



Memorandum

Date: April 3, 2023
To: Members of the Board
From: William (Bill) Bradica, Chief Administrative Officer
Subject: **Establishment of Ad Hoc Situation Analysis Review Committee**

Report 2023-14 – Situation Analysis: Proposed Implementation Plan was included in the March 16, 2023 Board Meeting Agenda. This Report and accompanying Recommendation was prepared in response to a resolution passed at the November 2022 Board meeting following the presentation made by Cindy Crowe of Blue Sky Strategic Group. That resolution directed Administration to develop an implementation plan for the consultant's recommendations. A discussion was held, and the Board passed Resolution 23-32A referring the Implementation Plan back to Administration to further review the recommendations and to develop, for the Board's approval, terms of reference for an ad hoc committee.

The following resolution will be presented for consideration at the April 20, 2023 Board Meeting.

THAT with respect to the Memorandum from William Bradica, Chief Administrative Officer dated April 3, 2023, we The District of Thunder Bay Social Services Administration Board (Board) approve the establishment of the Ad Hoc Situation Analysis Review Committee of the Board with a mandate to review the Situation Analysis: Proposed Implementation Plan, with the assistance of the consultant as required;

AND THAT we approve the Terms of Reference for the Ad Hoc Situation Analysis Committee as presented;

AND THAT the following Members of The District of Thunder Bay Social Services Administration Board are appointed to the Situation Analysis Review Committee for the term ending no later than December 31, 2024;



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

1. _____
2. _____
3. _____
4. _____
5. _____.

Sincerely,

William (Bill) Bradica
Chief Administrative Officer

WB/gf

- Attachments #1 [Draft Terms of Reference - Ad Hoc Situation Analysis Committee](#)
- #2 [Resolution No. 23/32A](#)

The District of Thunder Bay Social Services Administration Board

TBDSSAB #BRD-01:157

POLICY

SECTION

BOARD - GENERAL

SUBJECT

TERMS OF REFERENCE

**Situation Analysis Review Ad-hoc
Committee**

AUTHORITY

Governance and Procedural By-law 03-2021 (as amended)
POL BRD-01:62 Board Committee and Advisory Tables
TBDSSAB Resolution No. 23/XX.

INTENT OF POLICY

The purpose of the Board's Situation Analysis Review Ad-hoc Committee is to meet to carry out its mandate to gather further information and input as needed, review the Proposed Implementation Plan, and bring forward recommendations to the Board for approval.

POLICY

MEMBERSHIP/ STRUCTURE

The Situation Analysis Review Ad-hoc Committee shall be comprised of five Board members at large.

The members of the Committee will select one member as Chair of the Committee at the first Committee meeting.

The Chief Administrative Officer (CAO), Communications and Engagement Officer and the Manager – Human Resources shall provide support to the Committee along with other Staff as determined by the CAO.

FREQUENCY OF MEETINGS

The Committee will meet no less than every three months until its mandate is complete or the end of its term, whichever occurs first.

MANDATE OF THE COMMITTEE

- 1.1 Review the Situation Analysis: Proposed Implementation Plan from Board Report No: 2023-14 as referred per Res No: 23-32A.

IMPLEMENTATION / BOARD APPROVAL DATE:

April 20, 2023

REVISION DATES(S):

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| | |
|-----------------------------------|---|
| SECTION BOARD - GENERAL | SUBJECT TERMS OF REFERENCE Situation Analysis Review Ad-hoc Committee |
|-----------------------------------|---|

- 1.2 Receive input from external parties as required to inform the work of the Committee.
- 1.3 Act as representatives on behalf of the Board in liaising with officials and other individuals.
- 1.4 Develop recommendations regarding each item identified in the Proposed Implementation Plan.
- 1.5 Report to the Board to identify the Committee's recommendations in the form of a draft revised implementation plan.
- 1.6 Modify the draft implementation plan should the Board request changes and present a final draft for the Board's approval.

Related Policies

BRD-01:82 Remuneration for Board Members

DRAFT



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

**TBDSSAB
Resolution No. 23/32A**

DATE: February 16, 2023

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Brian Hamilton

MOVED BY

Albert Aiello

SECONDED BY

CARRIED AMENDED LOST DEFERRED REFERRED

Re: Situation Analysis Proposed Implementation Plan

THAT The District of Thunder Bay Social Services Administration Board (the Board) refer Report 2023-14 back to Administration to further review the recommendations;

AND THAT the Board direct Administration to develop terms of reference for an ad hoc committee to review the recommendations and bring back to the Boards at the April meeting for approval..

Ken Boshcoff

CHAIR / VICE-CHAIR

William Bradica

CHIEF ADMINISTRATIVE OFFICER

Recorded Votes:

| MEMBER | YEAS | NAYS | MEMBER | YEAS | NAYS |
|-----------------------|------|------|----------------|------|------|
| Albert Aiello | | | Jim Vezina | | |
| Anne-Marie Bourgeault | | | Kasey Etrene | | |
| Brian Hamilton | | | Kathleen Lynch | | |
| Dominic Pasqualino | | | Ken Boshcoff | | |
| Elaine Mannisto | | | Mark Thibert | | |
| Greg Johnsen | | | Meghan Chomut | | |
| Jim Moffat | | | Nancy Gladun | | |

DISTRIBUTION: Original - Resolution Folder

cc:

| | | | |
|------------------|-------------|-----------|-------------|
| William Bradica | Compliance | Ken Ranta | Information |
| Georgina Daniels | Information | | Information |
| | Information | | Information |