports to the Province, in accordance with its various funding agreements. All reports were filed in accordance with the established requirements and timelines.

STRATEGIC PLAN IMPACT

This Report relates to the Board's strategic direction of Financial Stewardship, with a focus on ensuring accountability of TBDSSAB resources.

FINANCIAL IMPLICATIONS



There are no direct financial implications associated with this Report.

CONCLUSION

It is concluded that the 2022 Second Quarter Financial Report indicates a year-to-date net deficit of \$480,600, with a forecast program levy operating surplus for the year of \$118,300, or 0.5% of the 2022 Levy.

REFERENCE MATERIALS

- Attachment #1 [2022 Second Quarter Financial Report - Operating](#)
- #2 [2022 Second Quarter Financial Report – Capital](#)
- #3 [Fiduciary Responsibility Checklist](#)

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

**2022 SECOND QUARTER
FINANCIAL REPORT**

Operating Budget



INTRODUCTION

A financial report is prepared and reported to The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) quarterly to provide a comparison of year-to-date and forecast revenues and expenses to the Board-approved budget and includes an explanation of significant variances to the approved budget, by program area.

This Report is provided on the same basis that Provincial funding is provided, and matches the annual budget format, where certain accruals for potential future employee entitlements are not considered and are only funded when paid, and purchases of capital assets are reported as expenditures in the year purchased. This Report will identify any anticipated program levy operating surplus, or deficit, for the year.

EXECUTIVE SUMMARY

Reflecting results for the 6-month period ending June 30, 2022, this Report provides an indication of TBDSSAB's financial status for the year, and identification of any significant variances from the 2022 approved Operating Budget.

Overall, from an operating levy perspective, Administration is forecasting it to be under budget by \$118,300 for the 2022 year. Table 1 provides a breakdown of the forecast year-end variances, by program.

Table 1:

2022 Forecast Program Levy Operating Surplus/(Deficit)	
Social Assistance	\$ 190,800
Child Care and Early Years	\$ 10,100
Community Housing Programs	\$ 575,500
Direct-Owned Community Housing Building Operations	\$ (658,100)
Forecast Program Levy Operating Surplus	\$ 118,300



Table 2 shows the 2022 Operating Budget revenue and expenditures, second quarter variances, and year-end projections.

Table 2:

Description	Year-To-Date				Year 2022			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
Financing								
Levy to municipalities & TWOMO	11,527.2	11,527.2	-	0.0%	23,054.3	23,054.3	-	0.0%
Federal grants	6,045.1	4,211.5	(1,833.6)	-30.3%	12,090.2	15,686.0	3,595.8	29.7%
Provincial grants	27,299.2	26,103.7	(1,195.4)	-4.4%	54,598.3	56,359.1	1,760.8	3.2%
Rents	5,551.1	5,702.4	151.3	2.7%	11,102.1	11,342.5	240.4	2.2%
Other revenue	206.1	156.0	(50.1)	-24.3%	412.2	442.5	30.3	7.4%
Interest on unrestricted funds	50.0	50.0	-	0.0%	100.0	100.0	-	0.0%
Interest on restricted funds	361.3	217.8	(143.5)	-39.7%	722.6	500.0	(222.6)	-30.8%
From (to) reserve funds	(1,488.6)	(1,500.0)	(11.5)	0.8%	(2,977.1)	(2,764.5)	212.6	-7.1%
Prior year surplus	-	-	-	n/a	-	409.3	409.3	n/a
Total Financing	49,551.3	46,468.6	(3,082.7)	-6.2%	99,102.6	105,129.2	6,026.6	6.1%
Expenses								
Personnel services	7,085.5	6,590.1	495.4	7.0%	14,170.9	13,874.3	296.6	2.1%
Interest on long-term debt	143.1	142.2	0.9	0.6%	286.1	274.8	11.3	3.9%
Materials	9,206.5	8,944.5	261.9	2.8%	18,412.9	19,497.1	(1,084.2)	-5.9%
Contract services	130.5	177.5	(47.0)	-36.0%	260.9	380.5	(119.6)	-45.8%
Rents and financial expenses	97.2	65.0	32.2	33.1%	194.3	184.4	9.9	5.1%
External transfers	31,618.7	29,730.5	1,888.2	6.0%	63,237.3	68,257.8	(5,020.5)	-7.9%
Loan principal repayment	1,270.1	1,299.5	(29.4)	-2.3%	2,540.2	2,542.0	(1.8)	-0.1%
Total Expenses	49,551.3	46,949.2	2,602.1	5.3%	99,102.6	105,010.9	(5,908.3)	-6.0%
Excess (Deficiency) of Revenues over Expenses	-	(480.6)	(480.6)	n/a	-	118.3	118.3	n/a



2022 SECOND QUARTER OPERATING BUDGET RESULTS

The Second Quarter Report provides an indication of TBDSSAB's financial status as at June 30, 2022, and a projection for the year, and identifies any significant variances from the 2022 Operating Budget. Overall, in Q2, TBDSSAB recorded a net deficit of \$480,600, and a surplus of \$118,300, or 0.5% of the 2022 Levy, is projected to year-end.

A. Board and Office of the Chief Administrative Officer

This section includes expenses associated with the Board, and Office of the Chief Administrative Officer (CAO), including Human Resources.

Table 3:

Description	Year-To-Date				Year 2022			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
Allocation								
Direct-owned community housing building operations	156.0	157.6	1.6	1.0%	312.0	311.2	(0.8)	-0.3%
Ontario Works	323.0	324.3	1.3	0.4%	646.0	642.2	(3.8)	-0.6%
Child care and early years programs	80.9	79.1	(1.8)	-2.2%	161.8	157.7	(4.1)	-2.5%
Housing programs	113.2	111.4	(1.8)	-1.6%	226.3	222.1	(4.2)	-1.9%
Total Allocation	673.1	672.3	(0.8)	-0.1%	1,346.1	1,333.2	(12.9)	-1.0%
Expenses								
Personnel services	529.0	528.2	0.7	0.1%	1,057.9	1,052.5	5.4	0.5%
Materials	104.0	104.3	(0.4)	-0.4%	207.9	198.9	9.0	4.3%
Contract services	40.2	39.7	0.4	1.0%	80.3	81.8	(1.5)	-1.9%
Total Expenses	673.1	672.3	0.8	0.1%	1,346.1	1,333.2	12.9	1.0%
Excess (Deficiency) of Revenues over Expenses	-	-	-	n/a	-	-	-	n/a

Table 3, above, shows the 2022 Operating Budget revenues and expenditures, second quarter variances and year-end projections for the Board and Office of the CAO.

Expenses related to the Board and Office of the CAO are allocated to programs as Internal Administration Allocation, based on a predetermined weighting approved through the annual Operating Budget. The forecast for Board and Office of the CAO expenses is materially on budget.

B. Corporate Services

Corporate Services includes costs associated with Purchasing, Finance, Information Services, and Infrastructure and Asset Management.

Table 4:

Description	Year-To-Date				Year 2022			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
Allocation								
Direct-owned community housing building operations	697.2	749.4	52.2	7.5%	1,394.4	1,431.5	37.1	2.7%
Ontario Works	1,087.9	1,135.7	47.8	4.4%	2,175.8	2,158.9	(16.9)	-0.8%
Child care and early years programs	64.2	65.6	1.5	2.3%	128.3	128.0	(0.3)	-0.2%
Housing programs	116.5	119.0	2.5	2.1%	233.0	232.8	(0.2)	-0.1%
Total Allocation	1,965.8	2,069.7	104.0	5.3%	3,931.5	3,951.2	19.7	0.5%
Financing								
Levy to municipalities and TWOMO	(50.0)	(50.0)	-	0.0%	(100.0)	(100.0)	-	0.0%
Interest on unrestricted funds	50.0	50.0	-	0.0%	100.0	100.0	-	0.0%
Interest on restricted funds	361.3	217.8	(143.5)	-39.7%	722.6	500.0	(222.6)	-30.8%
Other revenue	0.8	0.1	(0.6)	-80.5%	1.5	1.7	0.2	13.3%
From (to) reserve funds	(361.3)	(217.8)	143.5	-39.7%	(722.6)	(500.0)	222.6	-30.8%
Total Financing	0.8	0.1	(0.6)	-80.5%	1.5	1.7	0.2	13.3%
Expenses								
Personnel services	1,351.8	1,214.0	137.8	10.2%	2,703.6	2,576.7	126.9	4.7%
Materials	583.5	736.8	(153.4)	-26.3%	1,166.9	1,185.0	(18.1)	-1.6%
Contract services	44.8	137.6	(92.8)	-207.1%	89.6	218.5	(128.9)	-143.9%
Rents and financial expenses	6.8	1.7	5.1	75.0%	13.5	13.3	0.2	1.5%
Total Expenses	1,986.8	2,090.2	(103.4)	-5.2%	3,973.6	3,993.5	(19.9)	-0.5%
Recoveries								
From HQ building operations	20.3	20.3	-	0.0%	40.6	40.6	-	0.0%
Total Expenses Less Recoveries	1,966.5	2,069.9	(103.4)	-5.3%	3,933.0	3,952.9	(19.9)	-0.5%
Excess (Deficiency) of Revenues over Expenses	-	-	-	n/a	-	-	-	n/a

Table 4, above, shows the 2022 Operating Budget revenues and expenditures, second quarter variances and year-end projections for Corporate Services.

Expenses related to Corporate Services are allocated to programs as Internal Administration Allocation, based on a predetermined weighting approved through the annual Operating Budget. Expense highlights for Q2 and the full-year forecast include:

Personnel Services	Forecast \$126,900 (4.7%) favourable
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Personnel Services expenses were lower than budget in Q2 and are forecast to be under budget by \$126,900 at year-end due to temporarily vacant positions throughout the year. All positions are now filled or are in the recruitment process.



Contract Services	Forecast \$128,900 (143.9%) unfavourable
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As a result of the temporarily vacant position identified above, Administration has contracted with several Vendors of Record to develop schematic designs and provide contract management for certain capital projects during the year. Also, Administration has contracted with a consultant to perform a physical security audit of TBDSSAB properties. This unfavourable variance is allocated directly to the Direct-Owned Community Housing Building Operations program area.

C. Office Headquarters Building Operations

Table 5, below, shows the 2022 Operating Budget revenues and expenditures, second quarter variances and year-end projections for the Office Headquarters Building Operations.

Table 5:

Description	Year-To-Date				Year 2022			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
Allocation								
Direct-owned community housing building operations	125.5	125.5	-	0.0%	250.9	250.9	-	0.0%
Ontario Works	480.9	480.9	-	0.0%	961.8	961.8	-	0.0%
Child care and early years programs	34.9	34.9	-	0.0%	69.7	69.7	-	0.0%
Housing programs	55.8	55.8	-	0.0%	111.5	111.5	-	0.0%
Total Allocation	697.0	697.0	-	0.0%	1,393.9	1,393.9	-	0.0%
Financing								
Other revenue	1.8	0.5	(1.3)	-71.7%	3.5	3.5	-	0.0%
From (to) reserve funds	(99.6)	(99.6)	-	0.0%	(199.1)	(199.1)	-	0.0%
Imputed rent adjustment	(106.3)	(133.7)	(27.4)	25.8%	(212.6)	(219.0)	(6.4)	3.0%
Total Financing	(204.1)	(232.8)	(28.7)	14.0%	(408.2)	(414.6)	(6.4)	1.6%
Expenses								
Interest on long-term debt	49.2	50.3	(1.1)	-2.1%	98.4	91.3	7.1	7.2%
Materials	264.8	236.6	28.2	10.7%	529.6	530.3	(0.7)	-0.1%
Loan principal repayment	148.5	147.0	1.5	1.0%	297.0	297.0	-	0.0%
Internal administrative expense	30.4	30.4	-	0.0%	60.7	60.7	-	0.0%
Total Expenses	492.9	464.2	28.7	5.8%	985.7	979.3	6.4	0.6%
Excess (Deficiency) of Revenues over Expenses	-	-	-	n/a	-	-	-	n/a

Expenses related to Office Headquarters Building Operations are allocated to programs as an Imputed Rent, based on a predetermined calculation approved through the annual Operating Budget. Overall, expenses were under budget in Q2 but are forecast to be materially on budget at year-end.

D. Integrated Social Services Program Support

Integrated Social Services (ISS) Program Support includes costs associated with integrated program eligibility, policy and data research, and the shared intake and reception area located at TBDSSAB headquarters.

Table 6, below, shows the 2022 Operating Budget revenues and expenditures, second quarter variances and year-end projections for ISS Program Support.

Table 6:

Description	Year-To-Date				Year 2022			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
Allocation								
Direct-owned community housing building operations	84.4	76.6	(7.8)	-9.3%	168.8	163.1	(5.7)	-3.4%
Ontario Works	489.8	402.4	(87.3)	-17.8%	979.5	907.5	(72.0)	-7.4%
Child care and early years programs	181.4	163.4	(18.0)	-9.9%	362.7	351.7	(11.0)	-3.0%
Housing programs	236.4	212.6	(23.8)	-10.1%	472.7	454.9	(17.8)	-3.8%
Total Allocation	991.9	854.9	(136.9)	-13.8%	1,983.7	1,877.2	(106.5)	-5.4%
Financing								
Other revenue	-	-	-	n/a	-	40.0	40.0	n/a
Total Financing	-	-	-	n/a	-	40.0	40.0	n/a
Expenses								
Personnel services	1,107.4	994.0	113.4	10.2%	2,214.8	2,150.4	64.4	2.9%
Materials	28.1	7.3	20.8	73.9%	56.2	42.9	13.3	23.7%
Contract services	-	-	-	n/a	-	-	-	n/a
Total Expenses	1,135.5	1,001.3	134.2	11.8%	2,271.0	2,193.3	77.7	3.4%
Recoveries								
From homelessness programs	143.7	146.4	(2.7)	-1.9%	287.3	276.1	11.2	3.9%
Total Expenses Less Recoveries	991.9	854.9	136.9	13.8%	1,983.7	1,917.2	66.5	3.4%
Excess (Deficiency) of Revenues over Expenses	-	-	-	n/a	-	-	-	n/a

Expenses related to ISS Program Support are allocated to programs as Internal Administration Allocation, based on a predetermined weighting approved through the annual Operating Budget. Expense highlights for Q2 and the full-year forecast include:

Personnel Services	Forecast \$64,400 (2.9%) favourable
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Personnel Services costs were less than budget in Q2 and are forecast to be under budget by \$64,400 at year-end, due to temporarily vacant positions. All positions are now filled or are in the recruitment process.

E. Social Assistance

Through the Ontario Works (OW) program, TBDSSAB provides short-term social assistance to, or on behalf of, eligible individuals and families in the form of financial and employment benefits to assist recipients to reach financial independence through employment.

Table 7, below, shows the 2022 Operating Budget revenues and expenditures, second quarter variances and year-end projections for the OW program. Overall, OW program expenses were lower than budget in Q2, and are forecast to be lower than budget by \$672,700 at year-end resulting in a levy surplus of \$190,800.

Table 7:

Description	Year-To-Date				Year 2022			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
Financing								
Levy to municipalities & TWOMO	1,844.5	1,844.5	-	0.0%	3,688.9	3,688.9	-	0.0%
Provincial grants	15,122.4	14,761.4	(360.9)	-2.4%	30,244.7	29,758.4	(486.3)	-1.6%
Other revenues	-	-	-	n/a	-	-	-	n/a
From (to) reserve funds	-	-	-	n/a	-	-	-	n/a
Imputed rent adjustment	73.4	92.3	18.9	25.8%	146.7	151.1	4.4	3.0%
Total Financing	17,040.2	16,698.1	(342.0)	-2.0%	34,080.3	33,598.4	(481.9)	-1.4%
Expenses								
Personnel services	1,978.6	1,803.1	175.4	8.9%	3,957.1	3,847.6	109.5	2.8%
Materials	276.4	169.6	106.8	38.6%	552.7	489.7	63.0	11.4%
Contract services	5.0	-	5.0	100.0%	10.0	10.0	-	0.0%
Rents and financial expenses	56.4	49.5	6.9	12.3%	112.8	105.5	7.3	6.5%
External transfers	12,339.1	12,088.3	250.8	2.0%	24,678.2	24,286.4	391.8	1.6%
Internal administration allocation	1,964.1	1,925.8	38.2	1.9%	3,928.1	3,835.4	92.7	2.4%
Imputed rent recovery	480.9	480.9	-	0.0%	961.8	961.8	-	0.0%
Total Expenses	17,100.4	16,517.2	583.2	3.4%	34,200.7	33,536.4	664.3	1.9%
Recoveries								
From homelessness programs	60.2	70.0	9.8	16.2%	120.4	128.8	8.4	7.0%
Total Expenses Less Recoveries	17,040.2	16,447.2	592.9	3.5%	34,080.3	33,407.6	672.7	2.0%
Excess (Deficiency) of Revenues over Expenses	-	250.9	250.9	n/a	-	190.8	190.8	n/a

Provincial grants are determined by applying the various cost-sharing formulae to actual expenses. Expense highlights for Q2 and the full-year forecast include:

Personnel Services	Forecast \$109,500 (2.8%) favourable
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Personnel Services costs were less than budget in Q2 and are forecast to be under budget by \$109,500 at year-end, due to temporarily vacant positions. All positions are now filled or are in the recruitment process.



External Transfers	Forecast \$391,800 (1.6%) favourable
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Administration expects the OW caseload to return to the regular cyclical trend in 2022 and based on the Q2 experience this would result in financial assistance to recipients being \$300,000 less than budget. OW financial assistance benefits are 100% Provincially funded so there is no financial impact on the levy.

Employment assistance benefits have been significantly less than budget in Q2, however Administration has undertaken several employment-focused initiatives which has reduced the expected surplus to \$91,800. Administration will continue to explore opportunities to connect OW participants with employment supports to maximize the available funding and support employment outcomes.

Internal Administration Allocation	Forecast \$92,700 (2.4%) favourable
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Internal Administration is comprised of Board, Office of the CAO, Corporate Services, and ISS Program Support. These costs are allocated to programs based on a predetermined weighting approved through the annual Operating Budget. Further variance explanation was provided above.

F. Child Care and Early Years

TBDSSAB is the service system manager for child care and early years' services in the District of Thunder Bay and administers child care and EarlyON programs to create a comprehensive, consistent, quality-driven system to support children and families.

The following significant events have impacted, or will impact, the financial performance within the child care and early years' programs:

- Canada-Wide Early Learning and Child Care (CWELCC) – The Province of Ontario signed on to the Federal government's national affordable child care program in April. Through the CWELCC, Service Managers will receive funding to provide to participating licensees in order to reduce parent fees and increase workforce compensation. Administration is working with the Province and other Service Managers to develop the tools to enable an effective implementation. Administration is also working closely with child care operators to disseminate a fulsome understanding of program requirements.

Table 8, below, shows the 2022 Operating Budget revenues and expenditures, second quarter variances, and year-end projections for child care and early years' programs. Overall, child care and early years' program expenses were lower than budget in Q2 but are forecast to be higher than budget by \$3.6 million at year-end due to the introduction of the CWELCC. Since the CWELCC is 100% federally funded, there is no levy impact anticipated.



Table 8:

Description	Year-To-Date				Year 2022			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
Financing								
Levy to municipalities & TWOMO	837.6	837.6	-	0.0%	1,675.1	1,675.1	-	0.0%
Federal grants	997.6	476.5	(521.1)	-52.2%	1,995.2	5,636.3	3,641.1	182.5%
Provincial grants	7,727.2	6,425.0	(1,302.2)	-16.9%	15,454.4	15,438.3	(16.1)	-0.1%
From (to) reserve funds	-	-	-	n/a	-	-	-	n/a
Imputed rent adjustment	5.3	6.7	1.4	26.1%	10.6	11.0	0.4	3.8%
Total Financing	9,567.7	7,745.7	(1,821.9)	-19.0%	19,135.3	22,760.7	3,625.4	18.9%
Expenses								
Personnel services	218.9	213.6	5.3	2.4%	437.8	435.5	2.3	0.5%
Materials	18.4	27.1	(8.7)	-47.1%	36.8	36.2	0.6	1.6%
Contract services	0.5	-	0.5	100.0%	1.0	-	1.0	100.0%
External transfers	8,968.6	7,153.0	1,815.6	20.2%	17,937.2	21,571.8	(3,634.6)	-20.3%
Internal administration allocation	438.9	420.5	18.3	4.2%	877.7	862.3	15.4	1.8%
Imputed rent recovery	34.9	34.9	-	0.0%	69.7	69.7	-	0.0%
Total Expenses	9,680.1	7,849.1	1,831.0	18.9%	19,360.2	22,975.5	(3,615.3)	-18.7%
Recoveries								
Other recoveries	112.5	112.5	-	0.0%	224.9	224.9	-	0.0%
Total Expenses Less Recoveries	9,567.7	7,736.6	1,831.0	19.1%	19,135.3	22,750.6	(3,615.3)	-18.9%
Excess (Deficiency) of Revenues over Expenses	-	9.1	9.1	n/a	-	10.1	10.1	n/a

Federal and Provincial grants are determined by applying the various cost-sharing formulae to actual expenses. Expense highlights for Q2 and the full-year forecast include:

External Transfers	Forecast \$3,634,600 (20.3%) unfavourable
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External transfers for child care and early years were less than budget in Q2 but are expected to be higher than budget at year-end due to implementation of the CWELCC. The additional CWELCC expense is 100% federally funded and will not impact the levy. Administration is working through the process to implement the CWELCC. A further breakdown of External Transfers is provided in Table 9, below:



Table 9:

Description	Year-To-Date				Year 2022			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
External Transfers								
Fee Subsidy	2,250.0	1,523.3	726.7	32.3%	4,500.0	2,537.2	1,962.8	43.6%
Special Needs	795.3	795.0	0.3	0.0%	1,590.6	1,567.0	23.6	1.5%
General Operating	2,801.7	2,240.4	561.3	20.0%	5,603.4	7,566.2	(1,962.8)	-35.0%
Occupancy Incentive	150.0	-	150.0	100.0%	300.0	300.0	-	0.0%
Wage Enhancement	612.6	907.4	(294.8)	-48.1%	1,225.2	1,244.8	(19.6)	-1.6%
Other	156.8	64.8	92.0	58.7%	313.6	316.9	(3.3)	-1.1%
Workforce Funding	522.3	29.8	492.5	94.3%	1,044.5	1,044.5	-	0.0%
Federal Safe Restart	-	21.4	(21.4)	n/a	-	21.4	(21.4)	n/a
EarlyON	1,091.3	1,009.5	81.8	7.5%	2,182.5	2,182.5	-	0.0%
Journey Together	588.7	561.5	27.2	4.6%	1,177.4	1,150.2	27.2	2.3%
CWELCC	-	-	-	n/a	-	3,641.1	(3,641.1)	n/a
Total	8,968.6	7,153.0	1,815.6	20.2%	17,937.2	21,571.8	(3,634.6)	-20.3%

Utilization of Fee Subsidy had been trending lower in 2022 and the CWELCC fee reduction will further reduce the amount of Fee Subsidy provided to Child Care Operators. This favourable variance will be redistributed to Operators in the form of General Operating subsidy.

G. Housing Programs

TBDSSAB is the service system manager for various housing and homelessness programs and services in the District of Thunder Bay. TBDSSAB supports 929 housing units operated by non-profit housing providers, and over 600 units through rent supplement agreements.

The following significant events have impacted, or will impact, the financial performance within Housing Programs:

- Homelessness Prevention Program (HPP) – Effective April 1, 2022, the HPP consolidates the Community Homelessness Prevention Initiative (CHPI), Home for Good (HFG), and the Strong Communities Rent Supplement Program into a single, more flexible, program.

Table 10, below, shows the 2022 Operating Budget revenues and expenditures, second quarter variances and year-end projections for Housing Programs.



Table 10:

Description	Year-To-Date				Year 2022			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
Financing								
Levy to municipalities & TWOMO	4,682.3	4,682.3	-	0.0%	9,364.5	9,364.5	-	0.0%
Federal grants	3,810.8	2,497.1	(1,313.7)	-34.5%	7,621.6	7,573.8	(47.8)	-0.6%
Provincial grants	4,449.6	4,916.1	466.5	10.5%	8,899.2	11,159.9	2,260.7	25.4%
Other revenue	65.0	42.0	(23.0)	-35.4%	130.0	132.1	2.1	1.6%
From (to) reserve funds	155.0	-	(155.0)	-100.0%	310.0	300.0	(10.0)	-3.2%
Prior year surplus	-	-	-	n/a	-	409.3	409.3	n/a
Imputed rent adjustment	8.5	10.7	2.2	25.8%	17.0	17.5	0.5	2.9%
Total Financing	13,171.2	12,148.1	(1,023.0)	-7.8%	26,342.3	28,957.1	2,614.8	9.9%
Expenses								
Personnel services	218.3	218.3	(0.0)	0.0%	436.5	480.3	(43.8)	-10.0%
Materials	1,146.8	55.0	1,091.8	95.2%	2,293.5	2,536.7	(243.2)	-10.6%
Contract services	35.0	0.2	34.8	99.6%	70.0	60.2	9.8	14.0%
Rents and financial expenses	-	-	-	n/a	-	-	-	n/a
External transfers	10,310.3	10,486.3	(176.0)	-1.7%	20,620.5	22,395.8	(1,775.3)	-8.6%
Internal administration allocation	1,638.7	1,579.1	59.6	3.6%	3,277.4	3,361.1	(83.7)	-2.6%
Imputed rent recovery	55.8	55.8	-	0.0%	111.5	111.5	-	0.0%
Total Expenses	13,404.7	12,394.6	1,010.1	7.5%	26,809.4	28,945.6	(2,136.2)	-8.0%
Recoveries								
From housing programs	149.9	115.8	(34.0)	-22.7%	299.7	404.0	104.3	34.8%
From homelessness programs	83.7	82.0	(1.7)	-2.0%	167.4	160.0	(7.4)	-4.4%
Total Expenses Less Recoveries	13,171.2	12,196.7	974.4	7.4%	26,342.3	28,381.6	(2,039.3)	-7.7%
Excess (Deficiency) of Revenues over Expenses	-	(48.6)	(48.6)	n/a	-	575.5	575.5	n/a

Overall, Housing Program expenses were lower than budget in Q2, but are forecast to be higher than budget by \$2,039,300 at year-end. However, at this time a program levy operating surplus of \$575,500 is expected.

Federal and Provincial grants are determined by applying various cost-sharing formulae to actual expenses. Expense highlights for Q2 and the full-year forecast include:

Materials	Forecast \$243,200 (10.6%) unfavourable
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Materials were lower than budget in Q2 but are expected to be \$243,200 higher than budget at year-end. A further breakdown of this variance is provided in Table 11, below:

Table 11:

Description	Year-To-Date				Year 2022			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
Materials								
OPHI	200.3	-	200.3	100.0%	400.5	900.5	(500.0)	-124.8%
COCHI	933.6	36.5	897.1	96.1%	1,867.1	1,613.3	253.8	13.6%
Other	13.0	18.5	(5.5)	-42.8%	25.9	22.9	3.0	11.6%
Total	1,146.8	55.0	1,091.8	95.2%	2,293.5	2,536.7	(243.2)	-10.6%



Ontario Priorities Housing Initiative (OPHI) funds, expected to be spent on the Bertrand Court regeneration project in 2021, have been redirected to various projects within the approved 2022 TBDSSAB Capital Budget. The favourable variance in the Canada-Ontario Community Housing Initiative (COCHI) is due to anticipated timing of project completions. OPHI and COCHI are funded 100% by the Federal and Provincial governments.

External Transfers **Forecast \$1,775,300 (8.6%) unfavourable**

External transfers for Housing Programs were higher than budget in Q2 and are expected to be \$1,775,300 higher than budget at year-end. A further breakdown of this variance is provided in Table 12, below:

Table 12:

Description	Year-To-Date				Year 2022			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
External Transfers								
Provincial Reformed	3,042.4	3,103.6	(61.2)	-2.0%	6,084.8	5,970.5	114.3	1.9%
Urban Native housing program	607.2	702.4	(95.2)	-15.7%	1,214.3	1,287.2	(72.9)	-6.0%
Private landlord rent supplement	1,459.2	1,263.7	195.5	13.4%	2,918.4	2,510.3	408.1	14.0%
Non-profit rent supplement	383.2	379.0	4.2	1.1%	766.4	749.0	17.4	2.3%
Strong Communities rent supplement	214.2	193.2	20.9	9.8%	428.3	387.2	41.1	9.6%
Portable Housing Benefit	299.7	255.9	43.8	14.6%	599.4	569.7	29.7	5.0%
IAH Rent Supplement	60.2	46.9	13.3	22.1%	120.4	109.4	11.0	9.1%
IAH Ontario Renovates	-	4.5	(4.5)	n/a	-	4.6	(4.6)	n/a
IAH-SIF housing allowance	42.6	24.7	17.9	42.0%	85.1	54.5	30.6	36.0%
OPHI Ontario Renovates	382.4	36.2	346.2	90.5%	764.8	834.8	(70.0)	-9.2%
COCHI capital repairs	-	-	-	n/a	-	-	-	n/a
COCHI rent supplement	365.4	298.7	66.7	18.2%	730.8	665.9	64.9	8.9%
COCHI transitional operating	45.5	45.5	(0.1)	-0.1%	90.9	90.9	-	0.0%
Reaching Home	30.0	23.9	6.2	20.5%	60.0	62.1	(2.1)	-3.5%
CHPI	1,479.4	1,776.1	(296.7)	-20.1%	2,958.8	3,241.4	(282.6)	-9.6%
SSRF	1,320.4	1,780.2	(459.9)	-34.8%	2,640.7	4,750.1	(2,109.4)	-79.9%
Home for Good	578.7	551.9	26.8	4.6%	1,157.4	1,108.2	49.2	4.3%
Total	10,310.3	10,486.3	(176.0)	-1.7%	20,620.5	22,395.8	(1,775.3)	-8.6%

The unfavorable variance is mainly due to additional Social Services Relief Fund (SSRF) funding that was not known when the 2022 Budget was developed. The SSRF allocations are 100% Provincially funded and do not impact the levy.

Administration expects favourable variances in the various rent supplement programs. Administration is lessening its reliance on the private market landlord rent supplement program to meet service level standards, in favour of the more flexible portable housing benefit (PHB). The private market landlord rent supplement budget allowed for 344 units per month. In Q2, the number of units per month averaged 331, and the forecast for the year is a monthly average of 320 rent supplement units. This reflects the strategy to reduce 3+ bedroom rent supplement units as they arise and seek to engage more PHBs over time. This favourable variance contributes \$455,200 to the projected program levy operating surplus.

H. Direct-Owned Community Housing Building Operations

TBDSSAB operates and maintains 2,493 direct-owned housing units throughout the District of Thunder Bay. Table 13, below, shows the 2022 Operating Budget revenues and expenditures, second quarter variances, and year-end projections for direct-owned Community Housing building operations.

Overall, direct-owned Community Housing building operation expenses were more than budget in Q2 and are expected to be \$892,600 higher than budget at year-end; however, this unfavourable amount is somewhat offset due to higher rent revenues, resulting in a program levy operating deficit of \$658,100 expected by year end.

Table 13:

Description	Year-To-Date				Year 2022			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
Financing								
Levy to municipalities & TWOMO	4,212.9	4,212.9	-	0.0%	8,425.8	8,425.8	-	0.0%
Federal grants	1,236.7	1,238.0	1.3	0.1%	2,473.4	2,475.9	2.5	0.1%
Provincial grants	-	1.3	1.3	n/a	-	2.5	2.5	n/a
Rents	5,551.1	5,702.4	151.3	2.7%	11,102.1	11,342.5	240.4	2.2%
Other revenue	138.6	113.4	(25.2)	-18.2%	277.2	265.2	(12.0)	-4.3%
From (to) reserve funds	(1,182.7)	(1,182.7)	-	0.0%	(2,365.4)	(2,365.4)	-	0.0%
Imputed rent adjustment	19.2	24.1	4.9	25.7%	38.3	39.4	1.1	2.9%
Total Financing	9,975.7	10,109.2	133.5	1.3%	19,951.4	20,185.9	234.5	1.2%
Expenses								
Personnel services	1,681.6	1,618.8	62.8	3.7%	3,363.2	3,331.3	31.9	0.9%
Interest on long-term debt	93.9	91.9	1.9	2.0%	187.7	183.5	4.2	2.2%
Materials	6,784.7	7,607.8	(823.2)	-12.1%	13,569.3	14,477.4	(908.1)	-6.7%
Contract services	5.0	-	5.0	100.0%	10.0	10.0	-	0.0%
Rents and financial expenses	34.0	13.8	20.2	59.5%	68.0	65.6	2.4	3.5%
External transfers	0.7	2.9	(2.2)	-312.1%	1.4	3.8	(2.4)	-171.4%
Loan principal repayment	1,121.6	1,152.5	(30.9)	-2.8%	2,243.2	2,245.0	(1.8)	-0.1%
Internal administration allocation	937.6	983.5	(45.9)	-4.9%	1,875.2	1,905.8	(30.6)	-1.6%
Imputed rent recovery	125.5	125.5	-	0.0%	250.9	250.9	-	0.0%
Total Expenses	10,784.5	11,596.7	(812.3)	-7.5%	21,568.9	22,473.3	(904.4)	-4.2%
Recoveries								
From Non-Profit rent supplement	557.1	539.8	(17.2)	-3.1%	1,114.1	1,113.8	(0.3)	0.0%
From IAH rent supplement	27.4	30.0	2.6	9.6%	54.8	64.4	9.6	17.5%
From HFG housing allowance	3.0	4.3	1.4	46.1%	5.9	8.4	2.5	42.4%
Recovery from Ontario Works progra	63.4	63.4	-	0.0%	126.8	126.8	-	0.0%
Recovery from homelessness progra	105.7	105.7	-	0.0%	211.3	211.3	-	0.0%
Recovery from homelessness progra	42.3	42.3	-	0.0%	84.5	84.5	-	0.0%
Recovery from building overhead	10.1	10.1	-	0.0%	20.1	20.1	-	0.0%
Total Expenses Less Recoveries	9,975.7	10,801.2	(825.5)	-60.1%	19,951.4	20,844.0	(892.6)	-64.1%
Excess (Deficiency) of Revenues over Expenses	-	(692.0)	(692.0)	n/a	-	(658.1)	(658.1)	n/a



Highlights for Q2 and the full-year forecast include:

Rents Forecast **\$240,400 (2.2%) favourable**

Rent revenue was higher than budget in Q2 and is expected to be \$240,400 more than budget at year-end. The variance is primarily related to rent-geared-to-income (RGI) which is based on tenant incomes. The province had implemented a rent-freeze for 2021 which was lifted January 1, 2022. The impact on the housing portfolio rents has been greater than expected.

Materials Forecast **\$908,100 (6.7%) unfavourable**

Materials costs were higher than budget in Q2 and are expected to be \$908,100 higher than budget at year-end. A further breakdown of Materials is provided in Table 14, below:

Table 14:

Description	Year-To-Date				Year 2022			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
Materials								
Repairs and maintenance	924.4	1,189.8	(265.5)	-28.7%	1,848.7	2,264.7	(416.0)	-22.5%
Operating services	875.5	1,123.8	(248.3)	-28.4%	1,751.0	1,964.0	(213.0)	-12.2%
Insurance	321.6	318.7	2.9	0.9%	643.1	660.0	(16.9)	-2.6%
Gas	300.9	419.3	(118.5)	-39.4%	601.7	606.1	(4.4)	-0.7%
Electricity	855.3	1,077.9	(222.7)	-26.0%	1,710.5	1,823.9	(113.4)	-6.6%
Water	776.8	783.1	(6.3)	-0.8%	1,553.6	1,566.3	(12.7)	-0.8%
Hot water tanks	41.7	43.1	(1.4)	-3.3%	83.4	103.4	(20.0)	-24.0%
Municipal taxes	2,522.0	2,521.2	0.8	0.0%	5,044.0	5,181.4	(137.4)	-2.7%
Other	166.7	130.9	35.8	21.5%	333.3	307.6	25.7	7.7%
Total	6,784.7	7,607.8	(823.2)	-12.1%	13,569.3	14,477.4	(908.1)	-6.7%

Repairs and maintenance expenses in Q2 have been significantly higher than budget. Increases have been experienced in nearly all areas including door and window, electrical, mechanical, and plumbing repairs. Call out volume has been higher, as Administration has responded to an increased level of repair and maintenance issues. As well, the housing portfolio has experienced several major incidents requiring significant restoration. Administration will continue to monitor the repairs and maintenance and will take appropriate action to mitigate this unfavourable variance.

The unfavourable variance in operating services is driven primarily by snow removal costs, given the significant snow events that occurred in the spring. Administration is anticipating the fall snow removal requirement will be similar to previous years, however, an unfavourable variance of \$213,000 in operating services is expected by year end.

An unfavourable variance in municipal property taxes of \$137,400 will occur as the municipal tax rates were higher than expected. And utilities costs, specifically electricity,



are expected to be \$130,500 higher than budget as a result of higher consumption levels experienced to date.

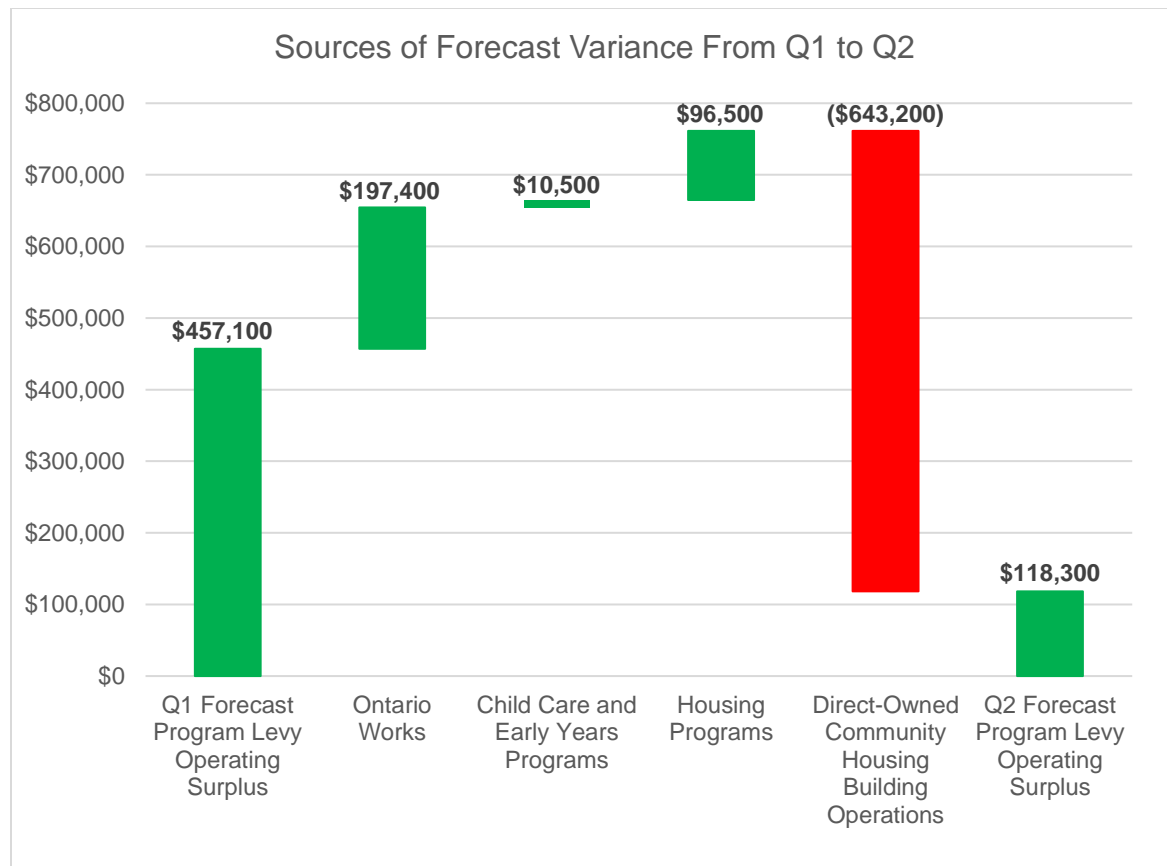
Internal Administration Allocation Forecast \$30,600 (1.6%) unfavourable

Internal Administration is comprised of Board and Office of the CAO, Corporate Services, and ISS Program Support. These costs are allocated to programs based on a predetermined weighting approved through the annual Operating Budget. Further variance explanation is provided above.

CONCLUSION

The 2022 First Quarter Financial Report identified a forecast program levy operating surplus of \$457,100 with Community Housing Programs accounting for \$479,000, offset by Social Assistance (\$6,600), Child Care and Early Years (\$400), and Direct-Owned Community Housing Building Operations (\$14,900).

Through the 2022 Second Quarter Financial Report, Administration is projecting a program levy operating surplus of \$118,300 for the 2022 year. The chart below summarizes the change in estimates from Q1 to Q2, by program.





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

**2022 SECOND QUARTER
FINANCIAL REPORT**

Capital Budget



INTRODUCTION

On December 16, 2021, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) approved the 2022 Capital Budget which included 82 projects totaling \$4,237,900. This includes individual capital projects in the direct-owned community housing portfolio (\$4,172,900), and TBDSSAB Headquarters (\$65,000).

In 2022, the Capital Budget is financed from the Housing Portfolio Capital Reserve Fund, the Office Building Reserve Fund, the Canada-Ontario Community Housing Initiative (COCHI) and the Ontario Priorities Housing Initiative (OPHI).

Also, subsequent to the 2021 year-end process, the Chief Administrative Officer (CAO) approved 32 capital projects, totaling \$1,372,087, from the 2021 Capital Budget to be carried forward and completed in 2022.

A financial report is prepared and reported to the Board quarterly to provide a comparison of year-to-date status of the various components of the approved Capital budget.

2022 SECOND QUARTER CAPITAL BUDGET RESULTS

Reflecting results for the six-month period ending June 30, 2022, this Report provides an indication of TBDSSAB's financial status in relation to the 2022 approved Capital Budget.

Overall, in Q2, TBDSSAB has spent or committed \$1,336,117 towards capital projects (2022 Approved Capital Budget and Carryforward projects).

A. 2022 Carryforward Projects

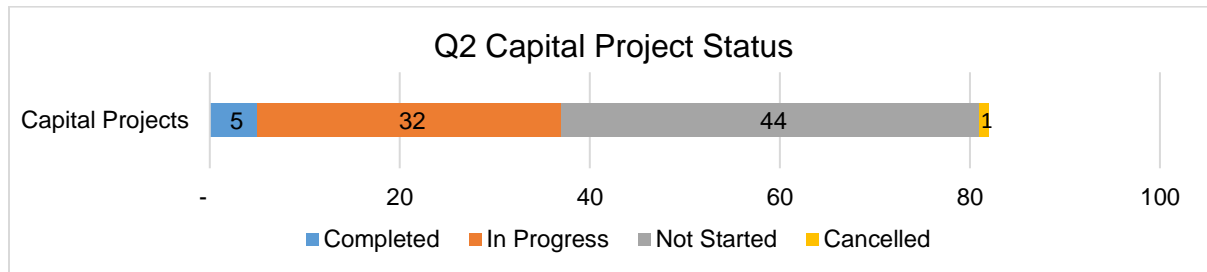
Through the 2021 year-end process, the CAO approved the carryforward of 32 capital projects totaling \$1,372,087. At June 30, 2022, TBDSSAB had spent or committed \$1,201,631 related to 2021 capital carryforward projects. Eighteen (18) projects are complete. Of the remaining 14 projects:

- Ten (10) have been awarded with completion expected in Q3 or Q4;
- Three (3) will be tendered in Q3 with completion expected in Q4;
- One (1) will be tendered in Q3 but the work will be carried forward to 2023.

B. 2022 Individual Capital Projects

The Board approved a total Capital Budget related to individual direct-owned housing portfolio projects and the TBDSSAB Headquarters totaling \$4,237,900. Based on the approved list, each project was reviewed and scheduled throughout the year to maximize procurement efficiency and project completion based on the nature of the project.

At June 30, 2022, only \$134,486 or 3% of the approved capital budget had been spent or committed against the approved projects due to key vacancies in the Infrastructure and Asset Management Department:



Administration has retained the services of several consultants to assist in the development of project specifications. Of the 32 projects that are “in progress”, 28 have now been scoped and will be tendered/awarded early in Q3.

Highlights of Completed Projects:

- North James – interior painting and installation of fiberglass reinforced panels;
- Limbrick – replacement of 22 sump pumps;
- McLaughlin Court – installation of bird netting on 12 balconies.

It is anticipated that most of the projects will be completed by the end of the year, or significant progress will be made towards completion, minimizing the carryforward requirement. However, supply chain issues will likely result in several large projects being carried forward and completed in 2023.

CONCLUSION

At June 30, 2022, approximately 88% of the 2021 carryforward capital projects were either completed, in construction, or awarded. Administration has developed an aggressive schedule, with the intent that most 2021 capital projects, are completed during this calendar year.

Any project that has not commenced by October 15, 2022 will be reviewed, and a determination will be made whether to proceed in 2022 or to defer to future years.



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

Fiduciary Responsibility Checklist

Year: 2022

[Supporting Documents](#)

	Q1	Q2	Q3	Q4	Comments
Corporate Filings					
Canada Pension Plan Contributions	✓				
Employment Insurance Premiums	✓				
Employer Health Tax (EHT) Premiums	✓				
Income Tax Deductions	✓				
OMERS Contributions	✓	✓			
Workplace Safety and Insurance Board Premiums	✓	✓			
T4s	✓				
EHT Annual Return	✓				
Harmonized Sales Tax Rebate	✓				
Tax Filing (TBDHC)		✓			
Internal Governance					
Bank Reconciliation	✓	✓			
Listing of Cheques	✓	✓			
Debt Payments Made	✓	✓			
Insurance Renewal	✓				
Provincial Reporting					
Ontario Works Monthly Subsidy Claim (20 th of each month)	✓	✓			
OW Budget Submission		✓			
OW Mid-Year and Year-End Report		✓			
Child Care & Early Years Estimates Report					
Child Care & Early Years Financial Statement Report					
Service Manager Annual Information Return		✓			
Social Housing TWOMO Report	✓	✓			
Canada-Ontario Community Housing Initiative Report	✓	✓			
Canada-Ontario Housing Benefit	✓	✓			
Investment in Affordable Housing Report	✓	✓			
Ontario Priorities Housing Initiative Report	✓	✓			
Community Homelessness Prevention Initiative Report	✓	✓			
Social Services Relief Fund Report	✓	✓			
Home for Good Report	✓	✓			

I certify, to the best of my knowledge and belief, that the above remittances, contributions, filings, and reporting requirements were completed during the period in accordance with established requirements and timelines.

And, I certify, to the best of my knowledge and belief, that TBDSSAB is in compliance with all applicable labour laws, including the Occupational Health and Safety Act, Accessibility for Ontarians with Disabilities Act, Employment Standards Act, and Canada Labour Code.

Director - Corporate Services Division
Date

08-Jul-22

Chief Administrative Officer

08-Jul-22

Date