



## BY-LAW NUMBER 11 - 2015

A By-law to repeal By-law Number 08 – 2014 and to establish the Employment Compensation and Benefits Reserve Fund, pertaining to the funding for the risk management of the employment and compensation benefits of The District of Thunder Bay Social Services Administration Board.

WHEREAS Subsections 4 (1) and (2) of the *District Social Services Administration Boards Act, c.D.15*, provides The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) with the authority to exercise any powers, duties, and responsibilities in its district relating to social services;

AND WHEREAS Section 417 of the *Municipal Act, 2001*, provides that the Board may provide for the establishment and maintenance of a reserve fund for any purpose for which it has authority to spend money;

AND WHEREAS TBDSSAB, by the authority of Resolution No. 14/96, passed on the 24th day of September, 2014, agreed to the adoption of Policy # CS-02:01, as presented;

NOW THEREFORE THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD ENACTS AS FOLLOWS:

### 1. STATEMENT OF PURPOSE

A reserve fund known as the Employment Compensation and Benefits Reserve Fund is hereby established to fund the risk management of the Administrative Services Only (ASO) benefit program, vested sick leave benefits, payout of vacation credits, severance obligations, Workplace Safety and Insurance Board (WSIB) costs, operating budget stabilization related to excessive in-year increases in paid claim costs of the ASO benefit program, one-time uncommon settlements related to employment compensation, and the annual costs of a proactive Safety, Health and Wellness program, including human infrastructure development initiatives.

### 2. MAINTENANCE

#### 2.1 Deposits

Such amounts shall be deposited in the Reserve Fund forthwith after a determination has been made of the amount properly payable into the Reserve Fund. Principal deposits will be from surpluses in paid claims compared to actual claims not required to stabilize the costs of the health and dental benefits program, and may be made from the municipal share of the year end surplus.

#### 2.2 Records

The Director - Corporate Services of TBDSSAB shall cause to be kept records setting forth the sum of any funds received and paid into the Reserve Fund, and the sums so deposited shall be used to fund the risk management of the ASO benefit program, vested sick leave benefits, payout of vacation credits, severance obligations, Workplace Safety and Insurance Board (WSIB) costs, operating budget stabilization related to excessive in-year increases in paid claim costs of the ASO benefit program, one-time uncommon settlements related to employment compensation, and the annual costs of a proactive Safety, Health and Wellness program.

2.3 Interest

All interest accruing upon the sums deposited in the Employment Compensation and Benefits Reserve Fund shall be used to fund the risk management of Administrative Services Only benefit program, vested sick leave benefits, payout of vacation credits, severance obligations, Workplace Safety and Insurance Board (WSIB) costs, operating budget stabilization related to excessive in-year increases in paid claim costs of the ASO benefit program, one-time uncommon settlements related to employment compensation, and the annual costs of a proactive Safety , Health and Wellness program.

2.4 Reporting

The auditor of TBDSSAB in his or her annual report shall report on the activities and position of the Reserve Fund.

3. WITHDRAWALS/USAGE

3.1 Withdrawals

Amounts will be withdrawn from the Reserve Fund only to fund the risk management of ASO benefit program, vested sick leave benefits, payout of vacation credits, severance obligations, Workplace Safety and Insurance Board (WSIB) costs, operating budget stabilization related to excessive in-year increases in paid claim costs of the ASO benefit program, one-time uncommon settlements related to employment compensation, and the annual costs of a proactive Safety, Health and Wellness program.

3.2 Additional withdrawals

Amounts may be withdrawn from the Reserve Fund if on a three (3) year average balance basis, the Reserve Fund builds a surplus beyond 30% of the required amounts to fund the risk management of ASO benefit program, vested sick leave benefits, payout of vacation credits, severance obligations, Workplace Safety and Insurance Board (WSIB) costs, operating budget stabilization related to excessive in-year increases in paid claim costs of the ASO benefit program, and the annual costs of an enhanced Safety, Health and Wellness program, including human development initiatives.

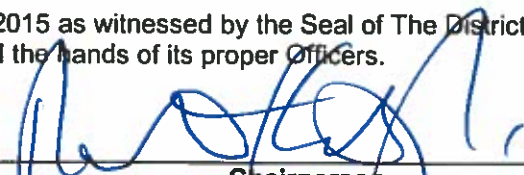
The amount in excess of 30% of the required Reserve Fund level may be used to fund an enhanced Safety, Health and Wellness Program, including human infrastructure development initiatives based upon a written plan from the Health and Wellness Committee approved by the Chief Administrative Officer.

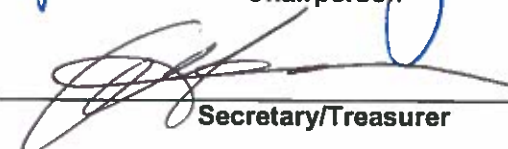
3.3 Board Resolution

Such payouts shall be approved only by resolution from the Board, based upon a written report being presented to the Board.

4. That this By-law shall come into effect upon the final passing hereof.

Enacted and passed this 26th day of November, A.D. 2015 as witnessed by the Seal of The District of Thunder Bay Social Services Administration Board and the hands of its proper Officers.

  
\_\_\_\_\_  
Chairperson

  
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Secretary/Treasurer

Read First and finally passed this 26th day of November, A.D., 2015.