



Memorandum

Date: November 21, 2023
To: Member of the Board
From: William (Bill) Bradica, Chief Administrative Officer
Subject: **Nomination and Election of 2024 Board Officers, Committee & Table Members**

In accordance with the Governance and Procedural By-law Section 3(1) and (2) and Policy No. BRD-01:62 Board Committees, appointment of the Chair, Vice Chair and appointments to Board Committees and Tables are to be made at the December Meeting and will become effective on January 2, 2024.

In order for all Board members to be considered for nomination, nominations will be called for at the December meeting.

William Bradica, Secretary, will call for nominations for the position of Chair of TBDSSAB for the term ending December 31, 2024 in accordance with O. Reg. 278/98 under the *District Social Services Administration Board Act*.

William Bradica, Secretary, will call for nominations for the position of Vice-Chair of TBDSSAB for the term ending on December 31, 2024 as per the TBDSSAB Governance & Procedural By-law.

William Bradica, Secretary, will call for nominations for the five (5) Audit Committee positions for the term ending on December 31, 2024 as per the TBDSSAB Governance & Procedural By-law.

William Bradica, Secretary, will call for nominations for the two (2) Child Care and Early Years Advisory Table Advisory Table positions.

William Bradica, Secretary, will call for nominations for the two (2) Community Homelessness Prevention Initiative Advisory Table positions.



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

If more than one Member is interested in an office or position, the Board will vote by secret ballot to select the nominee for the office.

The Following Resolution will be presented for the Board's consideration at the December 14, 2023 Board meeting:

THAT effective January 2, 2024 the position of Chair of The District of Thunder Bay Social Services Administration Board for the term ending December 31, 2024, be filled by _____.

AND THAT effective January 2, 2024 the position of Vice-Chair of The District of Thunder Bay Social Services Administration Board, for the term ending December 31, 2024, be filled by _____.

AND THAT effective January 2, 2024 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, 2024:

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

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

AND THAT effective January 2, 2024 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, 2024:

1. _____
2. _____



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

AND THAT effective January 2, 2024 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, 2024:

1. _____
2. _____

Sincerely,

William (Bill) Bradica
Chief Administrative Officer

WB/gf

- Attachment #1 [Board Committee & Advisory Table Policy](#)
- #2 [Terms of Reference – Audit Committee](#)
- #3 [Terms of Reference – HPP Advisory Table](#)
- #4 [Terms of Reference – CCEY Advisory Table](#)

POLICY

SECTION

BOARD - GENERAL

SUBJECT

BOARD COMMITTEES AND ADVISORY TABLES**AUTHORITY**

Governance & Procedural By-law No. 03-2021

TBDSSAB Resolution No. 14/110.

TBDSSAB Resolution No. 17/18

INTENT OF POLICY

In order to ensure the efficient ongoing operation of the Board and to the meet legislated requirements, the following Board Standing Committee will be formed:

Audit Committee

The Board may also establish Special Committees and Advisory Tables by Resolution that would be tasked with specified duties. Committees and Advisory Tables can facilitate the complex work of the Board by making the best use of Board and Staff Member time, allowing more detailed discussion on particular issues, and building of expertise amongst Board Members. Any Board Member may provide feedback to any Board Committee Member to bring forward their input at the Committee or Advisory Table level.

A set of General Committee Rules, outlined in the Procedure, shall be applicable to all Board Committees and Advisory Tables.

Each Committee has a duty to report to the Board, and evaluate its functioning, in accordance with its mandate.

RELATED POLICIES

BRD-01:78 Terms of Reference – Audit Committee

BRD-01:97 Terms of Reference – Community Homelessness Prevention Initiative Advisory Table

BRD-01:112 Terms of Reference – Child Care and Early Years Advisory Table

IMPLEMENTATION / BOARD APPROVAL DATE:

February 23, 2017

REVISION DATE(S): 2012Dec10 (Housekeeping – Policy #); 2014Nov27, 2017Feb23(remove ref to exec and prg ctee) 2021Dec16 Hskpg

PAGE

1 of 1

The District of Thunder Bay Social Services Administration Board

TBDSSAB #BRD-01:86

POLICY

SECTION

BOARD - GENERAL

SUBJECT

**TERMS OF REFERENCE
AUDIT COMMITTEE**

AUTHORITY

Governance and Procedural By-law 03-2021
POL BRD-01:62 Board Committee and Advisory Tables
TBDSSAB Resolution No. 12/95
TBDSSAB Resolution No. 17/18

INTENT OF POLICY

The purpose of the Board's Audit Committee is to meet in order to carry out its mandate related to audit matters of The District of Thunder Bay Social Services Administration Board (TBDSSAB) and Thunder Bay District Housing Corporation (TBDHC) as outlined in this policy, and bring forward recommendations to the Board for approval.

The Board Committees Policy BRD-01:62 will be followed in accordance with the formation of Board Standing Committees and the General Committee Rules, Duty to Report, and Committee Evaluation, which are applicable to all Board Committees.

POLICY

MEMBERSHIP/ STRUCTURE

- The Audit Committee shall be comprised of five (5) Board members at large.

Staff Members required by the Committee include the Director-Corporate Services Division, Manager, Finance and other Staff as required.

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

FREQUENCY OF MEETINGS

The Audit Standing Committee will meet as required. Meetings will occur prior to the commencement of the audit, once following the completion of the audit, and additional meetings as required to deal appropriately with the Committee's mandate; at the call of the Committee Chair.

Audit Committee Review Date: 2012Aug29

IMPLEMENTATION / BOARD APPROVAL DATE:

February 23, 2017

REVISION DATES(S):Housekeeping: 2012Dec10 (Policy#); 2013Jan11 (Membership Clarified); 2015Jan11 (Policy# & Format), 2017Feb23 (remove Sec/Tres) 2022Feb2 (Bylaw and Policy update)

PAGE

1 of 3

SECTION BOARD - GENERAL	SUBJECT TERMS OF REFERENCE AUDIT COMMITTEE
-----------------------------------	--

1.0 MANDATE OF THE COMMITTEE

- 1.1 Review, with the external auditors, the proposed scope of the current year's audit.
- 1.2 Review and approve the auditor's engagement letter including the audit fee and expenses.
- 1.3 Assess whether appropriate assistance is being provided to the auditors by Staff.
- 1.4 Review and ensure that weaknesses detected in the prior year's audit are controlled and determine whether all practical steps have been taken to overcome them.
- 1.5 Inquire about changes in the financial systems and control systems during the year.
- 1.6 Review the integrity and effectiveness of policies regarding the financial operations, systems of internal control and reporting mechanisms of the Board; and ensure that they are in accordance with generally accepted accounting principles and practices.
- 1.7 Inquire into the major financial risks faced by the Board and the appropriateness of related controls to minimize their potential impact.

2.0 ANNUAL FINANCIAL STATEMENTS

- 2.1 Receive and review the unaudited and audited financial statements of the TBDSSAB and TBDHC whether interim or year-end; and report to the Board prior to the Board's approval thereof.
- 2.2 Review audited annual financial statements, in conjunction with the report of the external auditor, and obtain an explanation from Management of all significant variances between comparative reporting periods.
- 2.3 Inquire about changes in professional standards or regulatory requirements.
- 2.4 Review the entire annual financial report for consistency with the financial statements.
- 2.5 Recommend approval of the financial statements to the Board.

Audit Committee Review Date: 2012Aug29
IMPLEMENTATION / BOARD APPROVAL DATE:
February 23, 2017
REVISION DATES(S): Housekeeping: 2012Dec10 (Policy#);
2013Jan11(Membership Clarified); 2015Jan11 (Policy# & Format),
2017Feb23 (remove Sec/Tres) 2022Feb2 (Bylaw and Policy update)

PAGE

2 of 3

SECTION BOARD - GENERAL	SUBJECT TERMS OF REFERENCE AUDIT COMMITTEE
---------------------------------------	--

3.0 AUDIT RESULTS

- 3.1 Review the report of the external auditors on the annual financial statements.
- 3.2 Review the external auditor’s post-audit or management letter which may document weaknesses in the accounting system or in the internal control systems; and which contain recommendations of the external audit, and management’s response and subsequent follow-up to any identified weakness.
- 3.3 Meet privately with the external auditors (without the presence of Staff) with regard to the adequacy of the internal accounting controls and similar matters, and review Staff responses to ascertain whether there are concerns that should be brought to the Committee’s attention.
- 3.4 Review any issues identified by the external auditor in performing the audit, including any restrictions imposed by Staff or significant accounting issues on which there was a disagreement with Staff, or situations where Staff sought a second opinion on a significant accounting issue.
- 3.5 Meet privately with Staff to determine whether the external audit was performed in a professional manner, in accordance with the audit engagement letter and any other contractual agreement in place for these services, and to receive Administration’s recommendation regarding the appointment or re-appointment of external auditors.

Related Policies

- BRD-01:86 Board Committees
- POL BRD-01:61 Board Members Conflict of Interest
- POL BRD-01:82 Remuneration for Board Members
- POL BRD-01:103 – Board Members, Non-Members of Board Committees and Advisory Tables Code of Conduct
- POL CS-02:85 Travel and Business Expense

Audit Committee Review Date: 2012Aug29
 IMPLEMENTATION / BOARD APPROVAL DATE:
February 23, 2017
 REVISION DATES(S): Housekeeping: 2012Dec10 (Policy#);
 2013Jan11(Membership Clarified); 2015Jan11 (Policy# & Format),
 2017Feb23 (remove Sec/Tres) 2022Feb2 (Bylaw and Policy update)

PAGE

3 of 3

POLICY

SECTION

BOARD – GENERAL

SUBJECT

**TERMS OF REFERENCE -
HOMELESSNESS PREVENTION
PROGRAM ADVISORY TABLE****AUTHORITY**

POL BRD-01:62 Board Committee and Advisory Tables
TBDSSAB Resolution No. 17/46.

INTENT OF POLICY

The purpose of The District of Thunder Bay Social Services Administration Board's (TBDSSAB or the Board) Homelessness Prevention Program (HPP) Advisory Table is to meet in order to review current HPPs and funding allocations and to identify new opportunities to assist the Board in meeting its obligations under the HPP Guidelines and Service Agreement.

The Board Governance and Procedure By-law (Section 14) states that an Advisory Table may be established by the Board to examine, develop, administer, implement, report upon and recommend initiatives and programs of the TBDSSAB within the jurisdiction of the Board.

POLICY**MEMBERSHIP / STRUCTURE**

The composition of the HPP Advisory Table may include members of the Board, members of District municipal councils and members of the general public. The Table shall be comprised of the following membership:

- Maximum of two members of the Board, appointed by the Board;
- Maximum of six Stakeholder members comprised of members of District municipal councils and members of the community with broad experience in housing and homelessness;
- Chief Administrative Officer (CAO) (ex-officio);
- Director, Integrated Social Services Division;
- Manager, Housing Programs;
- Two additional staff as determined by the CAO.

The Table shall have a maximum membership of 13 people and a minimum of seven people. Meeting quorum shall be 50% + 1 of the appointed membership. The Table will be chaired by the Director, Integrated Social Services Division.

IMPLEMENTATION / BOARD APPROVAL DATE:

April 20, 2017

REVISION DATE(S): (Hskpg – 2017May17 Add Policy) (Hskpg-2018Dec-Titles) (Term amended-2019Jan10)(Hskpg – 2020Dec14) (Bylaw and Policy update 2021Feb2) (Hskpg – 2022Apr4)

SECTION BOARD - GENERAL	SUBJECT TERMS OF REFERENCE CHPI ADVISORY TABLE
-----------------------------------	--

Notice of nominations for the Stakeholder positions will be distributed broadly. Nominations will be reviewed and selected by the Table Chair in consultation with the Director, Integrated Social Services and any Board members chosen to sit on the Table.

The Table shall be established for a two-year term (January – December).

Continuation of the Table will be at the discretion of the Board.

Staff resources, as ex-officio members, required to support the work of the table will be determined by the Table Chair in consultation with the CAO.

FREQUENCY OF MEETINGS

The HPP Advisory Table will meet on a semi-annual basis or on an exceptional basis as required, at the discretion of the Chair. Meeting dates will be established to meet the information and reporting requirements of the Board and the HPP. Meetings will be held at the TBDSSAB headquarters or via e-meeting platforms, at the discretion of the Chair.

Minutes of the HPP Advisory Table will be recorded and submitted to the Board as a whole for information only.

MANDATE OF THE COMMITTEE

Knowledge

- The Table members shall keep abreast of any significant developments in the fields of Community Housing, Affordable Housing, Homelessness Prevention and HPP guidelines.
- The Table members shall be aware of TBDSSAB's 10-Year Housing and Homelessness Plan and reference this plan in the context of HPP initiatives.
- The Table shall be made aware of operational and fiscal implications of any new provincial government directives, initiatives, or changes to relevant legislation and regulations.

Risk Management

- The Table may be advised of any significant problems arising out of the management of the HPP administered by TBDSSAB and delivered by external organizations.

Proposals

IMPLEMENTATION / BOARD APPROVAL DATE:

April 20, 2017

REVISION DATE(S): (Hskpg 2017May17 Add Policy) (Hskpg-2018Dec-Titles) (Term amended-2019Jan10)(Hskpg 2020Dec14) (Bylaw and Policy update 2021Feb2) (Hskpg – 2022Apr4)

PAGE

2 of 4

SECTION BOARD - GENERAL	SUBJECT TERMS OF REFERENCE CHPI ADVISORY TABLE
-----------------------------------	--

- The Table may review and provide input on Administration’s proposals to the Board regarding the use of HPP funding allocations received by TBDSSAB. These proposals may address service gaps or respond to strategic social and affordable housing directions.

Advocacy

- The Table will be apprised of any systemic issues and barriers impacting on the local service delivery system and the availability and accessibility to affordable housing. The Table may make recommendations to the Board for advocacy initiatives to address these issues and barriers.

Research and Development

- The Table will be kept abreast of any stakeholder collaborations being conducted by TBDSSAB staff to identify issues and improve the community housing delivery system service related to the HPP.
- The Table will review information and provide feedback on provincial and federal government homelessness prevention and housing policies, programs, funding and procedures related to the HPP.
- Other matters as delegated to the Table by the Board.

REMUNERATION

The HPP Advisory Table membership shall not be remunerated for their participation and service on the Table in accordance with the Remuneration for Board Members Policy. However, if required, members will be reimbursed for travel, meal and accommodation expenses in accordance with the Travel and Business Expense Policy.

CONFLICT OF INTEREST

All members of the HPP Advisory Table are required to declare to the Chair any actual, potential or perceived conflict of interest arising in regard to any matter under discussion by the Table.

CONFIDENTIALITY, COMMUNICATIONS, CONSULTATIONS AND ACCESS TO INFORMATION

Confidentiality, communications and consultation require balancing among the following objectives:

IMPLEMENTATION / BOARD APPROVAL DATE:

April 20, 2017

REVISION DATE(S): (Hskpg 2017May17 Add Policy) (Hskpg-2018Dec-Titles) (Term amended-2019Jan10)(Hskpg 2020Dec14) (Bylaw and Policy update 2021Feb2) (Hskpg – 2022Apr4)

PAGE

3 of 4

SECTION BOARD - GENERAL	SUBJECT TERMS OF REFERENCE CHPI ADVISORY TABLE
---------------------------------------	---

- Provide a confidential forum for open discussion that enables broad consideration of a range of issues and options.
- Open communication with the broader housing sector concerning community housing and homelessness matters.
- Opportunities for broader input and engagement on specific issues to enhance the work undertaken by the Table.

In order to create a climate of open dialogue, members must keep detailed conversations at the Table confidential. However, recognizing the importance of multiple perspectives, participants will be encouraged to discuss the broad themes with relevant contacts in their respective organizations and communities.

There will be issues under consideration of the Table that may benefit from a broader consultation process. The Board will welcome advice from the Table on which issues would benefit from broader consultation. Consultation activities will be led by TBDSSAB Administration.

Members agree that materials used to support and facilitate the discussions are working documents, and that their distribution will be limited to the Table membership.

All materials produced by the Table, including research analysis, reports and advice, remain the property of TBDSSAB.

Documents related to the work or support for the Table will be subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and the *Municipal Freedom of Information and Protection of Privacy Act*.

All Table members will be required to sign a Confidentiality Agreement.

RELATED POLICIES AND PROCEDURES

- Governance and Procedural By-law 03-2021
- POL BRD-01:61 Board Members Conflict of Interest
- POL BRD-01:82 Remuneration for Board Members
- POL BRD-01:103 – Board Members, Non-Members of Board Committees and Advisory Tables Code of Conduct
- POL CS-02:85 Travel and Business Expense

IMPLEMENTATION / BOARD APPROVAL DATE:

April 20, 2017

REVISION DATE(S): (Hskpg 2017May17 Add Policy) (Hskpg-2018Dec-Titles) (Term amended-2019Jan10)(Hskpg 2020Dec14) (Bylaw and Policy update 2021Feb2) (Hskpg – 2022Apr4)

PAGE

4 of 4

POLICY	SECTION BOARD – GENERAL
	SUBJECT TERMS OF REFERENCE CCEY ADVISORY TABLE

AUTHORITY

POL BRD-01:62 Board Committee and Advisory Tables

TBDSSAB Resolution No. 18/39.

INTENT OF POLICY

The purpose of The District of Thunder Bay Social Services Administration Board (TBDSSAB) Child Care and Early Years' Advisory Table is to review the Child Care and Early Years' Service System Plan, and to assist the Board in meeting its obligations under the Ontario Child Care and Early Years' Service System Plan Resource Guide.

Section 34 of the Governance and Procedure By-law states that an Advisory Table may be established by the Board to examine, develop, administer, report upon recommended initiatives and programs of the TBDSSAB within the jurisdiction of the Board.

POLICY**MEMBERSHIP / STRUCTURE**

The composition of the Child Care and Early Years' Advisory Table may include members of the Board, members of District municipal councils, and members of the general public.

The Table shall be comprised of the following membership:

- Two Board Members, appointed by the Board
- One municipal Councillor who is not a current member of the TBDSSAB
- Two or Three community members (e.g. Parents / Caregivers)
- Two School Board Early Years Leads
- One EarlyON Child and Family provider Representative
- One Child Care provider Representative
- One Indigenous Representative
- One Francophone Representative
- Director, Integrated Social Services Division
- Manager, Child Care and Early Years Program
- One or two front-line staff

IMPLEMENTATION / BOARD APPROVAL DATE:

March 15,2017

REVISION DATE(S)(Hskpg 2020Dec14) (Bylaw and Policy updates
2022Feb2)
(Rev04/18)

PAGE

1 of 4

SECTION BOARD - GENERAL	SUBJECT TERMS OF REFERENCE CCEY ADVISORY TABLE
-----------------------------------	--

The Table shall have a maximum of 16 people and a minimum of 8 people.

Meeting quorum shall be 50% + 1 of the appointed membership.

The Table shall be chaired by the Director – Integrated Social Services.

The Chief Administrative Officer shall be an ex-officio member of the Table.

Notice of nominations for the Stakeholders positions will be distributed broadly.

Nominations will be reviewed and selected by the Table Chair in consultation with the Manager and any Board members chosen to sit on the Table.

The Table shall be established for a three-year term.

Continuation of the Table will be at the discretion of the Board at the end of each Term.

Staff resources, as ex-officio members, required to support the work of the table will be determined by the Table Chair, in consultation with the CAO.

FREQUENCY OF MEETINGS

The Child Care and Early Years’ Advisory Table will meet on a semi-annual basis or on an exceptional basis as required, at the discretion of the Chair. Meeting dates will be established to meet the information and reporting requirements of the Board and the Ministry of Education.

Meetings will be held at the TBDSSAB main office building, or via e-meeting platforms, at the discretion of the Chair.

Minutes of the Child Care and Early Years’ Advisory Table will be recorded and submitted to the Board as a whole for information only.

MANDATE OF THE COMMITTEE

Knowledge

- The Table members shall keep abreast of any significant developments in the Child Care and Early Years’ sector.

IMPLEMENTATION / BOARD APPROVAL DATE: March 15, 2018 REVISION DATE(S): (Hskpg 2020Dec14) (Bylaw and Policy updates 2022Feb2) (Rev04/18)	PAGE 2 of 4
--	-----------------------

SECTION BOARD - GENERAL	SUBJECT TERMS OF REFERENCE CCEY ADVISORY TABLE
-----------------------------------	--

- The Table shall be aware of Ontario Child Care and Early Years' Service System Planning Resource from the Ministry of Education.
- The Table shall be made aware of any service system changes as a result of the service system planning.

Risk Management

- The Table may be advised of any significant issues arising out of the development of the Child Care Early Years' Service System Plan.

Proposals

- The Table may review and provide input on Administration's proposal to the Board regarding the Child Care and Early Years' Service System Plan. The Service System Plan should support the design and improvement of a child care and early years' service system based on the needs, strengths, priorities, and desired outcomes of the community.

Advocacy

- The Table will be apprised of any systemic issues and barriers impacting on the local service system planning. The Table may make recommendations to the Board for advocacy initiatives to address issues and barriers.

Research and Development

- The Table will be kept informed of any stakeholder collaborations being conducted by TBDSSAB Administration to identify areas of strengths and issues and the work to improve on the delivery of Child Care and Early Years Services.
- The Table will review information on research and best practices as it relates to Early Childhood.
- Other matters as delegated to the Table by the Board.

REMUNERATION

The Child Care and Early Years' Advisory Table membership shall not be remunerated for their participation and service on the Table. However, if required, members will be reimbursed for travel, meal and accommodation expenses in accordance with the Board's Remuneration Policy.

IMPLEMENTATION / BOARD APPROVAL DATE: March 15, 2018 REVISION DATE(S): (Hskpg 2020Dec14) (Bylaw and Policy updates 2022Feb2) (Rev04/18)	PAGE 3 of 4
--	-----------------------

SECTION BOARD - GENERAL	SUBJECT TERMS OF REFERENCE CCEY ADVISORY TABLE
-----------------------------------	--

CONFLICT OF INTEREST

All members of the Child Care and Early Years' Advisory Table are required to declare to the Chair any actual, potential or perceived conflict of interest arising in regard to any matter under discussion by the Table.

CONFIDENTIALITY, COMMUNICATIONS, CONSULTATIONS AND ACCESS TO INFORMATION

Confidentiality, communications and consultation require balancing among the following objectives:

- Providing a confidential forum for open discussion that enables broad consideration of a range of issues and options
- Open communication with the broader child care and early years sector
- Opportunities for broader input and engagement on specific issues to enhance the work undertaken by the Table.

In order to create a climate of open dialogue, members are requested to keep detailed conversations at the Table confidential. However, recognizing the importance of multiple perspectives, participants will be encouraged to discuss the broad themes with relevant contacts in their respective organizations and communities.

There will be issues under consideration of the Table that may benefit from a broader consultation process. Administration will welcome advice from the Table on which issues would benefit from broader consultation. Consultation activities may be led by Administration.

Members agree that materials used to support and facilitate the discussions are working documents, and that their distribution will be limited to the Table membership.

All materials produced by the Table, including research analysis, reports and advice, remain the property of TBDSSAB.

Documents related to the work or support for the Table will be subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

All Table members will be required to sign a confidentiality agreement.

IMPLEMENTATION / BOARD APPROVAL DATE: March 15, 2018 REVISION DATE(S): (Hskpg 2020Dec14) (Bylaw and Policy updates 2022Feb2) (Rev04/18)	PAGE 4 of 4
---	-----------------------

SECTION BOARD - GENERAL	SUBJECT TERMS OF REFERENCE CCEY ADVISORY TABLE
-----------------------------------	--

RELATED POLICIES AND PROCEDURES

Governance and Procedural By-law No 03-2021
POL BRD-01:61 Board Members Conflict of Interest
POL BRD-01:82 Remuneration for Board Members
POL BRD-01:103 – Board Members, Non-Members of Board Committees and Advisory
Tables Code of Conduct
POL CS-02:85 Travel and Business Expense