



DATE OF MEETING: JUNE 18, 2026

TIME OF MEETING: 10:00 AM

LOCATION OF MEETING: MICROSOFT TEAMS &
3RD FLOOR BOARDROOM
TBDSSAB HEADQUARTERS
231 MAY STREET SOUTH
THUNDER BAY, ON

CHAIR: JIM VEZINA

ORDERS OF THE DAY: DISCLOSURES OF INTEREST
NEW BUSINESS
CONFIRMATION OF BOARD MEETING AGENDA
DEPUTATIONS / PRESENTATIONS
MINUTES OF PREVIOUS MEETINGS
REPORTS OF ADMINISTRATION
CORRESPONDENCE
BY-LAWS
NEXT MEETING
ADJOURNMENT

Note: For the purposes of the agenda and subsequent 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 Thunder Bay District Housing Corporation Board of Directors as relevant to specific agenda item. References to CEO refer jointly to the Chief Executive Officer of TBDSSAB and Senior Administrator of TBDHC.

BOARD (REGULAR SESSION) MEETING

DISCLOSURES OF INTEREST

NEW BUSINESS

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 26/36

THAT with respect to the Board Regular and Closed Session meetings of The District of Thunder Bay Social Services Administration Board for June 18, 2026, we approve the agendas as presented;

AND THAT we approve any additional information and new business.

DEPUTATIONS / PRESENTATIONS

Shari Mackenzie, Manager, Human Resources to provide a presentation relative to Human Resources new initiatives, for information only. (Presentation to be provided separately)

CLOSED SESSION MEETING

Administration recommends that the Board adjourn to a closed meeting relative to receipt of information with respect to security of the property of the Corporation, and with respect of which a council, board, committee or other body may hold a closed meeting under another statute, for consideration.

Resolution No. 26/37

THAT the Board adjourns to Closed Session relative to receipt of information with respect to security of the property of the Corporation, and with respect of which a council, board, committee or other body may hold a closed meeting under another statute.

MINUTES OF PREVIOUS MEETINGSBoard Meetings

Minutes of Meeting No. 09/2026 (Regular Session) and Meeting No. 10/2026 (Closed Session) of TBDSSAB, held on May 21, 2026, respectively, for confirmation.
(Pages 7 - 14)

Resolution No. 26/38

THAT the Minutes of Meeting No. 09/2026 (Regular Session) and Meeting No. 10/2026 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on May 21, 2026, respectively, be confirmed.

REPORTS OF ADMINISTRATION

COCHI-OPHI 2026-27 Investment Plan

Report No. 2026-20 (Integrated Social Services Division), relative to providing the Board with information related to the continuation of the Canada-Ontario Community Housing Initiative (COCHI) and the Ontario Priorities Housing Initiative (OPHI) and Administrations recommended Investment Plan for the 2026-27 funding year, for consideration. (Pages 15 - 30)

Resolution No. 26/39

THAT with respect to Report No. 2026-20 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the 2026-27 Investment Plan for the Canada-Ontario Community Housing Initiative and the Ontario Priorities Housing Initiative programs and authorize the Chief Executive Officer to execute the plan and submit to the Ministry of Municipal Affairs and Housing;

AND the Board authorizes the Chief Executive Officer to execute any required agreements for the delivery of the Canada-Ontario Community Housing Initiative and the Ontario Priorities Housing Initiative programs;

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

Homelessness Prevention Program 2026-27 Investment Plan

Report No. 2026-21 (Integrated Social Services Division) relative to providing the Board with information regarding the Ministry of Municipal Affairs and Housing Homelessness Prevention Program and to present Administrations recommended 2026-27 Investment Plan, for consideration (Page 31 - 35)

Resolution No. 26/40

THAT with respect to Report No. 2026-21 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the Homelessness Prevention Program Investment Plan as presented and authorize the Chief Executive Officer to submit the plan to the Ministry of Municipal Affairs and Housing:

AND THAT the Board authorizes the Chief Executive Officer to execute any Agreements and other documents related thereto:

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

Records Retention Schedule Updates

Report No. 2026-22 (Corporate Services Division), relative to providing the Board with Administrations recommended amendments to the Records Retention Schedule, for consideration. (Pages 36 - 102)

Resolution No. 26/41

THAT with respect to Report No. 2026-22 (Corporate Services Division), we The District of Thunder Bay Social Services Administration Board (the Board) approve the updated Records Retention Schedules as presented;

AND THAT any necessary by-law be presented to the Board for consideration.

2027 Proposed Budget Schedule

Report No. 2026-23 (Corporate Services Division), relative to providing the Board with the proposed 2027 Budget Schedule, for consideration. (Pages 103 - 105)

Resolution No. 26/42

THAT with respect to Report No. 2026-23 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the 2027 Budget Schedule as presented.

2026 First Quarter Financial Report

Report No. 2026-24 (Corporate Services Division), relative to providing the Board with the 2026 First Quarter Financial Report, and projection to year-end, for information only. (Pages 106 - 123)

Cancellation of July Board Meeting

Memorandum from Ken Ranta, CEO (Chief Executive Officer Division) dated May 21, 2026 relative to providing the Board with Administration's recommendation to cancel the TBDSSAB July Board meeting, for consideration. (Pages 124)

Resolution No. 26/43

THAT with respect to the Memorandum dated May 21, 2026 from Ken Ranta, Chief Executive Officer, we approve the cancellation of the July Board Meeting scheduled for Thursday July 16, 2026;

AND THAT notice of the cancellation be posted on The District of Thunder Bay Social Services Administration Board website.

Signing Authority for Summer Months

Memorandum from Ken Ranta, CEO (Chief Executive Officer Division) dated June 8, 2026 requesting the Board's approval for signing authority during the summer months, for consideration. (Pages 125)

Resolution No. 26/44

THAT with respect to the recommendation of Administration relative to any urgent items that require Board approval for the months of July, August and the beginning of September 2026, we authorize the Chief Executive Officer and the Chair, or Vice Chair in the absence of the Chair, to sign any required documents with respect to items included in the approved 2026 Budget that exceed \$450,000;

AND THAT we authorize the Board Chair and Vice-Chair to review and approve for signing, any urgent items outside of the approved 2026 Budget that are time sensitive;

AND THAT a Report be presented to the Board at the September Board meeting outlining any such items for the Board's information.

CORRESPONDENCEBY-LAWSFirst and Final Reading

Resolution No. 26/45

1. A By-law to repeal By-law Number 01-2024 and to adopt amended Records Retention Schedule for The District of Thunder Bay Social Services Administration Board.

Explanation: A By-law to repeal By-law Number 01-2024 and replace with By-law number 02-2026.

Authorization: Board Meeting 2026Jun18

BY-LAW NUMBER 02-2026

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, September 17, 2026 at 10:00 a.m., in the 3rd Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario and via Microsoft Teams.

ADJOURNMENT

Resolution No. 26/46

THAT Board (Regular Session) Meeting No. 11/2026 of The District of Thunder Bay Social Services Administration Board, held on June 18, 2026, be adjourned at _____ am/pm.



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 09/2026
OF**

THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD

DATE OF MEETING: May 21, 2026

TIME OF MEETING: 10:02 am

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

CHAIR: Jim Vezina

PRESENT:

Albert Aiello
Gordon Cuthbertson
Kasey Etreni
Brian Hamilton
Greg Johnson
Kathleen Lynch
Elaine Mannisto
Jim Moffat
Dominic Pasqualino
Don Smith
Jim Vezina

OFFICIALS:

Ken Ranta, Chief Executive Officer
Crystal Simeoni, Director, Integrated Social Services Division
Richard Jagielowicz, Director, Corporate Services Division
Shari MacKenzie, Manager, Human Resources
Tomi Akinyede, Supervisor, Research & Social Policy
Michael Shafirka, Manager, Information Services
Bindiya Patel, Communications Assistant
Glenda Flank, Recording Secretary

REGRETS:

Anne-Marie Bourgeault
Chris Eby

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 CEO refer jointly to the Chief Executive Officer of TBDSSAB and Senior Administrator of TBDHC.

BOARD (REGULAR SESSION) MEETING

DISCLOSURES OF INTEREST

Brian Hamilton, Board Member declared a potential conflict of interest relative to the AMO position paper regarding Ontario Works Income and Exemptions Directive.

NEW BUSINESS

None

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 26/29

Moved by: Elaine Mannisto
Seconded by: Kathleen Lynch

THAT with respect to the agendas for the Board Regular and Closed Session meetings of The District of Thunder Bay Social Services Administration Board for May 21, 2026, we approve the agendas as presented;

AND THAT we approve any additional information and new business.

CARRIED

DEPUTATIONS / PRESENTATIONS

None

CLOSED SESSION MEETING

Administration recommended that the Board adjourn to a closed meeting relative to receipt of information with respect to personal matters about identifiable individuals, including employees of the Corporation and Board Members, a proposed or pending acquisition or disposition of land by the Corporation, a matter in respect of which a council, board, committee or other body may hold a closed meeting under another statute and with respect to security of the property of the Corporation.

Resolution No. 26/30

Moved by: Albert Aiello
Seconded by: Gordon Cuthbertson

THAT the Board adjourns to Closed Session relative to receipt of information with respect to personal matters about identifiable individuals, including employees of the Corporation and Board Members, a proposed or pending acquisition or disposition of land by the Corporation, a matter in respect of which a council, board, committee or other body may hold a closed meeting under another statute and with respect to security of the property of the Corporation.

CARRIED

At 11:14 am the meeting reconvened in Regular Session and Tomi Akinyede, Supervisor, Research & Social Policy joined the meeting.

MINUTES OF PREVIOUS MEETINGS

Board Meetings

Minutes of TBDSSAB Meeting No. 07/2026 (Regular Session) presented in Regular Session and Meeting No. 08/2026 (Closed Session) presented in Closed Session, held on April 30, 2026 were provided for confirmation.

Resolution No. 26/31

Moved by: Albert Aiello
Seconded by: Greg Johnsen

THAT the Minutes of Meeting No. 07/2026 (Regular Session) and Meeting No. 08/2026 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on April 30, 2026, respectively, be confirmed.

CARRIED

Annual General Meeting

Draft Minutes of the Twenty-Third Annual General Meeting of TBDSSAB, held on April 30, 2026, were presented.

Committee/Table Meetings

None

REPORTS OF ADMINISTRATION

2026 Association of Municipalities of
Ontario Position Papers

Report No. 2026-16 (Chief Executive Officer Division), was presented to the Board providing the position papers for the 2026 AMO Annual Conference. A discussion was held regarding the first 3 AMO position papers.

Ken Ranta, CEO provided clarification and responded to questions.

Tomi Akinyede, Supervisor, Research & Social Policy provided further information.

Crystal Simeoni, Director, Integrated Social Services responded to questions.

Resolution No. 26/32A

Moved by: Kathleen Lynch
Seconded by: Albert Aiello

THAT with respect to Report No. 2026-16 (Chief Executive Officer Division) we, The District of Thunder Bay Social Services Administration Board (the Board) receive the 2026 Association of Municipalities of Ontario (AMO) Position Papers, specifically Increasing Housing Stock to Support Indigenous Peoples Experiencing Homelessness in the District of Thunder Bay, Growing Supportive Housing with Increased Mental Health & Addictions Supports and COCHI-OPHI Investments for the Future of Housing in the District of Thunder Bay, as amended;

AND THAT we direct the Chief Executive Officer (CEO) to incorporate any edits to the position papers recommended by the Board by consensus into a final delegation package;

AND THAT we direct the CEO to send the final delegation package to the appropriate provincial Ministries;

AND THAT a copy of the approved delegation briefings package be sent to the District of Thunder Bay municipal councils for endorsement;

AND THAT the CEO attend the 2026 AMO Annual 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 am Brian Hamilton, Board Member left the meeting.

A discussion was held regarding the 4th AMO position paper.

Ken Ranta, CEO responded to questions.

Resolution No. 26/32B

Moved by: Jim Moffat
Seconded by: Don Smith

THAT with respect to Report No. 2026-16 (Chief Executive Officer Division) we, The District of Thunder Bay Social Services Administration Board (the Board) receive the 2026 Association of Municipalities of Ontario (AMO) Position Paper Amending Ontario Works' Income and Exemptions Directive, as amended;

AND THAT we direct the Chief Executive Officer (CEO) to incorporate any edits to the position papers recommended by the Board by consensus into a final delegation package;

AND THAT we direct the CEO to send the final delegation package to the appropriate provincial Ministries;

AND THAT a copy of the approved delegation briefings package be sent to the District of Thunder Bay municipal councils for endorsement;

AND THAT the CEO attend the 2026 AMO Annual Conference to provide support to the Board Chair and other Board members in their meetings with provincial officials regarding these issues.

CARRIED

At 11:48 am Brian Hamilton, Board member joined the meeting and Tomi Akinyede, Supervisor, Research & Social Policy left the meeting.

Public Virtual Access to Board Meetings

Memorandum from Ken Ranta, CEO (Chief Executive Officer Division) dated April 27, 2026 was presented to the Board providing information regarding virtual access to TBDSSAB Board Meetings to the public.

Ken Ranta, CEO provided a brief overview of the memorandum and responded to questions.

At 11:56 am Michael Shafirka, Manager, Information Services joined the meeting.

TWOMO Election Returning Officer

Memorandum from Ken Ranta, CEO (Chief Executive Officer Division) dated April 24, 2026 was presented providing the Board with information and recommendation regarding the appointment of the TWOMO Election Returning Officer.

Resolution No. 26/33

Moved by: Dominic Pasqualino
Seconded by: Albert Aiello

THAT with respect to the Memorandum from Ken Ranta, Chief Executive Officer, we, The District of Thunder Bay Social Services Administration Board, appoint the Chief Executive Officer as the Returning Officer for the 2026 TWOMO election.

CARRIED

Protection of Privacy Policy – TWOMO Election

Report No. 2026-17 (Corporate Services Division), was presented to the Board providing a revised protection of privacy policy relative to the TWOMO Election.

Ken Ranta, CEO provided an introduction to the report and responded to questions.

Richard Jagielowicz, Director, Corporate Services provided an overview of the highlights of the report and policy.

Resolution No. 26/34

Moved by: Brian Hamilton
Seconded by: Kasey Etrene

THAT with respect to Report No. 2026-17 (Corporate Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the revised Protection of Privacy policy as attached;

AND THAT the Chief Executive Officer be authorized to amend the Protection of Privacy policy with respect to housekeeping items, as may be required from time to time.

CARRIED

At 12:01 pm Tomi Akinyede, Supervisor, Research & Social Policy joined the meeting and Michael Shafirka, Manager, Information Services left the meeting.

2024-27 Strategic Plan - 2026 First
Quarter Update

Report No. 2026-18 (Chief Executive Officer Division), was presented to the Board providing the 2026 first quarter progress update on the 2024-27 Strategic Plan.

Ken Ranta, CEO provided a brief overview of the report.

2026 First Quarter Operational Report

Report No. 2026-19 (Integrated Social Services Division), was presented to the Board providing information containing the trends within TBDSSAB programs and services.

Tomi Akinyede, Supervisor, Research & Social Policy provided brief highlights of the report and responded to questions.

Ken Ranta, CEO responded to questions.

On consensus, Administration to provide a response to the Board regarding the significant difference in the OW Caseload numbers.

At 12:09 pm Tomi Akinyede, Supervisor, Research & Social Policy left the meeting.

CORRESPONDENCE

BY-LAWS

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, June 18, 2026 at 10:00 a.m., in the 3rd Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario and via Microsoft Teams.

ADJOURNMENT

Resolution No. 26/35

Moved by: Elaine Mannisto
Seconded by: Greg Johnsen

THAT Board (Regular Session) Meeting No. 09/2026 of The District of Thunder Bay Social Services Administration Board, held on May 21, 2026, be adjourned at 12:11 pm.

CARRIED

Chair

Chief Executive Officer



BOARD REPORT

REPORT No.: 2026-20

MEETING DATE: JUNE 18, 2026

SUBJECT: ONTARIO PRIORITIES HOUSING INITIATIVE (OPHI) AND CANADA-ONTARIO
COMMUNITY HOUSING INITIATIVE (COCHI) – INVESTMENT PLAN 2026-27

RECOMMENDATION

THAT with respect to Report No. 2026-20 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the 2026-27 Investment Plan for the Canada-Ontario Community Housing Initiative and the Ontario Priorities Housing Initiative programs and authorize the Chief Executive Officer to execute the plan and submit to the Ministry of Municipal Affairs and Housing;

AND the Board authorizes the Chief Executive Officer to execute any required agreements for the delivery of the Canada-Ontario Community Housing Initiative and the Ontario Priorities Housing Initiative programs;

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

REPORT SUMMARY

To provide The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) with information related to the continuation of the Canada-Ontario Community Housing Initiative (COCHI) and the Ontario Priorities Housing Initiative (OPHI) and to approve the proposed Investment Plan for the 2026-27 funding year.

BACKGROUND

On April 17, 2019, The Honourable Steve Clark, Minister of Municipal Affairs and Housing, addressed a letter to the TBDSSAB Board Chair announcing the government's Community Housing Renewal Strategy, a multi-year plan to sustain and grow the community housing system. As part of this strategy, two new programs were launched in 2019-20 leveraging federal investments under the bilateral agreement between the Ministry of Municipal Affairs and Housing (MMAH) and the Canada Mortgage and Housing Corporation. Guidelines for these new programs were also introduced.

COCHI represents a re-investment of federal funding allowing Service Managers to address the challenges associated with housing projects reaching the end of mortgages and/or operating agreements. The objective of COCHI is to protect tenants in projects with expiring operating agreements/mortgages and begin to stabilize and eventually grow the supply of community housing through regeneration and expansion, repairs, renovations, and operating support. Housing projects and providers are eligible for COCHI funding as long as they are community housing providers listed in the *Housing Services Act, 2011* as of April 1, 2019.

In addition, the COCHI guidelines require the preservation of Urban Native Housing (UNH) units to ensure there is no net loss of units with adequate rental affordability. COCHI funding must be used in addition to existing municipal subsidy for community housing expenditures – COCHI funding cannot be used to offset municipal social housing expenditures.

OPHI is modeled after the previous Investment in Affordable Housing Extension (IAH-E) and allows Service Managers to address local housing priorities. Initiatives including rent supplements, housing allowances and housing development and repair remain under the OPHI program. Under the OPHI program guidelines, Service Managers have the flexibility to select the components they will deliver each year under their approved funding allocations. Additional features include the ability to offer a support services component and utilize OPHI funding for community housing repairs under the Ontario Renovates program.

COMMENTS

On May 25, 2026, The Honourable Robert Flack, Minister of Municipal Affairs and Housing, addressed a letter to the TBDSSAB Board Chair announcing the confirmed funding allocation for TBDSSAB in 2026/27.

To support Ontario's overall NHS commitment, each Service Manager has been assigned a rent-assisted unit target for the 2026-27 fiscal year. These targets are aligned with funding allocations and are intended to contribute toward the overall provincial goal of expanding rent-assisted housing. TBDSSAB's specific expansion target for 2026-27 is 30 new units.

Units that are eligible to be counted toward the 30-unit target are new COCHI and OPHI rent assisted units, such as expired Urban Native Housing units, new units created through investment of HPP, OPHI, and COCHI funding, and municipal investments in new rent supplement or rent supported units. In total, TBDSSAB is forecasting 71 new units for 2026/27.

With COCHI funding allocations over the past several years, TBDSSAB has focused investment in the areas of repair of existing community housing properties and in the provision of rent supports and transitional operating funding to maintain Urban Native Housing units where the mortgages and operating agreements have expired. With previous OPHI funding allocations, TBDSSAB has focused on capital investment in new rental housing, and continued investment in the Ontario Renovates program.

The Investment Plan for 2026/27 proposes utilizing OPHI and COCHI funds to maintain Urban Native Housing units with operating agreements that have expired and would otherwise be removed from the housing system. It is also proposed that the OPHI and COCHI funding be utilized for the creation of five (5) new affordable housing units. The remaining OPHI and COCHI funding is proposed to be utilized for the repair of Not-for-Profit Community Housing buildings. The details of these capital investments are provided through a Memo in Closed Session.

STRATEGIC PLAN IMPACT

This report supports the 2024-2027 Strategic Plan practical vision of providing safe, affordable, agency-supported housing that everyone deserves.

FINANCIAL IMPLICATIONS

COCHI and OPHI are 100% provincially funded programs. TBDSSAB has been notified that it will receive \$3,736,600 through COCHI and \$504,900 through OPHI upon approval of the Investment Plan for the April 1, 2026 – March 31, 2027 funding year.

TBDSSAB is eligible to use up to 5% of the approved funding allocation for administration costs. The allowable administration costs for the Ministry fiscal 2026-27 is \$212,075.

CONCLUSION


It is concluded that this report provides the Board with information relative to TBDSSAB's COCHI-OPHI Investment Plan for the 2026-27 year.

It is recommended that the Board authorize the CEO to submit the COCHI-OPHI Investment Plan to MMAH, and to execute all other required agreements related to the program and make all necessary submissions to meet program guidelines and timeframes.

REFERENCE MATERIALS

Attachment #1 Letter dated May 25, 2026 from Minister Flack

#2 TBDSSAB COCHI-OPHI Investment Plan

PREPARED BY:	Aaron Park, Manager, Housing and Homelessness Programs
SIGNATURE	
APPROVED BY	Crystal Simeoni, Director, Integrated Social Services Division
SIGNATURE	
SUBMITTED BY:	Ken Ranta, Chief Executive Officer

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister
777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre
777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



234-2026-941

May 25, 2026

Board Chair Jim Vezina
Thunder Bay DSSAB
Board.chair@tbdssab.ca

Dear Board Chair Vezina:

**Re: 2026-27 Confirmed Funding Allocations and Rent-Assisted Unit Target
National Housing Strategy (NHS) – COCHI, OPHI, and COHB**

This fiscal year marks the second year of the final three years of the National Housing Strategy (NHS) under the Canada-Ontario Bilateral Agreement.

Following the federal government's approval of Ontario's final three-year NHS Action Plan, Ontario continues to work with Service Managers and Indigenous Program Administrators to deliver on the province's housing commitments and ensure progress toward NHS targets.

These allocations and targets support Ontario's continued implementation of the National Housing Strategy and progress toward the province's Expansion Target.

I am pleased to confirm your funding allocations under the Canada-Ontario Community Housing Initiative (COCHI) and the Ontario Priorities Housing Initiative (OPHI) for the 2026-27 fiscal year, and to provide planning allocations for 2027-28. Details of these allocations are provided below.

COCHI/OPHI Funding Allocations – Thunder Bay DSSAB

Program	2026-27 Confirmed Allocation	2027-28 Planned Allocation
Canada-Ontario Community Housing Initiative (COCHI)	\$3,736,600	\$4,052,500
Ontario Priorities Housing Initiative (OPHI)	\$540,900	\$203,100

As Ontario approaches the final year of the NHS, OPHI funding will gradually taper. Service Managers are asked to plan and manage the uptake under the Housing Allowance and Rent Supplement components accordingly.

Rent-Assisted Unit Target – Thunder Bay DSSAB

To further support Ontario's NHS commitment, each Service Manager continues to be assigned a rent-assisted unit target to support the province's overall goal of expanding rent-assisted housing.

Ontario has made strong progress toward the Expansion Target in recent years, with many Service Managers advancing projects and delivering rent-assisted units ahead of earlier projections. In recognition of this early progress, the assigned targets for 2026-27 reflect a recalibration of annual expectations to align with Ontario's remaining commitment through the final years of the NHS. This adjustment recognizes the momentum already achieved and ensures that the province remains on a steady trajectory toward the 2028 target.

Your specific expansion target for the 2026-27 fiscal year is provided below:

2026-27	30 Rent – Assisted Units Eligible rent-assisted units include newly built or acquired affordable housing, reactivated community housing, and new rent-supplements (provided they meet specific criteria detailed in the NHS Eligibility Guide).
---------	---

The NHS Action Plan reiterates Ontario's commitment to expand rent-assisted housing by 19,660 units by March 31, 2028. Continued collaboration with Service Managers remains essential to achieving this target.

Canada-Ontario Housing Benefit (COHB) Funding Allocation - Thunder Bay DSSAB

Program	2026-27 Confirmed Planning Allocation	2026-27 Target Number of New Households
Canada-Ontario Housing Benefit (COHB)	\$398,000	55

Consistent with previous years, Service Managers are required to complete a COHB Take-Up Plan to support the effective use of allocated funding and the onboarding of new households. The Take-Up plan provides a projection of the number of new households expected to be assisted in the 2026-27 fiscal year.

The Take-Up Plan reporting template is available at the following link: [2026-27 COHB Planning Allocation Take-up Plan – Fill out form](#). Completed plans must be submitted to the Ministry no later than June 10, 2026.

Service Managers are also expected to report any changes to projected new household numbers through the existing reporting process to support ongoing program monitoring and oversight.

Our standard communication protocol for housing programs applies to the details in this letter, including keeping this information confidential.

A separate allocation letter for the 2026-27 Homelessness Prevention Program (HPP) will follow shortly.

Your continued leadership in delivering community housing is vital to advancing Ontario's housing objectives. I appreciate your continued partnership and look forward to building on this progress together.

Sincerely,

A handwritten signature in blue ink that reads "Robert J. Flack". The signature is fluid and cursive, with a long horizontal stroke at the end.

Hon. Robert J. Flack
Minister of Municipal Affairs and Housing

c: Ken Ranta, Chief Executive Officer, Thunder Bay DSSAB
Robert Dodd, Chief of Staff, Minister's Office, Ministry of Municipal Affairs and Housing
Martha Greenberg, Deputy Minister, Ministry of Municipal Affairs and Housing
Sean Fraser, Assistant Deputy Minister, Municipal and Housing Operations Division,
Ministry of Municipal Affairs and Housing
Jessica Vail, Team Lead, Regional Housing Services, Municipal Services Office North (Thunder Bay)



COCHI OPHI Initial Plan

COCHI-OPHI Investment Plan (IP) 2026-27

Case Number #: 2026-04-1-3625008284

Thunder Bay DSSAB-AIMS

Fields marked with an asterisk (*) are mandatory.

Introduction

Section A - Proposed Plan

This section is for you to describe how you intend to use your COCHI and OPHI funding allocation to address the housing needs of your community. The proposed program delivery plan should align with your Housing and Homelessness Plan and the Province's Community Housing Renewal Strategy. Please respond to the following questions in the space provided below.

Please make best efforts to respond to every part of each question.

1. What are the current and projected housing needs in your community? Please make direct reference (including page references) to your Housing and Homelessness Plan.

Projected needs for Transitional and Long Term Supportive Housing, as referenced on page 22 of the TBDSSAB H and H Plan, is:

1. Scattered site with ICM or ACT supports (rental subsidies required to make deeply affordable, acquisition with minor carrying and renovation costs, or new construction to make deeply affordable) - 125 units
2. Site Based Bridge Housing - 50
3. Site Based Transitional Housing - 50
4. Site Based Supportive Housing - 250

The projected needs for Community and Affordable Housing, as reference on page 27, is 324.

2. What is your planned approach to use COCHI and OPHI funding? Please provide details on whether any supportive housing projects will be submitted for COCHI and/or OPHI funding.

TBDSSAB's proposed plan for the use of COCHI and OPHI funding is a mix of the creation of new affordable housing units, the provision of rent supplements for Urban Native housing, and capital repairs for Not For Profit Community Housing providers. Supportive Housing units will not be created through COCHI and OPHI funding.

3. How does your plan address the current and projected housing needs in your community?



COCHI OPHI Initial Plan

COCHI-OPHI Investment Plan (IP) 2026-27

Case Number #: 2026-04-1-3625008284

Thunder Bay DSSAB-AIMS

This plan creates five (5) new affordable housing units to address the need for growth, and ensures the continuation of existing Community Housing units for the future.

4. What are the priorities and how were the target client groups selected?

The Urban Native program being supported through rent supplements will continue to operate a chronological wait list for their housing units.

The repair to NFP Community Housing units will ensure a continuation of these Community Housing units into the future.

The affordable housing capital project is a collaboration with a district proponent that is in the process of building a small home subdivision in the community. Each unit is 600 square feet and intended to provide affordable and easier living for the senior population.

5. Leveraging the COCHI and OPHI initiatives is a key means to achieving the goals and outcomes outlined in the Province's Community Housing Renewal Strategy. Please indicate how your planned spending under COCHI and OPHI will lead to:

- a) Increased supply and appropriate mix of affordable and adequate housing;
- b) People having improved access to affordable housing and supports that meet their needs to achieve housing stability;
- c) Improved efficiency of the community housing system to ensure value for money and long-term sustainability.

Through TBDSSABs proposed investments the supply of affordable housing will be increased by five (5) units and units will receive rent supplement support in the Urban Native program.

The existing supply of Community Housing units will be safeguarded through the renovations to Not For Profit owned housing assets.

Finally, support for the Urban Native program will ensure stability and sustainability within the Community Housing system by ensuring that these units remain within the Community Housing system.

6. How does your plan contribute to the allocated NHS targets? Please also indicate how your plan helps ensure the targets will be met?

TBDSSABs proposed Investment Plan will create five (19) units towards the NHS target of 30 (14 UNH Rent Supplements and 5 new affordable housing units). In addition to these 19 units, TBDSSAB is proposing 22 transitional and long term supported units under HPP, and a goal of 30 new portable benefit and rent supplement units funded through the member municipalities. In total, the TBDSSAB is tracking to have 71 units count towards the NHS target of 30.

7. To be answered by Service Managers with Urban Native Social Housing (UNH) units only.

The Ontario-CMHC Bilateral Agreement requires the preservation of Urban Native Social Housing units to ensure that there is no net loss of units and that retained units will be improved through



COCHI OPHI Initial Plan

COCHI-OPHI Investment Plan (IP) 2026-27

Case Number #: 2026-04-1-3625008284

Thunder Bay DSSAB-AIMS

repair, capital replacement, and rent affordability support.

a) How many UNH units do you currently have in your service area?

241

b) How many UNH units currently have operating agreements that have expired?

200

c) How many of these UNH units with expired operating agreements continue to receive housing subsidy support through COCHI funding?

133

d) Please indicate how the COCHI funding you receive will maintain these units and help the Province meet this commitment?

Through the use of COCHI, expiring Urban Native Housing units will be maintained in the TBDSSAB system to support access to affordable and supported housing. TBDSSAB is committed to working with our UNH partners to maintain the existing housing units within the system, and to support the need for maintaining and improving the properties to support long-term use.

8. **To be answered by Service Managers who plan to utilize COCHI/OPHI funding for Rent Supplements.** If you plan to enter into COCHI/OPHI-funded Rent Supplement Agreements with housing providers that have matured Operating Agreements and mortgages, please provide the following details:

a) How many Rent Supplement Agreements do you plan to enter into over the reporting period?

There will be 14 new rent supplement agreements entered into in 2026/27 and 32 total expiring between 2025/26 and 2027/28.

b) How many units would continue to operate as community housing as a result of Rent Supplement Agreements?

The TBDSSAB intends to support all 32 expiring units over the next 3 years through COCHI funding.

c) How many new rent-assisted units will be created?



COCHI OPHI Initial Plan

COCHI-OPHI Investment Plan (IP) 2026-27

Case Number #: 2026-04-1-3625008284

Thunder Bay DSSAB-AIMS

14 in 2026/27 and 32 total over the 3 year funding cycle.

d) How many RGI units would be provided?

14 in 2026/27 and 32 total over the 3 year funding cycle.

e) What would be the average rent supplement amount (\$ per unit per month)?

The average rent supplement paid per month for Urban Native units is \$630.00

9. **To be answered by Service Managers who plan to utilize COCHI/OPHI funding for Rent Supplements and Housing Allowance.** Please provide a breakdown of the estimated number of unique households to be assisted under the following components:

- **COCHI Rent Supplements**
- **OPHI Rent Supplements**
- **OPHI Housing Allowance - Direct Delivery**
- **OPHI Housing Allowance - Shared Delivery**

10. If applicable, please provide details on your proposed uses for Transitional Operating and/or administration fee funding. Please describe what activities will be funded and what outcomes will be achieved.

TBDSSAB will use COCHI OPHI administrative funding for a portion of staff salaries and office expenses related to the administration of the COCHI and OPHI programs. This includes a portion of the salary for Director, Integrated Social Services, Manager, Housing and Homelessness Programs, Housing Programs Officer, Director, Corporate Services, Manager, Finance and Financial Analyst.

11. Please indicate any potential risks anticipated during the implementation of the planned approach (e.g., risks of underspending, project withdrawals, etc.)? Please also provide details on how the potential risks will be managed.

n/a



COCHI OPHI Initial Plan

COCHI-OPHI Investment Plan (IP) 2026-27

Case Number #: 2026-04-1-3625008284

Thunder Bay DSSAB-AIMS

12. Additional Comments:

n/a

Section B - COCHI Projected Take-Up (Units/Households)

Complete the following table by entering the number of households for each target group to be served in your area. Please report each household only once for each component.

**Young Adults are Youths aged 16 to 24 years*

Projected Target Group	New Build	Repair	Rent Supplement	Transitional Operating	TOTAL
Homeless	0	0	0	0	0
Indigenous Peoples	0	0	10	0	10
Mental Health/Addiction Issues	0	0	0	0	0
Persons with Disabilities	0	0	0	0	0
Racialized Groups	0	0	0	0	0
Recent Immigrants	0	0	0	0	0
Seniors	0	0	0	0	0
Survivors of Domestic Violence	0	0	0	0	0
Veterans	0	0	0	0	0
Young Adults	0	0	0	0	0
Unspecified	4	0	0	0	4
Total COCHI	4	0	10	0	14

Section C - COCHI Quarterly Commitments

For the Capital Components, enter the estimated amount of COCHI funding to be taken-up by component in each quarter of the 2026-27 program year. Documentation required for a commitment is outlined in the Program Guidelines. Commitments for New Build projects must be made no later



COCHI OPHI Initial Plan

COCHI-OPHI Investment Plan (IP) 2026-27

Case Number #: 2026-04-1-3625008284

Thunder Bay DSSAB-AIMS

than the end of Quarter 3 and commitments for Repair projects in Quarter 4 cannot be more than 10% of the allocation.

The total quarterly commitments must equal the Planned Financial Commitment amount.

For the Operating Components, enter the projected commitments in each quarter of the 2026-27 program year.

COCHI	Planned Financial Commitment by Quarter				\$3,736,600
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	TOTAL
	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	
New Build	0	0	1,020,588	0	1,020,588
Repair	0	0	1,349,690	0	1,349,690
Total Capital	0	0	2,370,278	0	2,370,278
Rent Supplement	294,873	294,873	294,873	294,873	1,179,492
Transitional Operating	0	0	0	0	0
Total Operating	294,873	294,873	294,873	294,873	1,179,492
Administration Fee	46,707.5	46,707.5	46,707.5	46,707.5	186,830
Total COCHI	341,580.5	341,580.5	2,711,858.5	341,580.5	3,736,600
Variance					0

Section D - OPHI Projected Take-Up (Units/Households)

Complete the following table by entering the number of households for each target group to be served in your area. Please report each household only once for each component.

**Under column "Rental Assistance" please combine households receiving any Rent Supplement and Housing Allowance (Direct & Shared).*

***Young Adults are Youths aged 16 to 24 years*

Projected Target Group	Homeowner-ship	Ontario Renovates	Rental Housing	*Rental Assistance	Housing Support Services	TOTAL



COCHI OPHI Initial Plan

COCHI-OPHI Investment Plan (IP) 2026-27

Case Number #: 2026-04-1-3625008284

Thunder Bay DSSAB-AIMS

Homeless	0	0	0	0	0	0
Indigenous Peoples	0	0	0	4	0	4
Mental Health/Addiction Issues	0	0	0	0	0	0
Persons with Disabilities	0	0	0	0	0	0
Racialized Groups	0	0	0	0	0	0
Recent Immigrants	0	0	0	0	0	0
Seniors	0	0	0	0	0	0
Survivors of Domestic Violence	0	0	0	0	0	0
Veterans	0	0	0	0	0	0
Young Adults	0	0	0	0	0	0
Unspecified	0	0	1	0	0	1
Total OPHI	0	0	1	4	0	5

Section E - OPHI Quarterly Commitments

For the Capital Components, enter the estimated amount of OPHI funding to be taken-up by component in each quarter of the 2026-27 program year. Documentation required for a commitment is outlined in the Program Guidelines. Commitments for Rental Housing projects must be made no later than the end of Quarter 3 and commitments for Homeownership and Ontario Renovates projects in Quarter 4 cannot be more than 10% of that component's allocation.

For the Operating Components, enter the projected disbursements in each quarter of the 2026-27 program year.

OPHI	Planned Financial Commitment by Quarter				\$540,900
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	TOTAL
	Apr - Jun	Jul - Sep	Oct - Dec	Jan - Mar	
Homeownership	0	0	0	0	0
Ontario Renovates	0	0	0	0	0
Rental Housing	0	0	255,147	0	255,147



COCHI OPHI Initial Plan

COCHI-OPHI Investment Plan (IP) 2026-27

Case Number #: 2026-04-1-3625008284

Thunder Bay DSSAB-AIMS

Total Capital	0	0	255,147	0	255,147
Housing Allowance-Direct	0	0	0	0	0
Housing Allowance-Shared	0	0	0	0	0
Housing Support Services	0	0	0	0	0
Rent Supplement	65,127	65,127	65,127	65,127	260,508
Total Operating	65,127	65,127	65,127	65,127	260,508
Administration Fee	6,311.25	6,311.25	6,311.25	6,311.25	25,245
Total OPHI	71,438.25	71,438.25	326,585.25	71,438.25	540,900
Variance					0

Section F - Attestation

- *I certify to the best of my knowledge that this report has been accurately populated in accordance with the instructions provided by the Province with approvals by the local Council/ Board or their delegated authority.
- *I certify that Funds for Administration Fees are to be used in accordance with the COCHI and OPHI Program Guidelines.

*Prepared By (Name and Title): Aaron Park, Manager, Housing and Homelessness Programs	*Date: 05/29/2026
*Approved By (Delegated Service Manager/Indigenous Program Administrator Authority): Crystal Simeoni, Director, Integrated Social Services	*Date: 05/29/2026



BOARD REPORT

REPORT No.: 2026-21

MEETING DATE: JUNE 18, 2026

SUBJECT: HOMELESSNESS PREVENTION PROGRAM – INVESTMENT PLAN 2026-27

RECOMMENDATION

THAT with respect to Report No. 2026-21 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the Homelessness Prevention Program Investment Plan as presented and authorize the Chief Executive Officer to submit the plan to the Ministry of Municipal Affairs and Housing:

AND THAT the Board authorizes the Chief Executive Officer to execute any Agreements and other documents related thereto:

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

REPORT SUMMARY

To provide The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) with information regarding the Ministry of Municipal Affairs and Housing (MMAH) Homelessness Prevention Program (HPP) and to present the 2026-27 Investment Plan for approval.

BACKGROUND

HPP aims to address chronic homelessness across the province and provide greater flexibility to support a wide range of homelessness prevention and supportive housing activities. The funding will provide housing assistance and support services to vulnerable populations and support households to remain stably housed over time. There is also flexibility to fund capital projects and provide longer-term rental assistance as appropriate.

COMMENTS

The proposed 2026-27 Investment Plan established for HPP provides a focus on supporting the ongoing provision of supports and services to address homelessness

needs that have been identified in each community and have become more prevalent in recent years. The Investment Plan also includes a significant investment in capital projects to expand the transitional and supportive housing options for the District of Thunder Bay.

Outlined in the guidelines for HPP are a set of performance indicators that have been developed to monitor and track progress on the achievement of program outcomes, including the ultimate goal of measuring a reduction in homelessness and chronic homelessness. For each performance indicator identified, data elements will be reported annually in the Service Manager year-end report. Performance measures are in place and form part of the annual funding agreements with service and delivery partners.

The proposed Investment Plan identifies the recommendations for service category expenditures under HPP based on the review and analysis by Administration in considering existing needs, pressures, programs, and new initiatives.

Following is a comparison of the HPP Investment Plan for 2026-27 compared to 2025-26 by service category:

Service Category	2026-27	2025-26
Operating		
Community Outreach and Support Services	\$ 4,502,541	\$3,559,549
Emergency Shelter Solutions	\$3,051,599	\$2,554,613
Housing Assistance	\$2,317,100	\$2,098,400
Supportive Housing	\$317,864	\$357,864
Total Operating	\$10,189,104	\$8,570,426
Capital		
Emergency Shelter – Repairs and Upgrades	\$0	\$263,000
Supportive Housing – New Facilities	\$5,532,446	\$6,888,124
Total Capital	\$5,532,446	\$7,151,124
Administration		
Administration Fees	\$827,450	\$827,450
Grand Total	\$16,549,000	\$16,549,000

To address new capital construction and to prepare for the potential funding opportunities, TBDSSAB continues to engage with potential transitional housing proponents to ensure that projects funded through HPP 2026/27 capital funding produce the greatest possible outcomes for people experiencing homelessness in the District of Thunder Bay.

Proposed capital projects will be brought forward to the Board for consideration in a separate report in September.

STRATEGIC PLAN IMPACT

This program supports the previous TBDSSAB Strategic Plan vision of establishing flexible, inclusive services through the provision of relevant diverse housing supports and supports the current TBDSSAB Strategic Plan vision of humanizing human services. The program supports the success of the people we serve.

FINANCIAL IMPLICATIONS

HPP is a 100% provincially funded program. TBDSSAB has been notified that it will receive \$16,549,000 upon approval of the HPP Investment Plan for the April 1, 2026 – March 31, 2027 funding year.

TBDSSAB is eligible to use up to 5% of the approved funding allocation for administration costs. The allowable administration costs for the Ministry fiscal 2025-26 is \$827,450.



CONCLUSION

It is concluded that this report provides the Board with information relative to TBDSSAB's HPP Investment Plan for the 2026-27 year.

It is recommended that the Board authorize the CEO to submit the HPP Investment Plan to MMAH and to execute all other required agreements related to the program and make all necessary submissions to meet program guidelines and timeframes.

REFERENCE MATERIALS

Attachment #1 Letter from Minister Flack dated June 5, 2026

PREPARED BY:	Aaron Park, Manager, Housing and Homelessness Programs
SIGNATURE	
APPROVED BY	Crystal Simeoni, Director, Integrated Social Services
SIGNATURE	
SUBMITTED BY:	Ken Ranta, Chief Executive Officer

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000



Ontario

234-2026-1839

June 5, 2026

Board Chair Jim Vezina
Thunder Bay DSSAB
Board.chair@tbdssab.ca

Dear Board Chair Vezina:

Re: 2026-27 Funding Allocations for the Homelessness Prevention Program (HPP)

I am writing with details regarding your funding allocations for the Homelessness Prevention Program (HPP) for the 2026-27 fiscal year. This funding reflects our government's ongoing investment in supporting Service Managers (SMs), municipalities, and Indigenous Program Administrators (IPAs) in helping vulnerable Ontarians and includes the \$202 million annual increase to HPP and the Indigenous Supportive Housing Program (ISHP) in the 2023 provincial budget, which raised the total annual funding to approximately \$700 million.

HPP Funding Allocations – Thunder Bay DSSAB

Program Fiscal Year	Confirmed Allocation Amount
2026-27 allocation	\$16,549,000

The HPP Transfer Payment Agreement is current and continues to apply, and the HPP Program Guidelines have been updated with changes effective as of April 1, 2026. The revised HPP Program Guidelines is attached for your reference. Changes to the Guidelines are detailed in the “**Summary of Changes**” section.

To receive HPP funding, SMs are required to complete and submit an Investment Plan (IP) outlining how the funding allocation would be used to meet program objectives and outcomes. The IP template is available in the Transfer Payments Ontario (TPON) online system where completed plans must also be submitted. Please submit your IP in TPON no later than June 26, 2026.

.../2

-2-

SMs are asked to continue to update the same facility-level report Excel file they last submitted to the Ministry to reflect any changes in facility information. The Excel file can be submitted to the ministry as an attachment using the TPON system. The Ministry will continue to collect this data as a condition of SMs funding allocations throughout the life of the HPP program.

Again, we sincerely appreciate your efforts to support vulnerable individuals in your communities and to keep people safe. I look forward to collaborating with you as we continue to deliver this important program.

Sincerely,



Hon. Robert J. Flack
Minister of Municipal Affairs and Housing

- c. Ken Ranta, Chief Executive Officer, Thunder Bay DSSAB
- Robert Dodd, Chief of Staff, Minister Flack's Office, MMAH
- Martha Greenberg, Deputy Minister, MMAH
- Sean Fraser, Assistant Deputy Minister, Municipal and Housing Operations Division, MMAH
- Jessica Vail, Team Lead, Regional Housing Services, Municipal Services Office North (Thunder Bay)



BOARD REPORT

REPORT No.: 2026-22

MEETING DATE: JUNE 18, 2026

SUBJECT: RECORDS RETENTION SCHEDULES UPDATES

RECOMMENDATION

THAT with respect to Report No. 2026-22 (Corporate Services Division), we The District of Thunder Bay Social Services Administration Board (the Board) approve the updated Records Retention Schedules as presented;

AND THAT any necessary by-law be presented to the board.

REPORT SUMMARY

To provide The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) with recommended updates to the TBDSSAB records retention schedules.

BACKGROUND

Records schedules are an essential element of a full lifecycle approach to the management of information. They ensure records are organized and captured in a recordkeeping system at the beginning of their lifecycle and managed throughout until their final disposition.

The Records Retention By-law identifies ten (10) business functions of TBDSSAB. Within each of these business functions are file series with corresponding retention periods. A records series is defined as the total body of related records, whether in one or more formats, that is separately organized and maintained because the records relate to a function or subject or result from the same activity. A records series can be further divided into sub-series if necessary. The sub-series would specify a different retention and/or disposition for different types of records within a group of related records that support a single business process or activity.

Section 22 of By-law Number 03-2021 – Governance and Procedural, provides that the Chief Executive Officer (CEO) shall ensure that all necessary books and records of the Board required by the By-laws of the Board or any applicable statute or law are regularly and properly kept.

COMMENTS

Administration regularly reviews its retention schedules to ensure they support operational requirements and are amended to reflect updates as required by legislation or operational need. As a result of the recent review, updates were required to the current retention schedules.

The revised retention schedules have been reviewed by the Management Team and the CEO. The following are the key changes:

SECTION	Title	UPDATE	RATIONALE FOR CHANGE
SSB10	Board Records	Word clarity	“in camera” changed to “closed”
SSB40	Public Board Records	Series status update	Description was changed to reflect new process on saving closed session minutes.
SSS20-01	Child Files – Child Care	Series status update	Remove “and special needs services”
SSS20-02	Special Needs	Retention schedule removal	All documents have reached the end of the retention schedule and schedule is removed

STRATEGIC PLAN IMPACT

Although not a specific strategy within the 2024 – 2027 Strategic Plan, appropriate documents and records is an element of an effective system of internal control, a requirement within TBDSSAB’s agreements with its funders, and meets legislative requirements relative to privacy, thereby supporting all programs and financial stewardship of the organization.

FINANCIAL IMPLICATIONS



There are no financial implications associated with the implementation of the updated Records Management By-law.

CONCLUSION

It is concluded that the Records Retention Schedules be updated to reflect changes within legislation and operational requirements and should be approved as presented.

REFERENCE MATERIALS

Attachment #1 Records Retention Schedules

PREPARED BY:	Michael Shafirka, Manager, Information Services
SIGNATURE	
APPROVED BY	Richard Jagielowicz, CPA, CA, CBV – Director, Corporate Services
SIGNATURE	
SUBMITTED BY:	Ken Ranta, Chief Administrative Officer



RECORDS RETENTION

FOR THE ADMINISTRATIVE & OPERATING FUNCTIONS OF THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD (TBDSSAB)

These common records series will assist staff in managing the retention and disposal of the records (paper and electronic) created, received and used in the functions of the organization including:

- **Board Administration [SSB]**
- **Management & Administration [SSM]**
- **Social Services Programs [SSS]**
- **Policies, Procedures & Directives [SSP]**
- **Financial Management (includes purchasing) [SSF]**
- **Human Resources [SSH]**
- **Communications [SSC]**
- **Asset Management [SSA]**
- **Information and Information Technology Management [SSI]**
- **Legal [SSL]**

This document is also available on the shared drive at H:\INFO IT MGT\SSI 60 Record Mgt



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

TABLE OF CONTENTS

RETENTION SCHEDULES

BOARD ADMINISTRATION	3
MANAGEMENT AND ADMINISTRATION.....	6
SOCIAL SERVICES PROGRAMS	9
POLICIES, PROCEDURES & DIRECTIVES.....	22
FINANCIAL MANAGEMENT	25
HUMAN RESOURCES.....	32
COMMUNICATIONS	42
ASSET MANAGEMENT	46
INFORMATION AND INFORMATION TECHNOLOGY MANAGEMENT	53
LEGAL.....	62



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

BOARD ADMINISTRATION

SSB10	Board Records
SSB20	Meetings
SSB30	Board Committees & Advisory Tables
SSB40	Public Board Records
SSB50	Board Composition Governance



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

Series #	Series Title and Description	Retention and Disposition
SSB10	<p>BOARD RECORDS</p> <p>To provide a record of TBDSSAB representation, membership, guidelines and decisions. This series consists of government correspondence relative to the TBDSSAB, member municipalities, correspondence, performance measurements, work plans, Board agendas, minutes and resolutions (regular and in-cameraclosed), Territory without Municipal Organization (TWOMO) documentation and election information, administrative summaries (regular and in-cameraclosed), by-laws, working documents and related correspondence.</p> <p><u>Note</u>: All agenda's, minutes & reports of regular session meetings are moved to SSB40 once the meeting has taken place.</p>	<p>Department: 2 years Total: 15 years Final: Permanent <i>Subject to Review</i></p>
SSB20	<p>MEETINGS</p> <p>To maintain records related to the organization of meetings. Information collected includes meeting notifications, attendance, schedules and any related lunch / dinner and mileage associated with meetings of the Board and its various committees.</p>	<p>Department: 2 year Final: Destroy</p>
SSB30	<p>BOARD COMMITTEES & ADVISORY TABLES</p> <p>Records relating to the establishment, organization, and functioning of all standing Committees and Advisory Tables of the Board and their related composition agendas and minutes.</p>	<p>Department: 2 years Total: 15 years Final: Permanent <i>Subject to Review</i></p>



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

Series #	Series Title and Description	Retention and Disposition
<p>SSB40</p>	<p>PUBLIC BOARD RECORDS</p> <p>A final copy of public records related to TBDSSAB that are accessible to all staff. These are copies for release to the public of reports, agendas and minutes of the Board operations as well as resolutions and the Final Annual Report.</p> <p>Note: For closed session meetings, only minutes are included in this series. See SSB10 for closed session agendas, and reports <u>and minutes</u>.</p>	<p>Department: 5 years Total: Permanent <i>Subject to Review</i></p>
<p>SSB50</p>	<p>BOARD COMPOSITION & GOVERNANCE</p> <p>To provide a record of TBDSSAB representation, membership, guidelines, and decision. This series includes government correspondence relative to DSSAB governance and accountability, member municipalities' correspondence, Code of Ethics, Board representation, provincial appointee, annual board appointments, territory without municipal organization (TWOMO) documentation and election information.</p>	<p>Department: 2 years Final: Permanent <i>Subject to Review</i></p>



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

MANAGEMENT AND ADMINISTRATION

SSM10	Department Planning & Minutes
SSM20	Statistics
SSM20-01	Social Policy
SSM20-02	Asset Management
SSM20-03	Programs
SSM20-04	Internal
SSM30	Administration Support
SSM40	Associations & Organizations
SSM50	Inter-Governmental Relations
SSM70	Continuity Plans



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

Series #	Series Title and Description	Retention and Disposition
SSM10	<p>DEPARTMENT PLANNING & MEETINGS</p> <p>Records of meetings for staff committees/tables and department/division level planning. Includes staff meetings notices, agenda and minutes. The series also includes departmental planning, strategic plans, and operational reports.</p>	<p>Department: 2 years Total 7 years Final: Destroy</p>
SSM20	<p>STATISTICS</p> <p>To provide statistical records from the various departments and divisions as well as administration, which pertain to the operations of the organization such as caseload information, program results, time studies etc.</p> <p><u>Note</u>: Includes SSM20-01 to 04</p>	<p>Department: 2 years Total 10 years Final: Destroy</p>
SSM30	<p>ADMINISTRATIVE SUPPORT</p> <p>To provide a record of general correspondence with respect to TBDSSAB operations and administration including temporary delegations of authority pertaining to day-to-day administration as well as the working files of the Executive and Administrative Assistants.</p>	<p>Department: 2 years Total 7 years Final: Destroy</p>
SSM40	<p>ASSOCIATIONS AND ORGANIZATIONS</p> <p>Records used in administering individual or TBDSSAB memberships in associations, organizations, societies, federations, etc. Records include membership applications and correspondence, agenda, minutes of meetings, reports, annual reports, and membership fees documentation. Also includes correspondence related to conference and travel for both administrative staff and Board members. Records relating to TBDSSAB's participation in the organization and administration of conferences, meetings, and symposia, including materials relating to planning, advertising, administrative logistics and attendance at these events. Includes background material.</p>	<p>Department: 2 years Total 7 years Final: Destroy</p>



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

Series #	Series Title and Description	Retention and Disposition
SSM50	<p>INTER-GOVERNMENTAL RELATIONS</p> <p>Records relating to political advocacy work within the province. May include white papers on various social concerns within the province, information received from other DSSAB's Boards and Agencies. Correspondence related to social movements within government bodies.</p>	<p>Department: 2 years Total 7 years Final: Destroy</p>
SSM70	<p>BUSINESS CONTINUITY PLANNING</p> <p>Records relating to the program implementation and administration of Business Continuity Planning. May include procedures, standards, evaluations, work plans, business impact analyses, business services risk assessments, emergency response plans, emergency contact information, emergency notification protocols, procedures, standards, evaluations, and other related records.</p> <p>Records used in planning and delivering management responses related to incident management.</p>	<p>Department: 2 years Total 2 years Final: Destroy <i>After Superseded</i></p>



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

INTEGRATED SOCIAL SERVICES PROGRAMS

SSS10	Ontario Works Program
SS10-01	Client Files – OW
SS10-02	Client Files – OW With Overpayments
SSS10-03	Client Files – OW FRO (Closed October 2019)
SSS10-04	Client Files – Culling Client Records
SSS10-05	Client Files – Unfounded Fraud Documents Added
SSS10-06	Client Files – OW Scanned Documents
SSS10-07	Crown Briefs
SSS20	Child Care & Early Years Programs
SSS20-01	Client Files – CC
SSS20-02	Special Needs (Closed July 2015)
SSS20-03	Quality Assurance (Closed December 2019)
SSS20-04	Pedagogical Model
SSS20-05	Client Files – CC Scanned Documents
SSS30	Housing Programs
SSS30-01A,D-H	Client Files – Housing Programs
SSS30-02	Housing Providers
SSS30-03	Community Homelessness Prevention Initiative
SSS30-04	Reaching Home Initiative
SSS30-05	Homelessness Prevention Program (HPP)
SSS40	Property Management
SSS40-01	Client Files -I Property Management Tenants
SSS40-02	Client Files – Property Management Tenants with Arrears
SSS40-03	Client Files – Culling Electronic Tenant Records
SSS40-04	Client Files – HP Scanned Documents



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

Series #	Series Title and Description	Retention and Disposition
SSS10	<p>ONTARIO WORKS PROGRAM</p> <p>To provide a record of Ontario Works programs and services through TBDSSAB. This series contains general documentation relative to the OW programs from the department perspective i.e., reports, family support, discretionary dental and drugs for ODSP clients, employment, EVP, LEAP, EHOW, ERO, CIVRS, as well as service plans, projects, SBT hearing documents and compliance reviews.</p>	<p>Department: 1 year Total 5 years Final: Destroy</p>
SSS10-01	<p>CLIENT FILES – ONTARIO WORKS</p> <p>To provide a record of activity for clients in the Ontario Works Program. To document eligibility of clients and employment activities as well as identification. Information collected includes personal / confidential and health information for clients and their immediate family. For information related to Housing Security Funds see series SSS30-03.</p> <p>Note: Psychological Assessments for clients granted ODSP are stored separately in a locked cabinet and destroyed on-site. Those granted with no review follow destruction of client file. Those with an ODSP review date are subject to review prior to on-site destruction.</p>	<p>Department: 1 year Total 5 years Final: Destroy</p> <p><i>Psychological Assessment <u>with</u> ODSP review date are subject to review prior to destruction</i></p>



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

Series #	Series Title and Description	Retention and Disposition
<p>SSS10-02</p>	<p>CLIENT FILES – OW WITH OVERPAYMENTS</p> <p>Any client files that have an overpayment at the time of archiving are sent to off-site storage under this series. As per Directive 11.1 of the Delivery Standards of the Ontario Works Act, overpayment files must be kept indefinitely or until the overpayment is paid. For information related to Housing Security Funds see series SSS30-03</p> <p><u>Note</u>: Psychological Assessment for client with Overpayments are kept permanently.</p>	<p>Department: 1 year Total Permanent Final: Permanent</p>
<p>SSS10-03</p>	<p>CLIENT FILES – FAMILY SUPPORT WORKER FILE</p> <p>To document activity for clients in the OW program who have an obligation under a family responsibility agreement. Information includes declaration of support, paternity and separation agreements as they affect clients receiving and paying under the Family Responsibility Office. Files include personal/ confidential and health information as well as information about the payers their name, address, phone number, social insurance number, birth date and health number.</p> <p>This service ended October 31, 2019. (As of 2030 when final documents complete retention, this schedule will be removed)</p>	<p>Department: 5 years Total 10 years Final: Destroy</p>
<p>SSS10-04</p>	<p>CLIENT FILES – CULLING RECORDS</p> <p>To provide a record of documents being culled from active clients in the Ontario Works Program. As per the delivery standards, on-going segregation of documents that can be destroyed prior to file destruction are pulled for shredding. Any documents superseded in the active file older than 5 years can be culled apart from those related to an overpayment, where there is an active fraud investigation or there is an outstanding family support issue.</p>	<p>Department: 1 year Total 1 year Final: Destroy</p>



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

Series #	Series Title and Description	Retention and Disposition
SSS10-05	<p>ONTARIO WORKS UNFOUNDED FRAUD</p> <p>To provide a record of documents related to unfounded fraud investigations for the Ontario Works Program. As per directive 9.7 if an allegation of fraud is unfounded or unsupported records are to be deleted one year from the date that the assessment or investigation was completed (including documentation from police, crown and trial activities where applicable.) This series applies only to records for eligibility complaints that are unsupported and where no subsequent action on the case is taken.</p>	<p>Department: 1 year Total 1 year Final: Destroy</p>
SSS10-06	<p>CLIENT FILES – OW SCANNED DOCUMENTS</p> <p>Scanned documents which have been electronically uploaded and filed within the Social Assistance Management System (SAMS). All paper versions once scanned are considered copies and destroyed after the completion of the quality assurance process, which occurs during the 90-day hold period.</p>	<p>Department: 90 Days Total 90 Days Final: Destroy</p>
SSS10-07	<p>CROWN BRIEFS</p> <p>Crown briefs are records for the purpose of exchanging information and legal advice related to investigation and prosecution of cases of suspected social assistance fraud. Review and investigation of fraud was identified within the Ontario Works Value for Money audit from the Office of the Auditor General of Ontario. Protocols and procedures are in place with the local Crown Attorney’s Office and local police services regarding collection of information; referring a case to the police; initial preparation and vetting of the Eligibility Review Officer’s file with the police; securing documentation, storage, and disposition of evidence; and/or preparation of the Crown briefs.</p>	<p>Department: 10 years Total 10 years Final: Destroy</p>



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

Series #	Series Title and Description	Retention and Disposition
SSS20	<p>CHILD CARE & EARLY YEARS PROGRAMS</p> <p>To provide a record of Child Care Programs, EarlyON centres and services offered through TBDSSAB. Contains general documentation relative to the program from a department perspective i.e., child care planning fee subsidy, early learning. Also includes project, compliance reviews and Child Care Registry information.</p>	<p>Department: 1 year Total 7 years Final: Destroy</p>
SSS20-01	<p>CHILD FILES – CHILD CARE</p> <p>To document eligibility of clients for child care fee subsidy and special needs services. Information collected contains personal / confidential information for the client and their immediate family members as well as address, phone number, social insurance number and birth date. May contain health information. Includes cancelled special needs child care referrals and cancelled or expired social child care referrals.</p>	<p>Department: 1 year Total 7 years Final: Destroy</p>
SSS20-02	<p>SPECIAL NEEDS</p> <p>To provide a record of services to children with special needs. This series includes files pertaining to the provision of services. Information collected contains personal / confidential information for the client and their immediate family members as well as address, phone number, social insurance number and birth date. May contain health information.</p> <p>As of August 1, 2015, services contracted to Children’s Centre Thunder Bay. (As of 2023 when final documents complete retention, this schedule will be deleted.)</p>	<p>Department: 1-year Total 7 years Final: Destroy</p>



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

Series #	Series Title and Description	Retention and Disposition
<p>SSS20-03</p>	<p>QUALITY ASSURANCE</p> <p>To document compliance with legislation and performance of the Child Care Centres with the Quality Assurance monitoring program. Documents contain information relative to operating a quality assurance program to ensure compliance with Ministry guidelines and uphold a high standard of care for children and their families at child care centres holding agreements with TBDSSAB. Information collected may include information on clients and their immediate families. Includes Provider Insurance and Licences. EarlyON programs, although not under a formal Quality Assurance program, are monitored through support of the TBDSSAB Child Care staff.</p> <p>This program ended December 31, 2019. (As of 2027 when final documents complete retention, this schedule will be deleted)</p>	<p>Department: 1 year Total 7 years Final: Destroy</p>
<p>SSS20-04</p>	<p>PEDAGOGICAL MODEL</p> <p>Records related to the TBDSSAB team of Pedagogists supporting Child Care and EarlyON centres, to ensure alignment with 'How Does Learning Happen?', The Child Care and Early Years Act, and the College of Early Childhood Educators Code of Ethics and Standards of Practice. Documentation contains information relative to operating under the Pedagogical Model to ensure compliance with Ministry guidelines and uphold a high standard of care for children and their families at child care and EarlyON centres holding agreements with TBDSSAB. Information collected will include facilitation records, scheduled and unscheduled visit records and may include information on clients and their immediate families.</p>	<p>Department: 1 year Total 7 years Final: Destroy</p>



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

Series #	Series Title and Description	Retention and Disposition
SSS20-05	<p>CLIENT FILES – CC SCANNED DOCUMENTS</p> <p>Scanned documents which have been electronically uploaded and filed within the Ontario Child Care Management System (OCCMS). All paper versions once scanned are considered copies and destroyed after the completion of the quality assurance process, which occurs during the 90-day hold period.</p>	<p>Department: 90 days Total 90 Days Final: Destroy</p>
SSS30	<p>HOUSING PROGRAM</p> <p>To provide a record of Social Housing Programs and services offered through TBDSSAB. This series contains general documentation relative to the various Housing Programs (both social and affordable) from a department perspective. Documents include Ministry updates, program guidelines, program up take plans, housing strategy, housing and homelessness plan, local rules, minutes from housing provider meetings, compliance reviews and general correspondence as well as information regarding the rent supplement program.</p>	<p>Department: 1 year Total 7 years Final: Destroy</p>
SSS30-01	<p>CLIENT FILES – HOUSING PROGRAMS</p> <p>To provide a record of activities related to applicants applying for housing programs and services (including waitlists). To document eligibility for housing and services such as Rent-Geared-To-Income Assistance, special needs housing, AHP / IAH Northern Home Repair / Ontario renovates, AHP/IAH – Home Ownership component, provincial rent bank and emergency energy fund. Information collected contains personal/confidential, financial and health information for clients and their immediate family members. Those applicants that are offered and accept Rent-Geared-To-Income Assistance, Special Priority Program (SPP or Exceptional) or Special Needs housing through TBDSSAB will have their information transferred to a tenant file SSS40-01 with the exception of the SPP application itself which will remain under SSS30-01.</p>	<p>Department: 1 year Total 7 years Final: Destroy</p>



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

Series #	Series Title and Description	Retention and Disposition
<p>SSS30-01 A</p>	<p>CLIENT FILES – HOUSING PROGRAMS CANCELLED / INELIGIBLE (REGULAR, SPECIAL NEEDS AND EXCEPTIONAL)</p> <p>Related to ineligible and cancelled applications, income and expense documentation, acknowledgements, cancellations and transfer requests, correspondence to and from applicants including notifications of family composition and correspondence with other government agencies, housing providers' institutions or professional community agencies. Includes RGI, Market Rent and Jasper. Contains personal information including contact name, citizenship, SIN, income/assets, income tax and employment history, birth certificates, custody agreements and medical data.</p>	<p>Department: 1 year Total 7 years Final: Destroy</p>
<p>SSS30-01 D</p>	<p>NORTHERN HOME REPAIR (NHRP) HOMEOWNERS</p> <p>Records, applications, forms and documentation relative to homeowners applying for funding under this program to do repairs, including accessibility, address health and safety issues, and energy efficiency in the form of an interest-free forgivable loan. Files remain active during the forgivable loan period of 20 years. Once the home is sold or the homeowner is deceased and all avenues for financial restitution have been exhausted, the file is considered closed.</p> <p>Consists of documents relative to homeowners improving their single-family homes that require essential repairs and/or modifications to increase accessibility.</p> <p>This program ended December 31, 2012.</p>	<p>Department: 1 year Total 7 years Final: Destroy</p>



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

Series #	Series Title and Description	Retention and Disposition
<p>SSS30-01 E</p>	<p>ONTARIO RENOVATES (OR) HOMEOWNERS</p> <p>Records, applications, forms and documentation relative to homeowners applying for funding under this program to do repairs, including accessibility, address health and safety issues, and energy efficiency in the form of an interest-free forgivable loan. Files remain active during the forgivable loan period of 10 years. Once the home is sold or the homeowner is deceased and all avenues for financial restitution have been exhausted, the file is considered closed.</p> <p>Consists of documents relative to homeowners improving their single-family homes that require essential repairs and/or modifications to increase accessibility.</p> <p>(As of August 1, 2020, electronic files)</p>	<p>Department: 1 year Total 7 years Final: Destroy</p>
<p>SSS30-01 F</p>	<p>HOMEOWNERSHIP HABITAT</p> <p>This series includes application forms and supporting documentation related to eligibility accessing the partnership program with Habitat for Humanity. Files remain active during the forgivable loan period of 15 years. Once the home is sold or the homeowner is deceased and all avenues for financial restitution have been exhausted, the file is considered closed.</p> <p>Contains personal information including name, address, citizenship, SIN, income/assets, income tax and employment history and birth certificates, mortgage documentation.</p> <p>This program ended December 31, 2012</p>	<p>Department: 1 year Total 7 years Final: Destroy</p>



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

Series #	Series Title and Description	Retention and Disposition
<p>SSS30-01 G</p>	<p>PROVINCIAL RENT BANK</p> <p>This series includes application forms, supporting verification information / documentation and correspondence related to eligibility.</p> <p>Contains personal information including contact name, citizenship, SIN, income/assets, income tax and employment history, birth certificates and utility information/verification.</p> <p>This program ended March 31, 2013</p>	<p>Department: 2 years Total 7 years Final: Destroy</p>
<p>SSS30-01 H</p>	<p>EMERGENCY ENERGY FUND</p> <p>This series includes application forms, supporting verification information / documentation and correspondence related to eligibility.</p> <p>Contains personal information including contact name, citizenship, SIN, income/assets, income tax and employment history, birth certificates and utility information/verification.</p> <p>This program ended March 31, 2013</p>	<p>Department: 2 years Total 7 years Final: Destroy</p>
<p>SSS30-02</p>	<p>HOUSING PROVIDERS</p> <p>To document information related to the non-profit housing providers relative to the housing programs that they are administered under. This series includes deficit reduction plans, action plans, operational reviews, physical inspection reports target and unit activity reports, conflict of interest business cases issues management, TBDSSAB instructions and updates, provincial reporting and correspondence related to housing operations.</p>	<p>Department: 2 years Total 7 years Final: Destroy</p>



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

Series #	Series Title and Description	Retention and Disposition
<p>SSS30-03</p>	<p>COMMUNITY HOMELESSNESS PREVENTION INITIATIVE PROGRAM (CHPI)</p> <p>To provide a record of activities for CHPI. Includes information related to shelters as well as documents for applicants applying for Housing Security Funds that are funded through CHPI. Applicant records include clients in receipt of the Ontario Disability Support Program and Ontario Works, as well as non-social assistance recipients.</p> <p><u>Note</u>: The 7-year retention period will not begin until the end of the CHPI program is determined. For Agreements see SSL30 Contracts and Agreements which are permanent.</p>	<p>Department: 1 year Total 7 years Final: Destroy</p>
<p>SSS30-04</p>	<p>REACHING HOME INITIATIVE</p> <p>To provide a record of activities for Reaching Home Initiative. This program is funded by the Government of Canada to support projects aimed at reducing homelessness and preventing individuals and families of imminent risk of becoming homeless.</p> <p><u>Note</u>: The program is time limited ending March 31, 2022.</p>	<p>Department: 1 year Total 6 years Final: Destroy</p>
<p>SSS30-05</p>	<p>HOMELESSNESS PREVENTION PROGRAM (HPP)</p> <p>HPP is the combination of the former Home for Good, Community Homelessness Prevention Initiative and Strong Communities Rent Supplement Program.</p> <p>To provide a record of activities for HPP. Includes information related to emergency shelters, outreach activities, support services as well as documents for applicants applying for Housing Security Funds that are funded through HPP, Applicant records include clients in receipt of the Ontario Disability Support Program and Ontario Works, as well as non-social assistance recipients. Also includes information pertaining to long term supportive and transitional housing capital projects funded by HPP.</p>	<p>Department 2 years Total 7 years after the end of the respective affordability periods</p>



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

Series #	Series Title and Description	Retention and Disposition
	<p><u>Note</u>: The 7-year retention period will not begin until the end of the HPP affordability period. For Agreements see SSL30 Contracts & Agreements which are permanent.</p>	
<p>SSS40</p>	<p>HOUSING PROGRAMS – PROPERTY MANAGEMENT</p> <p>To provide a record of the Property Management Programs and services of TBDSSAB. This series contains documentation relative to the tenants and tenant programs including service plans, projects and compliance reviews and tenant support programs and tenant placement.</p>	<p>Department: 2 years Total 7 years Final: Destroy</p>



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

Series #	Series Title and Description	Retention and Disposition
<p>SSS40-01</p>	<p>CLIENT FILES – TENANT</p> <p>To provide a record of activity for clients in the Property Management, Rent Supplement and Investment in Affordable Housing programs.</p> <p>To document eligibility of clients for subsidized housing. Information collected contains personal/confidential and health information on clients and their immediate family members and/or roommates.</p> <p>As of October 1, 2019 electronic files</p>	<p>Department: 1 year Total 5 years Final: Destroy</p>
<p>SSS40-02</p>	<p>CLIENT FILES – TENANT WITH ARREAS</p> <p>To provide a record of activity for clients in the Property Management, Rent Supplement and Investment in Affordable Housing programs with Arrears.</p> <p>To document eligibility of clients for subsidized housing. Information collected contains personal/confidential and health information on clients and their immediate family members and/or roommates as well as balance owing.</p> <p>As of October 1, 2019, electronic files</p>	<p>Department: 1 year Total 7 years Final: Destroy</p>
<p>SSS40-03</p>	<p>CLIENT FILES – CULLING ELECTRONIC TENANT RECORDS</p> <p>To provide a record of electronic documents culled from tenant files in database (Yardi). As per Act to allow for on-going maintenance of documents that can be segregated and destroyed prior to the file's destruction. Any documents pertaining to a unit which the tenant has been moved out of more than 7 years ago, can be culled. Culling has been set for 7 years to accommodate tenant files with arrears.</p>	<p>Department: 1 year Total 1 year Final: Destroy</p>



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

Series #	Series Title and Description	Retention and Disposition
SSS40-04	<p>CLIENT FILES – HP SCANNED DOCUMENTS</p> <p>Scanned documents which have been electronically uploaded and filed within Yardi (Property Management System). All paper versions once scanned are considered copies and destroyed after the completion of the quality assurance process, which occurs during the 90-day hold period.</p>	<p>Department: 90 days Total 90 Days Final: Destroy</p>



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

POLICIES, PROCEDURES & DIRECTIVES

SSP10	Policies
SSP20	Procedures
SSP30	Job Aids & Guides
SSP40	Position Manuals
SSP50	Directives



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

Series #	Series Title and Description	Retention and Disposition
<p>SSP10</p>	<p>POLICIES</p> <p>To document TBDSSAB policies and their development.</p> <p>This series includes approval policies, background information, research materials, drafts, correspondence, and authorizations regarding development of and final policies.</p>	<p>Department: 3 years Total 3 years Final: Destroy only After superseded</p>
<p>SSP20</p>	<p>PROCEDURES</p> <p>To document TBDSSAB procedures and their development.</p> <p>This series includes approval procedures, background information, research materials, drafts, correspondence, and authorizations regarding development of and final procedure documents.</p>	<p>Department: 3 years Total 3 years Final: Destroy only After superseded</p>
<p>SSP30</p>	<p>JOB AIDS & GUIDES</p> <p>To document TBDSSAB Job Aids, Guides and their development.</p> <p>This series includes background information, research materials, drafts, correspondence, and authorizations regarding development of and final job aids and guides.</p>	<p>Department: 3 years Total 3 years Final: Destroy only After superseded</p>



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

Series #	Series Title and Description	Retention and Disposition
<p>SSP40</p>	<p>POSITION MANUALS</p> <p>To maintain copies of detailed position manuals.</p> <p>This series includes step-by-step guides for positions within the organization.</p>	<p>Department: 1 year</p> <p>Total 1 year</p> <p>Final: Destroy <i>After superseded</i></p>
<p>SSP50</p>	<p>DIRECTIVES</p> <p>To collect and maintain copies of and links to current Ministry Directives.</p> <p>This series includes background information, correspondence, and current directives pertaining to social services programs and links to government web sites.</p>	<p>Department: 1 year</p> <p>Total 1 year</p> <p>Final: Destroy <i>After superseded</i></p>



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

FINANCIAL MANAGEMENT

SSF10	Budgets and Allocations
SSF20	Accounts Receivable
SSF30	Accounts Payable
SSF40	Payroll
SSF50	Banking and Insurance
SSF60	Year End
SSF70	External Financial Reporting
SSF80	Purchasing
SSF90	Reserve Funds
SSF100	Program Funds (Governmental Grants)
SSF110	Levy
SSF120	Long Term Debt
SSF130	Internal Financial Reporting
SSF140	Fleet Management



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

Series #	Series Title and Description	Retention and Disposition
<p>SSF10</p>	<p>BUDGETS AND ALLOCATIONS</p> <p>Records created and used during the process of preparing budgets and allocations for the program area for a fiscal year including final budgets and all directly related working papers and backup documentation.</p> <p>Records used to forecast planned budget expenditures and anticipated revenue streams over the course of the fiscal year.</p>	<p>Department: 2 years</p> <p>Total: 7 years</p> <p>Final: Destroy</p> <p><i>Note: If program is being audited, retention begins after audit is completed</i></p>
<p>SSF20</p>	<p>ACCOUNTS RECEIVABLE</p> <p>Records relating to receivable accounts, including: Written receipts, bank deposit slips, cash receipts reports/ledger sheets, cheque-matching documents, and returned cheques. Includes records used in processing returned (NSF) cheques.</p> <p>Records of financial transfers between TBDSSAB and various provincial and federal ministries.</p> <p>Internal or external invoices provided for services i.e., FOI.</p> <p>Reporting: Reports and ledgers such as ageing reports, cash receipt journals, billing registers, cash reconciliations, and any other monthly/annual reporting of receivables, Form 5 information and claims files.</p> <p>Revenues: Records of a general nature relating to the generation of revenues received by TBDSSAB resulting from the sale of goods or services such as from advertising space & rental for cell towers.</p> <p>Completed journal forms, input forms, and all background documentation used to substantiate journal entries. Also includes other completed forms, input forms, and all background documentation used to substantiate journal entries.</p>	<p>Department: 1 year</p> <p>Total: 7 years</p> <p>Final: Destroy</p>



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

Series #	Series Title and Description	Retention and Disposition
<p>SSF30</p>	<p>ACCOUNTS PAYABLE</p> <p>Records relating to accounts payable, including:</p> <p>Petty cash statements, requests and approvals for travel, advances and expense claim forms (i.e., cell phone) and records relating to the request, approval, and issue of supplies such as stationery, forms, and parts. Completed journal forms, input forms, and background documentation used to substantiate journal entries.</p> <p>Records relating to dental authorizations and hotel billings.</p> <p>Records relating to payable accounts that the TBDSSAB owes for goods or services received, including original invoices, correspondence, billings, packing slips, copies of financial transactions and other supporting documentation.</p> <p>Copies of purchase orders, including blanket purchase orders, related correspondence, and backup documentation.</p> <p>Records relating to employee credit cards, such as original applications, signed acknowledgement forms, change of address records, name changes, lists of cardholders, and lists of cancelled cards, credit card logs, approved individual monthly statements, invoices, parking slips, and supporting documentation.</p> <p>Reporting: Computer reports and ledgers, including cheque registers, reports, and other monthly/annual summaries of payables.</p> <p>Authority for Payment: Advice forms and original signed requisitions for payment.</p>	<p>Department:</p> <p>1 year</p> <p>Total:</p> <p>7 years</p> <p>Final: Destroy</p>



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

Series #	Series Title and Description	Retention and Disposition
SSF40	<p>PAYROLL</p> <p>Financial/accounting records relating to employee salaries/wages and benefits, including:</p> <p>Reports relating to bi-weekly payroll and monthly reimbursements to employees.</p>	<p>Department: 1 year</p> <p>Total: 7 years</p> <p>Final: Destroy</p>
SSF50	<p>BANKING AND INSURANCE</p> <p>Records relating to banks and banking, including bank statements. Also includes records relating to the establishment and maintenance of bank accounts, correspondence regarding bank accounts and month-end reports.</p> <p>Financial control through reconciliation, including bank reconciliations, credit card reconciliations, and reconciliations relating to payroll, and benefits, etc. Contains list of outstanding cheques and returned fund reports, monthly cheque registers, cancelled cheques and records of stop payments.</p> <p>Insurance information such as policies, renewal notices and coverage as well as correspondence pertaining to insurance.</p> <p><u>Note</u>: For insurance claims information see SSA30. Physical cheques are deposited electronically and retained until bank statements are reconciled. The statement forms the official record and physical cheques are shredded on-site.</p>	<p>Department: 1 year</p> <p>Total: 7 years</p> <p>Final: Destroy</p>



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

Series #	Series Title and Description	Retention and Disposition
SSF60	<p>YEAR END</p> <p>Contains audit program documentation, working papers, year-end reconciliations, including balance sheets, income statement, financial statements, correspondence, and copies of final audit reports as well as any follow-up documentation, reports, responses, and related records.</p>	<p>Department: 2 years</p> <p>Total: 7 years</p> <p>Final: Destroy</p>
SSF70	<p>EXTERNAL FINANCIAL REPORTING</p> <p>To document financial analysis, reconciliations, compliance reviews, investments, Ministry reports, and work in progress Board reports for the TBDSSAB funds.</p> <p>This series includes financial spreadsheets, mortgage & loans and investment documentation used in financial analysis, reconciliations and Ministry Reports.</p>	<p>Department: 2 years</p> <p>Total: 7 years</p> <p>Final: Destroy</p>
SSF80	<p>PURCHASING</p> <p>Records relating to the tendering process, including Requests for Proposal (RFPs), Requests for Quotations (RFQs), Requests for Information (RFIs), vendors' responses, proposals, tender submissions, tender specifications, advertisements, working papers, waivers, evaluation criteria, summaries, a signed copy of the legal agreement or contract, and post-delivery evaluations of vendor performance.</p> <p>May also include debriefing documentation and records dealing with unsuccessful bids, price comparisons, technical reports, product comparisons, service requests, approvals, vendor of record agreements, standing agreements and single source agreements.</p> <p>As of March 2018 all records are electronic on <i>bids&tenders</i> section of TBDSSAB website.</p>	<p>Department: 2 years</p> <p>Total: 7 years</p> <p>Final: Destroy</p>



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

Series #	Series Title and Description	Retention and Disposition
SSF90	<p>RESERVE FUNDS</p> <p>Records relating to the establishment and operation of reserve funds for contingencies, future capital projects, and program delivery.</p>	<p>Department: 2 years</p> <p>Total: 7 years</p> <p>Final: Destroy</p>
SSF100	<p>PROGRAM FUNDS</p> <p>Records relating to grants received through Provincial and Federal Agreements for program service delivery.</p> <p>Includes records relating to financial administration of the disbursement of grants given to outside organizations, agencies and individuals.</p>	<p>Department: 2 years</p> <p>Total: 7 years</p> <p>Final: Destroy</p>
SSF110	<p>LEVY</p> <p>Records related to the management of the Levy. Includes financial information and invoices as well as documentation and correspondence related to the Levy.</p>	<p>Department: 2 years</p> <p>Total: 7 years</p> <p>Final: Destroy</p>
SSF120	<p>LONG TERM DEBT</p> <p>Records include financial information, documentation and correspondence related to the long-term debt for TBDSSAB. For mortgages, the retention applies once the file is closed.</p>	<p>Department: 2 years</p> <p>Total: 7 years</p> <p>Final: Destroy</p>



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

Series #	Series Title and Description	Retention and Disposition
SSF130	<p>INTERNAL FINANCIAL REPORTS</p> <p>Records relating to grants received through Provincial and Federal Agreements for program service delivery.</p> <p>Includes records relating to financial administration of the disbursement of grants given to outside organizations, agencies and individuals.</p>	<p>Department: 2 years</p> <p>Total: 7 years</p> <p>Final: Destroy</p>
SSF140	<p>FLEET MANAGEMENT</p> <p>Records related to purchase and maintenance as well as cost analysis of vehicles owned or leased by TBDSSAB.</p>	<p>Department: 2 years</p> <p>Total: 7 years</p> <p>Final: Destroy</p>



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

HUMAN REOURCES MANAGEMENT

SSH10	Personnel Files (Individual Employee Files)
SSH10-01	Personnel Files (with Occupation Exposure Reports)
SSH15	Attendance
SSH20	Organizational Design
SSH25	General
SSH30	Recruitment and Selection
SSH35	Disability
SSH40	Compensation and Benefits
SSH45	Accessibility (AODA)
SSH50	Training and Development
SSH60	Labour Relation
SSH70	Employee Relations
SSH80	Health and Safety
SSH80-01	Safety data sheets (SDS)
SSH80-02	Joint health and safety committee
SSH80-03	Pandemic Screens Staff, Visitor/Vendor & Clients
SSH90	Leadership Team
SSH100	Public Human Resource (HR) Records



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

Series #	Series Title and Description	Retention and Disposition
SSH10	<p>PERSONNEL FILES</p> <p>Information collected includes employee name, address, phone number, SIN, marital status, date of birth, salary, benefits, deductions correspondence memorandum, probationary reports, records documenting the work history of classified, unclassified, and student employees. Records may include employee application and group insurance enrolment forms, authorities for appointment, oaths, and affirmations, letters of appointment, health information, return to work or employment accommodation plans, attendance support documentation, disciplinary letters, pension benefit information, accident information, job security information, employment transition information, and return to work documents.</p> <p>Also, may include performance appraisals, medical records, designated substances control program records, personal protective equipment records, photographs, police background checks, exit records, authorizations for educational assistance, authorization for payroll deductions, records related to employee leaves and absenteeism due to vacation, illness, or special leave, records and any other appropriate documentation.</p> <p>Note: In some cases, disciplinary letters must be pulled from the file 3 years from the date the discipline took place provided that the employee’s personnel file has been clear of discipline for the preceding three years.</p> <p>Note: A suitable process exists to restrict access to individual employee health information, attendance support information, return to work plans, and employment accommodation plans (for example, by storing this information separately within files in sealed envelopes).</p>	<p>Department: 2 years Total: 10 years Final: Destroy <i>After termination of employment</i></p>



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

Series #	Series Title and Description	Retention and Disposition
SSH10-01	<p>PERSONNEL FILES with Occupational Exposure Reports</p> <p>See description for SSH10. The only difference being the presence of a physician report on chemical exposure being included in the personnel file which warrants the longer retention per legislation.</p>	<p>Department: 2 years</p> <p>Total: 40 years</p> <p>Final: Destroy <i>after termination of employment</i></p>
SSH15	<p>ATTENDANCE</p> <p>To maintain information related to attendance. Information collected includes time sheets, hours worked, error or exception reporting, biweekly pay details, overtime reports and lieu and absence reports. Records relating to employee leaves, absenteeism, and vacation. Records may include reports and general program information.</p> <p>Records relating to methodologies, procedures, and agreements used in scheduling hours of work, including guidelines for flexible hours, job sharing, and early closing and overtime, as well as call-back agreements, and supporting documentation.</p>	<p>Department: 1 year</p> <p>Total: 2 years</p> <p>Final: Destroy</p>
SSH20	<p>ORGANIZATIONAL DESIGN</p> <p>To provide a record of the staffing structure of TBDSSAB. This series includes records relating to the creation and documentation of job positions and job classifications as well as organizational charts and staff complement reports.</p> <p>Documents include: new job classifications, rejected classification requests, and the reclassification of existing positions, as well as job position descriptions and records relating to individual classification review procedures and appeals.</p> <p>Records relating to the establishment of individual positions, related human resources requirements, and position allocations. May also include rejected requests for the establishment of positions.</p>	<p>Department: 2 years</p> <p>Total: 7 years</p> <p>Final: Destroy <i>Subject to Review</i></p>



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

Series #	Series Title and Description	Retention and Disposition
<p>SSH25</p>	<p>GENERAL</p> <p>To provide a record of documentation with respect to general HR items such as memos, reports and working papers. This series does not include employee specific records.</p>	<p>Department: 1 year</p> <p>Total: 3 years</p> <p>Final: Destroy</p>
<p>SSH30</p>	<p>RECRUITMENT AND SELECTION</p> <p>Records relating to recruitment and selection. This series consists of requisite approvals to begin competitions, position descriptions, selection criteria, area of search documentation, internal and external job postings/advertisement, documentation, lists of candidates, interview schedules, and lists of selection committee members. Also includes interview formats and questions, rating and ranking materials, candidates' written consent to check references, reference check information, applications for employment, interview reports, and correspondence with applicants, including offer or rejection letters where applicable.</p> <p>Excludes: unsolicited applications; these are not accepted.</p>	<p>Department: 3 years</p> <p>Total: 3 years</p> <p>Final: Destroy</p>



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

Series #	Series Title and Description	Retention and Disposition
SSH35	<p>DISABILITY (WSIB)</p> <p>Records relating to individual claims made to the WSIB by TBDSSAB employees These include Form 7, attending physician reports, benefits history documentation, current injury/accident details, accident investigation reports, WSIB reports, and other health information, correspondence, return to work plans/certifications, employment accommodation plans, and WSIB appeals.</p> <p>Note: Employee specific incident and accident reports, logs and other related records are moved to the employee file once WSIB process is completed. See SSH10.</p>	<p>Department: 2 years Total: 10 years Final: Destroy</p>
SSH40	<p>COMPENSATION & BENEFITS</p> <p>To provide information relative to compensation and benefits within the organization. This series consists of compensation and benefit reports, job evaluations, vacation, sick leave, salary administration and pay equity as well as salary increments, OMERS and general increases and collective bargaining increases as well as Record of employment correspondence.</p> <p>Records detailing individual employees' deductions as well as working copies of rules and regulations used to calculate the various deductions from employee pay including deductions for the Canada Pension Plan, unemployment insurance, and income tax, as well as non-statutory deductions such as those for group insurance.</p>	<p>Department: 2 years Total: 7 years Final: Destroy</p>



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

Series #	Series Title and Description	Retention and Disposition
SSH45	<p>ACCESSIBILITY – AODA</p> <p>To provide information and record action relative to the Accessibility for Ontarians with Disability act. Includes correspondence and reporting required to meet the standards. Includes communication and public space design for employees and clients.</p>	<p>Department: 2 years</p> <p>Total: 7 years</p> <p>Final: Destroy</p>
SSH50	<p>TRAINING AND DEVELOPMENT</p> <p>Records relating to TBDSSAB staff training and development, including the planning and funding of training. This series will contain test results, court evaluations, external training authorization, succession planning, tuition reimbursement, training resource material and staff orientation package.</p> <p>Records relating to the planning and scheduling of training and development courses and workshops for employees and volunteer staff. Records include attendance records, records relating to course content, course evaluations, and related reports and comments.</p>	<p>Department: 2 years</p> <p>Total: 5 years</p> <p>Final: Destroy</p>



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

Series #	Series Title and Description	Retention and Disposition
SSH60	<p>LABOUR RELATIONS</p> <p>Records relating to the administration of grievances, appeals arbitration, and adjudications within TBDSSAB. Records may originate from any of the various steps within the grievance and arbitration process from the filing of the grievances through to the issuance of arbitration awards. Records include correspondence, copies of grievances, legal documentation, notes, decisions, and settlement documents.</p> <p>Records pertaining to union-related matters may include general correspondence, union-related policies, minutes and agenda for ad hoc union/management meetings, current seniority lists, and union time off lists.</p> <p>Records relating to collective agreements and interpretations pertaining to employees, including copies of signed collective agreements, union and management proposals, correspondence, survey data, documentation regarding collective bargaining agreed upon items, and notes. Also includes interpretations and letters of understanding. Also includes non-union agreement interpretations, and guidelines and policies relating to non-bargaining unit employees.</p>	<p>Department: 2 years Total: 10 years Final: Destroy</p>



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

Series #	Series Title and Description	Retention and Disposition
SSH70	<p>EMPLOYEE RELATIONS</p> <p>Records relating to official complaints by staff, including background material and histories, union correspondence, legal correspondence, and investigation reports including human rights and harassment complaints.</p> <p>Records documenting the employment transition process for individual employees under notice of layoff. Records include employment transition letters, options sheets, offer/assignment letters, employee displacement documentation, direct assignment information, information on temporary or permanent assignments, notes, and exit documentation.</p> <p>Documentation with respect to terminations, staff surveys and human rights.</p>	<p>Department: 2 years</p> <p>Total: 7 years</p> <p>Final: Destroy</p>



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

Series #	Series Title and Description	Retention and Disposition
SSH80	<p>HEALTH & SAFETY AND WELLNESS</p> <p>Documentation relating to the Employee Assistance Program (EAP) LifeWorks. Documentation pertaining to first aid services, fire evacuation plans, inspections and audit records, safety bulletins and technical documents used for research.</p> <p>Ministry of Labour orders and supporting documentation issued under the Occupational Health and Safety Act, which relate to TBDSSAB employees.</p> <p>Workplace inspection forms.</p> <p>Also records pertaining to personal protective equipment, emergency response and pandemic planning and minutes and agendas for the Wellness Committee as well as information and event planning for Wellness Program initiatives.</p> <p>Records relating to health and safety training for staff including first aid training, certification training, Workplace Hazardous Materials Information System (WHMIS) training, training relating to transportation of dangerous goods, and courses on managing health and safety. Records include attendance records, records relating to course content, evaluation reports and comments.</p>	<p>Department: 2 years Total: 6 years Final: Destroy</p>
SSH80-01	<p>SAFETY DATA SHEETS (SDS)</p> <p>Safety Data Sheets (SDS). Paper copies only. SDS expire every five years or sooner if there has been a significant change. The retention period applies after the SDS has expired.</p> <p>Links are provided to on-line SDS sheets and therefore there is no need to keep electronic version.</p>	<p>Department: 2 years Total: 2 years Final: Destroy <i>After superseded</i></p>



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

Series #	Series Title and Description	Retention and Disposition
SSH80-02	<p>JOINT HEALTH AND SAFETY COMMITTEE</p> <p>Minutes and agendas for the Joint Health and Safety Committee</p>	<p>Department: 2 years</p> <p>Total: 15 years</p> <p>Final: Destroy</p>
SSH80-03	<p>PANDEMIC SCREENS STAFF VISITORS/VENDORS AND CLIENTS</p> <p>Records relating to pandemic screening of staff, visitors/vendors and clients for the purpose of meeting the requirements set out in provincial regulations. This schedule will remain in effect until such time as the Province updates or withdraws the requirements of this legislation.</p> <p>This series is time limited ending 2022</p>	<p>Department: 180 days</p> <p>Total: 180 days</p> <p>Final: Destroy</p>
SSH90	<p>LEADERSHIP TEAM</p> <p>To provide a series to contain documents relative to the curriculum for internal training programs delivered by program supervisors, daily activity reports (completed by staff for visits outside the office), instructions for management regarding STD and LTD as well as incident reports.</p>	<p>Department: 2 years</p> <p>Total: 2 years</p> <p>Final: Destroy <i>After superseded</i></p>
SSH100	<p>PUBLIC HR RECORDS</p> <p>To provide open access for all staff to human resource reference documents. Originals remain in appropriate schedules above based on HR subject. Only PDF copies would be accessible to staff to reference.</p>	<p>Department: 2 years</p> <p>Total: 2 years</p> <p>Final: Destroy <i>After superseded</i></p>



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

COMMUNICATIONS

SSC10	Publications
SSC20	Correspondence
SSC30	Media
SSC40	Events
SSC50	Reference Library
SSC60	Archives
SSC70	Public Communications



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

Series #	Series Title and Description	Retention and Disposition
SSC10	<p>PUBLICATIONS</p> <p>To record development, design, and editing of pamphlets, articles, and other publications, as well as printing, layout, graphic design, and distribution of these published materials. Also contains documentation relative to marketing, advertising, and visual identity.</p>	<p>Department: 1 year Total: 5 years Final: Destroy</p>
SSC20	<p>CORRESPONDENCE</p> <p>To provide a record of the complaints and commendations as well as inquiries received by TBDSSAB.</p> <p>Records relating to public inquiries, complaints and commendations or responses related to operational and program activities, which have required complex or detailed responses.</p>	<p>Department: 1 year Total: 5 years Final: Destroy</p>
SSC30	<p>MEDIA</p> <p>To provide a record of the media related to the operations of TBDSSAB. This series contains all documentation relative to major issue management, internal communications, audio-visual files, news clippings and new releases, weekly media scans as well as advertisements to the public.</p>	<p>Department: 1 year Total: 5 years Final: Destroy</p>
SSC40	<p>EVENTS</p> <p>To provide a record of the special events related to the operations of TBDSSAB. This series contains all documentation relative to major events held by the board, ceremony and speeches and presentation information.</p>	<p>Department: 1 year Total: 5 years Final: Destroy</p>



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

Series #	Series Title and Description	Retention and Disposition
<p>SSC50</p>	<p>REFERENCE LIBRARY</p> <p>To provide a record of the reference material used in operations as well as provide e-links to legislation and externally referenced sites i.e. sites with up to date statistics. The documentation relative to reference material for research and policy development that pertain to TBDSSAB is also under this series.</p>	<p>Department: 1 year</p> <p>Total: 5 years</p> <p>Final: Destroy</p>
<p>SSC60</p>	<p>ARCHIVES</p> <p>To provide a series for electronically archived materials. This series contains superseded directives, policies, legislation and statistics of TBDSSAB.</p>	<p>Department: 1 year</p> <p>Total: 10 years</p> <p>Final: Destroy</p>
<p>SSC70</p>	<p>PUBLIC COMMUNICATIONS</p> <p>This series contains internal communications, newsletters, schedules for staff (vacations/floaters) phone scripts, lobby signs and presentation and information received from external sources (i.e. bus schedules), logo's, graphics and photos as well as minutes for full staff and caseworkers' meetings.</p>	<p>Department: 1 year</p> <p>Total: 5 years</p> <p>Final: Destroy</p>



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

ASSET MANAGEMENT

SSA10	Facilities Management – Operations
SSA10-01A	Construction Projects
SSA10-01B	Blueprints and Architectural Drawings
SSA10-02A	Fire / Property Safety Plans
SSA10-02B	Fire / Property Safety Inspections
SSA11	Facilities Management – Capital
SSA12	Disposition of Property
SSA20	Moveable Asset Inventory
SSA30	Insurance Claims
SSA30-01	Current Insurance Claims
SSA30-02	Closed Insurance Claims
SSA40	Security – Physical Assets
SSA40-01	Security – Operation Reports
SSA40-02	Video Surveillance



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

Series #	Series Title and Description	Retention and Disposition
<p>SSA10</p>	<p>FACILITIES MANAGEMENT - OPERATIONS</p> <p>Records relating to the operation and maintenance of buildings, facilities, structures including janitorial and cleaning services, after hours reports, general maintenance reports, grounds maintenance, and activities pertaining to mechanical systems and security equipment/camera placement.</p> <p>As of March 22, 2019, maintenance requests all electronic</p> <p>Records relating to waste management program: recycling, garbage pick-up, and waste reduction programs.</p> <p><u>Note</u>: For fire prevention, plans and related inspections see SSA10-2A&B, SSA11.</p>	<p>Department: 2 years</p> <p>Total: 10 years</p> <p>Final: Destroy</p>
<p>SSA10-01A</p>	<p>CONSTRUCTION – PROJECT FILES</p> <p>Records relating to the planning, design and construction of individual buildings, facilities, and structures. Also included are records dealing with major alternations, renovations or additions to existing buildings and structures as well as demolitions of buildings or structures. Records include planning and design documentation and implementation documents.</p>	<p>Department: 10 years</p> <p>Total: Permanent</p> <p>Final: Permanent</p> <p><i>Subject to Review</i></p>
<p>SSA10-01B</p>	<p>BLUEPRINT & ARCHITECTURAL DRAWINGS</p> <p>Contains blueprints, architectural drawings, building plans and permits including appraisal reports, correspondence, surveys, and reports. May also contain copies of original legal documents such as deeds.</p> <p>These drawings will become superseded/obsolete after the building has been sold or destroyed or otherwise disposed of.</p>	<p>Department: Permanent</p> <p>Total: Permanent</p> <p>Final: Permanent</p> <p><i>Subject to Review</i></p>



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

Series #	Series Title and Description	Retention and Disposition
SSA10-02A	<p>FIRE / PROPERTY SAFETY PLANS</p> <p>Records relating to the Safety Plans for each building. Includes records for fire safety device locations, as well as emergency evacuations procedures and contact list for building owner and supervisory staff.</p>	<p>Department: Permanent</p> <p>Total: Permanent</p> <p>Final: Permanent</p>
SSA10-02B	<p>FIRE / PROPERTY SAFETY INSPECTIONS</p> <p>Records relating to the fire and property inspections and drill records as well as system inspections and certification of fire safety, maintenance and test records for fire suppression systems, as well as Fire Plan updates.</p> <p><u>Note</u>: Dry pipe sprinkler system inspections are under SSA11 due to 15-year inspection cycle.</p>	<p>Department: 2 years</p> <p>Total: 5 Years</p> <p>Final: Destroy</p>
SSA11	<p>FACILITIES MANAGEMENT – CAPITAL</p> <p>Records include utility systems maintenance: air conditioning, ventilation, heating, other environmental control systems, lighting and electrical systems, water and plumbing systems and dry pipe sprinkler inspections.</p> <p>Building Conditional Assessments (BCA's), Building Audits and related operational review items relative to the management of TBDSSAB properties. Includes BCA's for housing providers funded but not operated by TBDSSAB. BCA's include copies of correspondence and copies of work orders as well as technical reports i.e. energy audits.</p>	<p>Department: 10 years</p> <p>Total: 20 Years</p> <p>Final: Destroy</p>



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

Series #	Series Title and Description	Retention and Disposition
SSA12	<p>DISPOSITION OF PROPERTIES</p> <p>Records relating to the disposal of TBDSSAB lands or buildings through sale. May include reports and recommendations to the Board, sale records, surveys, deeds and copies of financial documents.</p>	<p>Department: 10 years</p> <p>Total: Permanent</p> <p>Final: Permanent</p>
SSA20	<p>MOVEABLE ASSET INVENTORY</p> <p>Records relating to the control of moveable assets such as furniture and equipment through the various stages of receipt, storage, inventory and issuing. Records include inventory reports.</p> <p>Records relating to the transfer or disposal of moveable assets through sale, disposal, condemnation, destruction, and write-off. Records include sale authorization documents, surplus furniture and equipment lists, disposal vouchers, and tendering documents, including those related to the disposal of vehicles.</p> <p>Records relating to the use, maintenance, and repair of owned and leased vehicles such as cars, all-terrain vehicles, trucks and vans. Includes work orders, operating standards, inspection reports, storage regulations, and maintenance records as well as technical specifications, equipment catalogues, and vendor literature, which have been filed for ongoing program functions.</p>	<p>Department: 2 years</p> <p>Total: 5 years</p> <p>Final: Destroy</p>
SSA30	<p>INSURANCE CLAIMS</p> <p>To maintain a record of insurance claims against TBDSSAB for personal or property.</p> <p>The retention applies once the file is closed.</p> <p>Note: for coverage information, see SSF50.</p>	<p>Department: 2 years</p> <p>Total: 5 years</p> <p>Final: Destroy</p>



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

Series #	Series Title and Description	Retention and Disposition
SSA30-01	CURRENT INSURANCE CLAIMS	Department Until file is closed FINAL Move to SSA30-02
SSA30-02	CLOSED INSURANCE CLAIMS	Department 2 years Total 5 years FINAL: Destroy



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

Series #	Series Title and Description	Retention and Disposition
SSA40	<p>SECURITY – PHYSICAL ASSETS</p> <p>To maintain a record of security of assets.</p> <p>Records relating to the physical security of buildings and other areas requiring special protective measures, including alarm systems, key combinations, use of locks, and security personnel.</p> <p>Records relating to key logs, lists identify lock codes and matching keys.</p> <p>Note: Once the building is sold or otherwise disposed of the logs can be destroyed</p>	<p>Department: Permanent</p> <p>Total: Permanent</p> <p>Final: Permanent</p> <p><i>Destroy 2 years after building is sold or destroyed</i></p>
SSA40-01	<p>SECURITY – OPERATION REPORTS</p> <p>Administration of personnel security programs includes personnel clearances, passes, records relating to identification methods, documentation concerning badging, and other related records such as visitor/vendor sign in logs for the main office.</p>	<p>Department: 3 years</p> <p>Total: 3 years</p> <p>Final: Destroy</p>
SSA40-02	<p>SECURITY – VIDEO SURVEILLANCE</p> <p>To maintain surveillance video recordings of incidents within the main office, satellite offices and housing properties. Video surveillance is used as a measure to protect public safety, detect or deter and assist in the investigation of criminal activity. Its operation has been set up to minimize privacy intrusion by having an automatic overwrite when the disk is full. Only records used that are related to incidents of public safety are maintained under this series (forms include – video surveillance system requests for release of record, video surveillance system review log and video surveillance system disposal log & video system public notification signage template).</p>	<p>Department: 3 years</p> <p>Total: 3 years</p> <p>Final: Destroy</p>



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

Series #	Series Title and Description	Retention and Disposition
	<u>Note:</u> Once video records have been turned over to Law Enforcement, they sign off and accept responsibility for the proper retention and disposal as appropriate for police evidence.	



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

INFORMTION AND INFORMATION TECHNOLOGY MANAGEMENT

SSI10	Freedom of Information and Protection of Privacy (MFIPPA)
SSI20	IT/Systems Project Management
SSI30	Database Administration
SSI40	End-User Support
SSI50	Telecommunications
SSI60	Records Management
SSI70	Records Disposition
SSI80	Distribution
SSI90	Website
SSI100	Network Tape Management
SSI110	Systems and Network Administration
SSI120	Transitory Records



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

Series #	Series Title and Description	Retention and Disposition
<p>SSI10</p>	<p>FREEDOM OF INFORMATION</p> <p>Records relating to requests for information, investigations, privacy complaints, and appeals under the <i>Municipal Freedom of Information and Protection of Privacy Act</i> (MFIPPA). Includes copies of information provided to requestors and related correspondence as well as requests from Citizenship and Immigration Canada sponsorship program to confirm if an individual was in receipt of Ontario Works.</p> <p>Also included are tracking system records, support information, studies, reports and correspondence.</p>	<p>Department: 1 year</p> <p>Total: 7 years</p> <p>Final: Destroy</p> <p><i>Destroy after appeal period and judicial review period have expired</i></p>
<p>SSI20</p>	<p>IT/SYSTEM PROJECT MANAGEMENT</p> <p>Records relating to information technology architecture and standards. Includes records documenting planning and strategies for information systems technology as well as research and evaluations relating to new technologies.</p> <p>Records relating to system hardware and software design and system architecture, including system specifications, and application and data design documents.</p> <p>Records documenting disaster incidents as they relate to information technology and electronic records, and the steps taken to remedy the situation to the satisfaction of all concerned parties. Records include incident reports, correspondence, and reviews.</p>	<p>Department: 1 year</p> <p>Total: 7 years</p> <p>Final: Destroy</p>



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

Series #	Series Title and Description	Retention and Disposition
<p>SSI30</p>	<p>DATABASE ADMINISTRATION</p> <p>Records relating to testing the functionality of systems, including test plans, the results and analyses of tests carried out on systems, test date and user acceptance test signoffs.</p> <p>Records for centrally managed databases for which database administration requires specialized documentation. These typically feature decentralized access through more than one IT system (such as in the case of distributed databases) through, for example, client servers and specialized databases forming part of the larger system.</p> <p>Records documenting the assignment of user privileges and the steps required to bring systems online once testing is complete.</p> <p>Records relating to network maintenance and management within main and district offices. Includes records documenting the day-to-day management of local-area networks (LANs), wide-area networks (WANs) and other types of computer networks.</p>	<p>Department:</p> <p>1 year</p> <p>Total:</p> <p>7 years</p> <p>Final: Destroy</p> <p><i>Destroy after database has been fully decommissioned and the information it contains has met applicable retention requirements, or has been successfully migrated to another system</i></p>



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

Series #	Series Title and Description	Retention and Disposition
SSI40	<p>END-USER SUPPORT</p> <p>Records relating to the provision of support service to end-user of information systems and technology. Includes records related to the establishment and operation of help desk services, including inquiry logs, and escalations. In addition, it includes records related to customized information retrieval services provided to end-users for systems, which do not directly support client needs (ad-hoc reports, queries, etc.). It also includes records related to the provision of training (user orientation, etc.)</p>	<p>Department: 1 year Total: 7 years Final: Destroy</p>
SSI50	<p>TELECOMMUNICATION</p> <p>Records relating to the development and operation of telecommunications systems such as voice mail (i.e. tree routing). Records may include correspondence, implementation documentation, inventories, cut-off notices and changes. Records related to Business Communication Manager phone assignments.</p>	<p>Department: 1 year Total: 7 years Final: Destroy</p>
SSI60	<p>RECORDS MANAGEMENT</p> <p>Records include copies of records series and schedules, associated working papers, citation indexes for schedules and file classification plans.</p> <p>This series includes Records Transfer Lists and documents related to electronic and hardcopy records stored in off-site storage or kept permanently.</p>	<p>Department: 1 year Total: 10 years Final: Destroy <i>Destroy after record series is superseded or made obsolete</i></p>



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

Series #	Series Title and Description	Retention and Disposition
SSI70	<p>RECORDS DISPOSITION</p> <p>Records include memos sent to Senior Administration for sign off on final disposition of records. Also includes disposition certificates and disposal notices for records that have been destroyed through on-site shredding services or at off-site storage facility.</p>	<p>Department: 1 year</p> <p>Total: 20 years</p> <p>Final: Destroy</p> <p><i>Destroy after records destroyed or transferred to the off-site storage</i></p>
SSI80	<p>DISTRIBUTION</p> <p>Records relating to mail, postal, courier services and organization and stocking forms.</p> <p>Records relating to postal services provided by Canada Post including postal rates, postal codes, regulations, and service inquiries, signed mail slips and spoiled postage.</p> <p>Also records relating to courier services such as lists of rates and services, inquiries, reports and courier slips and documents related to inter-office mail services between floors. Mailing and distribution lists.</p>	<p>Department: 1 year</p> <p>Total: 7years</p> <p>Final: Destroy</p>
SSI90	<p>WEBSITE</p> <p>To maintain IT records for the website and website content for TBDSSAB. Includes documents relating to items such as renewal of domain name and lists of authorized web administrator.</p>	<p>Department: 1 year</p> <p>Total: 7 years</p> <p>Final: Destroy</p>



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

Series #	Series Title and Description	Retention and Disposition
<p>SSI100</p>	<p>NETWORK BACKUP MANAGEMENT</p> <p>To maintain a copy of monthly backups. The copies include date and are kept on local serves off-site. These contain backed up digital files from TBDSSAB network servers. Some of these digital files contain personal information on TBDSSAB clients.</p> <p>Note: See Program schedules (SSS) for a list of the different types of personal information collected.</p> <p>Discontinued physical tapes as of December 2018. As of 2025 all physical tapes will have completed retention and be deleted.</p>	<p>Department: 1 year Total: 7 years Final: Destroy</p>
<p>SSI110</p>	<p>SYSTEM AND NETWORK ADMINISTRATION</p> <p>Records relating to network maintenance and management within and between agencies, regions, districts, or branches. Includes records documenting the day-to-day management of local-area networks (LANs), wide-area networks (WANs), and other types of computer networks.</p> <p>Records relating to system hardware ad software design and system architecture, including system specifications, and application and data design documents.</p> <p>Some records from completed project (SSI20) migrate to this series once project is ongoing. Planning and background of project will remain in the project file.</p>	<p>Department: 1 year Total: 7 years Final: Destroy</p>



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

Series #	Series Title and Description	Retention and Disposition
<p>SSI120 CON'TD</p>	<p><u>Draft documents and working papers</u> - preliminary versions of documents, such as correspondence reports, minutes, rough notes, research materials and calculations, that were collected and used in the preparation of a final document, but are not needed once the final version of a document is completed, distributed and filed as the master record, i.e. drafts and working materials that do not indicate new decisions, formal approvals, or contain significant or substantial changes or comments that provide insight into the evolution of the final version.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Annotated duplicates with editing & formatting notes, • Drafts that represent stylistic, spelling or grammatical changes, • Comments on drafts of internal memoranda, routine correspondence, and reports incorporated into a final draft, • Rough notes, outlines and calculations, • Lists of points to be considered or included, • Ideas or suggestions received from co-workers, • Audio recordings of dictated correspondence, conference and meetings used to prepare correspondence, papers, minutes and transcripts, • Minor drafts not circulated for comment. <p>Note: Transitory records must be destroyed using methods appropriate to their level of sensitivity and/or security classification. For example, if a transitory record contains personal information, it must be disposed of in the confidential shredding bins as these documents are shredded so that the personal information cannot be reconstructed.</p>	<p>Destroy immediately when the final master record has been completed and filed</p>



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

LEGAL

SSL10	Internal Action
SSL20	External Action
SSL30	Contracts & Agreements
SSL35	Landlord Rent Supplement Agreements



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

Series #	Series Title and Description	Retention and Disposition
SSL10	<p>INTERNAL ACTION</p> <p>To maintain records relative to internal legal records of TBDSSAB consisting of a variety of subjects.</p> <p>Legal opinions and advice provided regarding issues, policies, appeals, claims and practices as they relate to the programs and clients of the organization. May also include correspondence, reference material and draft documents relating to interpretation and application of the statutes administered by the Board and a variety of other legal matters affecting the Board.</p>	<p>Department: 1 year</p> <p>Total: 10 years</p> <p>Final: Destroy <i>Destroy after all administrative actions are completed</i></p>
SSL20	<p>EXTERNAL ACTION</p> <p>To maintain records relative to external legal records of The District of Thunder Bay Social Services Administration Board.</p> <p>Information relative to outside legal action, risk management and incident reports (client). As well as Board Solicitor correspondence.</p> <p>Case files relating to work undertaken by outside legal services in representing TBDSSAB in litigation, including appeals. May include correspondence with staff and other lawyers, notes, background information, supporting documentation, court documents, investigation reports, research materials, transcripts of hearings, decision.</p> <p>Records are used to document legal actions taken pursuant to acts and regulations and to keep records of proceedings before courts and tribunals.</p>	<p>Department: 1 year</p> <p>Total: 10 years</p> <p>Final: Destroy <i>Destroy after all administrative actions are completed</i></p>



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

Series #	Series Title and Description	Retention and Disposition
<p>SSL30</p>	<p>CONTRACTS AND AGREEMENTS</p> <p>To maintain final agreements between the various Ministries and TBDSSAB as well as agreements between TBDSSAB and various service providers. Includes data sharing and protocol agreements. Correspondence regarding the contents of contracts and agreements between TBDSSAB and various organizations, agencies, governments, and individuals, drafts of contracts and agreements, notes, and research materials.</p> <p>Records are used to prepare and/or negotiate contracts in consultation with program managers, and to provide legal evidence in terms and conditions of contracts.</p>	<p>Department: 1 year</p> <p>Total: Permanent</p> <p>Final: Permanent</p> <p><i>After superseded</i></p>
<p>SSL35</p>	<p>LANDLORD RENT SUPPLEMENT AGREEMENTS</p> <p>To maintain final agreements between the various rent supplement landlords. Correspondence regarding the contents of contracts and various organizations, agencies, governments, and individuals, drafts of contracts and agreements, notes, and research materials.</p> <p>Records are used to prepare and/or negotiate contracts in consultation with program managers, and to provide legal evidence of the terms and conditions of contracts.</p> <p>As of June 2020, all documents are electronic.</p>	<p>Department: 2 years</p> <p>Total: 25 years</p> <p>Final: Destroy</p> <p><i>After superseded</i></p>



BOARD REPORT

REPORT No.: 2026-23
MEETING DATE: JUNE 18, 2026
SUBJECT: PROPOSED 2027 BUDGET SCHEDULE

RECOMMENDATION

THAT with respect to Report No. 2026-23 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the 2027 Budget Schedule as presented.

REPORT SUMMARY

To provide the proposed 2027 Budget Schedule to The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) for approval.

BACKGROUND

Administration prepares and presents annual operating and capital budgets to the Board for review and approval. To support this effort, the Board approves a Budget Schedule which identifies when the budget will be presented to the Board as well as certain administrative milestones during the budget process.

In accordance with the Budget Policy #CS-02:83, the annual Budget Schedule is to be presented to the Board no later than the June Board meeting. Furthermore, in the first budget year in the term of a new Board the budget will be presented to the new Board at a meeting in January of the budget year and submitted to the Board for approval at a meeting in February of the budget year.

COMMENTS

The proposed 2027 Budget will be presented to the Board at the January 2027 Board meeting for review and deliberation using the strategic direction and outcomes identified in previous Strategic Plans. Administration will incorporate any feedback from the Board, as well as any additional information provided by provincial Ministries, and resubmit the Budget for approval at the February 2027 Board meeting.

Table 1 below presents the 2027 Budget Schedule as proposed by Administration:

Table 1: 2027 Budget Schedule	
Senior Management Team assesses existing Key Performance Indicators, and develop plans for future Key Performance Indicators and establish targets	July 2 – 24, 2026
Senior Management Team Budget deliberations	July 27 – September 18, 2026
Draft Capital Budget and 10-Year Capital Forecast submitted to Finance	August 27, 2026
Draft Operating Budgets submitted to Finance	September 18, 2026
Final Draft Budget submitted to Chief Executive Officer	October 26, 2026
Draft Budget package provided to Board for review (prior to Board meeting presentation)	Two weeks prior to January 2027 Board Meeting (tentatively December 30, 2026)
Reserve and Reserve Fund Strategy Updates presented to the Board (at Regular Board Meeting)	January 2027 Board Meeting (tentatively January 14, 2027)
Draft Budget presented to Board (Administration will be available to answer questions)	January 2027 Board Meeting (tentatively January 14, 2027)
Final Draft Budget including changes requested by the Board, presented to Board for approval, including By-law approval	February 2027 Board Meeting (tentatively February 18, 2027)

Administration will provide further information regarding the Budget Schedule to the Board, if required.

STRATEGIC PLAN IMPACT

This report relates to the Board's 2024-2027 strategic direction of Financial Stewardship, with a focus on ensuring accountability of TBDSSAB resources.

FINANCIAL IMPLICATIONS



There are no direct financial implications related to this report.

CONCLUSION

It is concluded that the proposed 2027 Budget Schedule has been developed to maximize the efficient and effective development of the 2027 Budget Package, with a target date for final Board approval of February 2027 and should be approved.

REFERENCE MATERIALS

None.

PREPARED BY:	Jeevan Chahal, CPA, Manager, Finance
SIGNATURE	
APPROVED BY:	Richard Jagielowicz, CPA, CA, CBV, Director, Corporate Services Division
SIGNATURE	
SUBMITTED BY:	Ken Ranta, Chief Executive Officer



BOARD REPORT

REPORT No.: 2026-24

MEETING DATE: JUNE 18, 2026

SUBJECT: 2026 FIRST 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 2026 First 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 expenditures on TBDSSAB-delivered programs, for the period ended March 31, 2026, was \$2,093,500 (6.3%) less than the year-to-date Budget, with a net surplus of \$575,100.

Overall, from a program levy operating perspective, Administration is forecasting to be on budget for the 2026 year. A summary of net forecast cost variances, by program, is presented below:

Table 1:

2026 Forecast Program Levy Operating Position Variance	
Social Assistance	\$ 143,100
Child Care and Early Years	\$ 177,900
Community Housing Programs	\$ (197,000)
Direct-Owned Community Housing Building Operations	\$ (124,000)
Forecast Program Levy Operating Surplus/(Deficit)	\$ -

Although Administration is forecasting to be on budget, there are variances between programs. Overall, the forecast includes Administration's tentative working plan of utilization of funds between programs to support the objectives of each individual department and the organization's consolidated objectives, due to fluctuations in budgeted figures from actual results. When forecasting, Administration will assess unforeseen circumstances that occur in a program or department. As a result, funds are forecasted to be utilized on the operating needs of other programs to support TBDSSAB's consolidated strategic plan. Specifically, this current plan includes a forecast that surpluses within the Social Assistance and Child Care and Early Years departments will be utilized for projects and operations within community housing programs and direct-owned community housing building operations departments in order to maximize the direction towards the strategic objectives delivered within the overall consolidated budget.

- **Social Assistance:** Administration expects a favourable variance due primarily to vacancies within the social assistance department as well as reduced expected administrative expenses from the corporate services division due to vacancies.
- **Child Care and Early Years:** Administration expects a favourable variance due to General Operating and CWELCC advances being less than expected. Total enrolment in licensed child care has been lower than expected when budgeting the TBDSSAB portion funded via levy.
- **Community Housing Programs:** Administration expects an unfavourable variance due primarily to higher portable housing benefits paid per unit than budgeted of approximately 14% as well as redistribution of surplus from other programs towards supporting increased supplements to support affordable housing system capacity.
- **Direct-Owned Community Housing Building Operations:** Administration expects an unfavourable variance due to the demand of repairs and maintenance required for the TBDSSAB existing housing portfolio.

Highlights for the first quarter and full-year forecast to year-end, as well as detailed variance explanations are provided in Attachment #1 - 2026 First Quarter Financial Report.

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 #2 - Fiduciary Responsibility Checklist, certified by the Director, Corporate Services Division, and the Chief Executive 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. Furthermore, the redistribution of anticipated municipal levy surpluses within individual programs towards the community housing programs and direct-owned community housing building operations relates to the Board's strategic direction of "Dignified Housing", with a focus on increased affordable housing system capacity.

FINANCIAL IMPLICATIONS

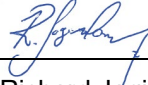

There are no direct financial implications associated with this Report.

CONCLUSION

It is concluded that the 2026 First Quarter Financial Report indicates a year-to-date net surplus of \$575,100 and forecasting being on budget from a program levy operating perspective by year end.

REFERENCE MATERIALS

- Attachment #1 2026 First Quarter Financial Report - Operating
#2 Fiduciary Responsibility Checklist

PREPARED BY:	Jeevan Chahal, CPA, Manager of Finance
SIGNATURE	
APPROVED BY	Richard Jagielowicz, CPA, CA, CBV, Director, Corporate Services
SIGNATURE	
SUBMITTED BY:	Ken Ranta, Chief Executive Officer



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

**2026 FIRST 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 3-month period ending March 31, 2026, this Report provides an indication of TBDSSAB's financial status for the year, and identification of any significant variances from the 2026 approved Operating Budget.

Overall, from an operating levy perspective, Administration is forecasting to be on budget for the 2026 year. Table 1 provides a breakdown of the forecast year-end variances, by program.

Table 1:

2026 Forecast Program Levy Operating Position Variance	
Social Assistance	\$ 143,100
Child Care and Early Years	\$ 177,900
Community Housing Programs	\$ (197,000)
Direct-Owned Community Housing Building Operations	\$ (124,000)
Forecast Program Levy Operating Surplus/(Deficit)	\$ -



Table 2 shows the 2026 Operating Budget revenue and expenditures, first quarter variances, and year-end projections.

Table 2:

Description	Year-To-Date				Year 2026			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
Financing								
Levy to municipalities & TWOMO	6,854.8	6,854.8	-	0.0%	27,419.1	27,419.1	-	0.0%
Federal grants	7,024.2	1,868.5	(5,155.7)	-73.4%	27,996.9	27,614.5	(382.4)	-1.4%
Provincial grants	16,599.3	20,404.7	3,805.4	22.9%	66,497.3	60,659.9	(5,837.4)	-8.8%
Rents	3,040.8	3,050.1	9.3	0.3%	12,163.2	12,163.2	-	0.0%
Other revenue	62.5	56.6	(6.0)	-9.6%	250.1	250.2	0.1	0.0%
Interest on unrestricted funds	100.0	100.0	-	0.0%	400.0	400.0	-	0.0%
Interest on restricted funds	187.5	253.5	66.0	35.2%	750.0	750.0	-	0.0%
From (to) reserve funds	(596.2)	(833.5)	(237.3)	39.8%	(2,384.7)	(2,384.7)	-	0.0%
Total Financing	33,273.0	31,754.6	(1,518.3)	-4.6%	133,091.9	126,872.2	(6,219.7)	-4.7%
Expenses								
Personnel services	4,095.3	3,091.4	1,003.9	24.5%	16,381.1	16,031.8	349.3	2.1%
Interest on long-term debt	20.9	30.0	(9.1)	-43.4%	83.7	83.7	-	0.0%
Materials	5,811.8	5,362.6	449.2	7.7%	23,247.3	24,372.9	(1,125.6)	-4.8%
Contract services	47.7	68.2	(20.5)	-42.9%	190.8	190.8	-	0.0%
Rents and financial expenses	32.6	(15.1)	47.7	146.4%	130.3	130.3	-	0.0%
External transfers	22,867.0	22,218.3	648.7	2.8%	91,467.9	84,471.9	6,996.0	7.6%
Loan principal repayment	397.7	424.2	(26.5)	-6.7%	1,590.8	1,590.8	-	0.0%
Total Expenses	33,273.0	31,179.5	2,093.5	6.3%	133,091.9	126,872.2	6,219.7	4.7%
Excess (Deficiency) of Revenues over Expenses	-	575.1	575.1	n/a	-	-	-	n/a



2026 FIRST QUARTER OPERATING BUDGET RESULTS

The First Quarter Report provides an indication of TBDSSAB's financial status as at March 31, 2026, and a projection for the year, and identifies any significant variances from the 2026 Operating Budget. Overall, in Q1, TBDSSAB recorded a net surplus of \$575,100, and is projecting to be on budget at year-end.

A. Board and Office of the Chief Executive Officer

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

Table 3:

Description	Year-To-Date				Year 2026			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
Allocation								
Direct-owned community housing building operations	43.3	37.3	(5.9)	-13.7%	173.1	173.1	-	0.0%
Ontario Works	241.5	211.3	(30.2)	-12.5%	965.9	965.9	-	0.0%
Child care and early years programs	33.3	29.5	(3.8)	-11.3%	133.2	133.2	-	0.0%
Housing programs	40.5	35.8	(4.7)	-11.5%	161.9	161.9	-	0.0%
Total Allocation	358.5	314.0	(44.5)	-12.4%	1,434.1	1,434.1	-	0.0%
Financing								
Other Revenue	-	-	-	n/a	-	-	-	n/a
From (to) reserve funds	-	-	-	n/a	-	-	-	n/a
Total Financing	-	-	-	n/a	-	-	-	n/a
Expenses								
Personnel services	276.3	236.6	39.7	14.4%	1,105.1	1,122.5	(17.4)	-1.6%
Materials	57.9	52.7	5.3	9.1%	231.7	214.3	17.4	7.5%
Contract services	24.3	24.8	(0.4)	-1.8%	97.3	97.3	-	0.0%
Total Expenses	358.5	314.0	44.5	12.4%	1,434.1	1,434.1	-	0.0%
Excess (Deficiency) of Revenues over Expenses	-	-	-	n/a	-	-	-	n/a

Table 3, above, shows the 2026 Operating Budget revenues and expenditures, first quarter variances and year-end projections for the Board and Office of the CEO.

Expenses related to the Board and Office of the CEO 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 CEO expenses is materially on budget.

B. Corporate Services

Corporate Services includes costs associated with the Director's Office, Purchasing, Finance, Information Services, and Infrastructure and Asset Management.

Table 4:

Description	Year-To-Date				Year 2026			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
Allocation								
Direct-owned community housing building operations	286.6	247.1	(39.5)	-13.8%	1,146.5	1,124.8	(21.7)	-1.9%
Ontario Works	678.4	576.1	(102.2)	-15.1%	2,713.4	2,655.8	(57.6)	-2.1%
Child care and early years programs	66.1	52.3	(13.8)	-20.9%	264.4	254.2	(10.2)	-3.9%
Housing programs	95.9	78.7	(17.2)	-17.9%	383.5	371.2	(12.3)	-3.2%
Total Allocation	1,127.0	954.3	(172.7)	-15.3%	4,507.8	4,406.0	(101.8)	-2.3%
Financing								
Levy to municipalities and TWOMO	(100.0)	(100.0)	-	0.0%	(400.0)	(400.0)	-	0.0%
Interest on unrestricted funds	100.0	100.0	-	0.0%	400.0	400.0	-	0.0%
Interest on restricted funds	187.5	253.5	66.0	35.2%	750.0	750.0	-	0.0%
Other revenue	-	0.1	0.1	n/a	-	0.1	0.1	n/a
From (to) reserve funds	(187.5)	(253.5)	(66.0)	35.2%	(750.0)	(750.0)	-	0.0%
From levy stabilization	7.5	-	(7.5)	-100.0%	30.0	30.0	-	0.0%
Total Financing	7.5	0.1	(7.4)	-98.6%	30.0	30.1	0.1	0.3%
Expenses								
Personnel services	769.1	569.6	199.5	25.9%	3,076.4	2,963.9	112.5	3.7%
Materials	381.2	389.1	(8.0)	-2.1%	1,524.6	1,535.4	(10.8)	-0.7%
Contract services	16.0	28.2	(12.3)	-76.9%	63.8	63.8	-	0.0%
Rents and financial expenses	3.4	2.5	0.9	25.2%	13.5	13.5	-	0.0%
Total Expenses	1,169.6	989.5	180.1	15.4%	4,678.3	4,576.6	101.7	2.2%
Recoveries								
From HQ building operations	35.1	35.1	-	0.0%	140.5	140.5	-	0.0%
Total Expenses Less Recoveries	1,134.5	954.4	180.1	15.9%	4,537.8	4,436.1	101.7	2.2%
Excess (Deficiency) of Revenues over Expenses	-	-	-	n/a	-	-	-	n/a

Table 4, above, shows the 2026 Operating Budget revenues and expenditures, first 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 Q1 and the full-year forecast include:

Personnel Services	Forecast \$112,500 (3.7%) favourable
---------------------------	---

Personnel Services expenses were lower than budget in Q1 and are forecast to be under budget by \$112,500 at year-end due to temporarily vacant positions in the Finance department.

C. Office Headquarters Building Operations

Table 5, below, shows the 2026 Operating Budget revenues and expenditures, first quarter variances and year-end projections for the Office Headquarters Building Operations.

Table 5:

Description	Year-To-Date				Year 2026			
	Budget	Actuals	Variance		Budget	Forecast	Variance	
	(\$000s)	(\$000s)	(\$000s)	(%)	(\$000s)	(\$000s)	(\$000s)	(%)
Allocation								
Direct-owned community housing building operations	66.5	66.5	-	0.0%	266.1	266.1	-	0.0%
Ontario Works	251.4	251.3	-	0.0%	1,005.4	1,005.4	-	0.0%
Child care and early years programs	18.5	18.5	-	0.0%	73.9	73.9	-	0.0%
Housing programs	33.3	33.3	-	0.0%	133.1	133.1	-	0.0%
Total Allocation	369.6	369.6	-	0.0%	1,478.5	1,478.5	-	0.0%
Financing								
Other revenue	0.9	0.2	(0.6)	-71.8%	3.5	3.5	-	0.0%
From (to) reserve funds	(57.1)	(57.1)	-	0.0%	(228.3)	(228.3)	-	0.0%
Imputed rent adjustment	(51.8)	(64.2)	(12.4)	23.9%	(207.2)	(207.2)	-	0.0%
Total Financing	(108.0)	(121.0)	(13.0)	12.0%	(432.0)	(432.0)	-	0.0%
Expenses								
Interest on long-term debt	14.1	15.0	(1.0)	-6.9%	56.2	56.2	-	0.0%
Materials	147.1	133.5	13.5	9.2%	588.2	588.2	-	0.0%
Loan principal repayment	83.8	83.3	0.5	0.5%	335.0	335.0	-	0.0%
Internal administrative expense	16.8	16.8	-	0.0%	67.1	67.1	-	0.0%
Total Expenses	261.6	248.6	13.0	5.0%	1,046.5	1,046.5	-	0.0%
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 slightly under budget in Q1 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 2026 Operating Budget revenues and expenditures, first quarter variances and year-end projections for ISS Program Support.

Table 6:

Description	Year-To-Date				Year 2026			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
Allocation								
Direct-owned community housing building operations	38.6	30.1	(8.5)	-22.1%	154.4	150.2	(4.2)	-2.7%
Ontario Works	368.9	247.6	(121.3)	-32.9%	1,475.7	1,388.0	(87.7)	-5.9%
Child care and early years programs	108.6	83.3	(25.3)	-23.3%	434.2	419.6	(14.6)	-3.4%
Housing programs	66.9	52.3	(14.6)	-21.8%	267.6	261.3	(6.3)	-2.4%
Total Allocation	583.0	413.3	(169.7)	-29.1%	2,331.9	2,219.1	(112.8)	-4.8%
Financing								
Other revenue	-	-	-	n/a	-	-	-	n/a
Total Financing	-	-	-	n/a	-	-	-	n/a
Expenses								
Personnel services	668.0	494.2	173.8	26.0%	2,672.0	2,558.8	113.2	4.2%
Materials	39.9	43.9	(4.1)	-10.2%	159.4	159.8	(0.4)	-0.3%
Total Expenses	707.9	538.2	169.7	24.0%	2,831.4	2,718.6	112.8	4.0%
Recoveries								
From homelessness programs	124.9	124.9	-	0.0%	499.5	499.5	-	0.0%
Total Expenses Less Recoveries	583.0	413.3	169.7	29.1%	2,331.9	2,219.1	112.8	4.8%
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 Q1 and the full-year forecast include:

Personnel Services	Forecast \$113,200 (4.2%) favourable
---------------------------	---

Personnel Services costs were lower than budget in Q1 and are forecast to be lower than budget by \$113,200 at year-end due to temporarily vacant positions throughout the year. Vacant positions are in various stages of 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 2026 Operating Budget revenues and expenditures, first quarter variances and year-end projections for the OW program. Overall, OW program expenses were lower than budget in Q1, and are forecast to be lower than budget by \$286,200 at year-end.

Table 7:

Description	Year-To-Date				Year 2026			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
Financing								
Levy to municipalities & TWOMO	1,118.1	1,118.1	-	0.0%	4,472.2	4,472.2	-	0.0%
Provincial grants	7,447.7	6,472.2	(975.5)	-13.1%	29,790.9	29,647.8	(143.1)	-0.5%
Other revenues	-	-	-	n/a	-	-	-	n/a
From (to) reserve funds	-	-	-	n/a	-	-	-	n/a
Imputed rent adjustment	35.2	43.6	8.4	24.0%	140.8	140.8	-	0.0%
Total Financing	8,601.0	7,633.9	(967.1)	-11.2%	34,403.9	34,260.8	(143.1)	-0.4%
Expenses								
Personnel services	967.9	699.1	268.8	27.8%	3,871.5	3,730.5	141.0	3.6%
Materials	106.5	108.8	(2.3)	-2.1%	426.0	426.1	(0.1)	0.0%
Contract services	1.3	-	1.3	100.0%	5.0	5.0	-	0.0%
Rents and financial expenses	26.8	29.6	(2.8)	-10.4%	107.2	107.2	-	0.0%
External transfers	5,940.1	5,211.9	728.2	12.3%	23,760.3	23,760.3	-	0.0%
Internal administration allocation	1,340.1	1,086.5	253.6	18.9%	5,360.5	5,215.2	145.3	2.7%
Imputed rent recovery	251.4	251.3	0.0	0.0%	1,005.4	1,005.4	-	0.0%
Total Expenses	8,634.0	7,387.2	1,246.8	14.4%	34,535.9	34,249.7	286.2	0.8%
Recoveries								
From homelessness programs	33.0	33.0	-	0.0%	132.0	132.0	-	0.0%
Total Expenses Less Recoveries	8,601.0	7,354.2	1,246.8	14.5%	34,403.9	34,117.7	286.2	0.8%
Excess (Deficiency) of Revenues over Expenses	-	279.7	279.7	n/a	-	143.1	143.1	n/a

Provincial grants are determined by applying the various cost-sharing formulae to actual expenses. Expense highlights for Q1 and the full-year forecast include:

Personnel Services

Forecast \$141,000 (3.6%) favourable

Personnel Services costs were lower than budget in Q1 and are forecast to be lower than budget by \$141,000 at year-end due to temporarily vacant positions throughout the year.



Internal Administration Allocation	Forecast \$145,300 (2.7%) favourable
---	---

Internal Administration is comprised of Board, Office of the Chief Executive Officer, 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.

Table 8, below, shows the 2026 Operating Budget revenues and expenditures, first 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 Q1 and are forecast to be lower than budget at year-end.

Table 8:

Description	Year-To-Date				Year 2026			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
Financing								
Levy to municipalities & TWOMO	342.9	342.9	-	0.0%	1,371.7	1,371.7	-	0.0%
Federal grants	5,400.6	74.3	(5,326.3)	-98.6%	21,502.5	19,947.6	(1,554.9)	-7.2%
Provincial grants	4,901.1	7,694.6	2,793.5	57.0%	19,704.3	11,056.6	(8,647.7)	-43.9%
From (to) reserve funds	80.0	-	(80.0)	-100.0%	320.0	320.0	-	0.0%
Imputed rent adjustment	2.6	3.2	0.6	23.1%	10.4	10.4	-	0.0%
Total Financing	10,727.2	8,115.0	(2,612.2)	-24.4%	42,908.9	32,706.3	(10,202.6)	-23.8%
Expenses								
Personnel services	121.2	98.9	22.3	18.4%	484.7	484.7	-	0.0%
Materials	14.3	2.9	11.4	79.6%	57.0	57.0	-	0.0%
Contract services	1.2	-	1.2	100.0%	4.7	4.7	-	0.0%
External transfers	10,340.4	7,530.6	2,809.8	27.2%	41,361.6	31,005.9	10,355.7	25.0%
Internal administration allocation	320.6	277.7	42.9	13.4%	1,282.2	1,257.4	24.8	1.9%
Imputed rent recovery	18.5	18.5	(0.0)	-0.1%	73.9	73.9	-	0.0%
Total Expenses	10,816.0	7,928.6	2,887.4	26.7%	43,264.1	32,883.6	10,380.5	24.0%
Recoveries								
Other recoveries	88.8	88.8	-	0.0%	355.2	355.2	-	0.0%
Total Expenses Less Recoveries	10,727.2	7,839.8	2,887.4	26.9%	42,908.9	32,528.4	10,380.5	24.2%
Excess (Deficiency) of Revenues over Expenses	-	275.2	275.2	n/a	-	177.9	177.9	n/a

Federal and Provincial grants are determined by applying the various cost-sharing formulae to actual expenses.

Expense highlights for Q1 and the full-year forecast include:

External Transfers Forecast **\$10,355,700 (25.0%) favourable**

External transfers for child care and early years were less than budget in Q1 and are expected to be less than budget at year-end due to General Operating and CWELCC advances being less than expected. Total enrollment in licensed child care has been lower than expected and as a result, less CWELCC has been advanced to child care operators.

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 housing units operated by non-profit housing providers, rent supplement agreements and portable housing benefits. TBDSSAB also administers programs and services aimed at reducing chronic homelessness in the District of Thunder Bay.

Table 9, below, shows the 2026 Operating Budget revenues and expenditures, first quarter variances and year-end projections for Housing Programs.

Table 9:

Description	Year-To-Date				Year 2026			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
Financing								
Levy to municipalities & TWOMO	2,275.0	2,275.0	-	0.0%	9,100.0	9,100.0	-	0.0%
Federal grants	1,435.2	1,605.8	170.6	11.9%	5,740.9	6,913.4	1,172.5	20.4%
Provincial grants	4,250.5	6,237.9	1,987.4	46.8%	17,002.1	19,955.5	2,953.4	17.4%
Other revenue	-	-	-	n/a	-	-	-	n/a
From (to) reserve funds	2.5	-	(2.5)	-100.0%	10.0	10.0	-	0.0%
Imputed rent adjustment	4.7	5.8	1.1	24.1%	18.7	18.6	(0.1)	-0.5%
Total Financing	7,967.9	10,124.5	2,156.6	27.1%	31,871.7	35,997.5	4,125.8	12.9%
Expenses								
Personnel services	148.5	121.3	27.2	18.3%	594.1	594.1	-	0.0%
Materials	578.6	1.2	577.4	99.8%	2,314.2	3,295.9	(981.7)	-42.4%
Contract services	2.5	15.2	(12.7)	-508.0%	10.0	10.0	-	0.0%
Rents and financial expenses	-	-	-	n/a	-	-	-	n/a
External transfers	6,586.2	9,467.4	(2,881.2)	-43.7%	26,344.6	29,704.3	(3,359.7)	-12.8%
Internal administration allocation	856.5	711.1	145.4	17.0%	3,426.0	3,378.3	47.7	1.4%
Imputed rent recovery	33.3	33.3	(0.0)	-0.1%	133.1	133.1	-	0.0%
Total Expenses	8,205.5	10,349.5	(2,144.0)	-26.1%	32,822.0	37,115.7	(4,293.7)	-13.1%
Recoveries								
From housing programs	51.7	67.5	15.8	30.6%	206.7	177.6	(29.1)	-14.1%
From homelessness programs	185.9	150.0	(35.9)	-19.3%	743.6	743.6	-	0.0%
Total Expenses Less Recoveries	7,967.9	10,132.0	(2,164.1)	-27.2%	31,871.7	36,194.5	(4,322.8)	-13.6%
Excess (Deficiency) of Revenues over Expenses	-	(7.5)	(7.5)	n/a	-	(197.0)	(197.0)	n/a

Overall, Housing Program expenses were higher than budget in Q1, and are forecast to be over budget by \$197,000 at year-end.

Federal and Provincial grants are determined by applying various cost-sharing formulae to actual expenses. Expense highlights for Q1 and the full-year forecast include:

Materials **Forecast \$981,700 (42.4%) unfavourable**

Materials were lower than budget in Q1 and are expected to be \$981,700 higher than budget at year-end. A further breakdown of this variance is provided in Table 10, below:

Table 10:

Description	Year-To-Date				Year 2026			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
Materials								
OPHI	20.9	-	20.9	100.0%	83.6	-	83.6	100.0%
COCHI	539.1	-	539.1	100.0%	2,156.3	3,221.6	(1,065.3)	-49.4%
Other	18.6	1.2	17.4	93.5%	74.3	74.3	-	0.0%
Total	578.6	1.2	577.4	99.8%	2,314.2	3,295.9	(981.7)	-42.4%

The unfavourable variance in the Canada-Ontario Community Housing Initiative (COCHI) is due to anticipated timing of project completion. COCHI are funded 100% by the Federal and Provincial governments.

External Transfers **Forecast \$3,359,700 (12.8%) unfavourable**

External transfers for Housing Programs were lower than budget in Q1 and are expected to be \$3,359,700 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 2026			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
External Transfers								
Provincial Reformed	1,062.2	1,182.6	(120.4)	-11.3%	4,248.8	4,298.6	(49.8)	-1.2%
Former Provincial Reformed	191.1	105.7	85.4	44.7%	764.2	949.9	(185.7)	-24.3%
Urban Native housing program	155.9	191.6	(35.7)	-22.9%	623.6	557.2	66.4	10.6%
Private landlord rent supplement	593.4	565.0	28.4	4.8%	2,373.7	2,240.1	133.6	5.6%
Non-profit rent supplement	187.7	187.6	0.1	0.0%	750.6	724.6	26.0	3.5%
Portable Housing Benefit	337.4	349.5	(12.1)	-3.6%	1,349.5	1,526.4	(176.9)	-13.1%
IAH Ontario Renovates	75.0	1.2	73.9	98.5%	300.0	300.2	(0.2)	-0.1%
OPHI Rental Housing	-	301.6	(301.6)	n/a	-	706.3	(706.3)	n/a
OPHI Ontario Renovates	73.4	-	73.4	100.0%	293.4	-	293.4	100.0%
COCHI capital repairs	-	630.0	(630.0)	n/a	-	-	-	n/a
COCHI rent supplement	331.5	283.3	48.1	14.5%	1,325.8	1,306.1	19.7	1.5%
COCHI transitional operating	16.9	67.6	(50.7)	-300.0%	67.6	67.6	-	0.0%
Reaching Home	-	-	-	n/a	-	-	-	n/a
HPP Operating	1,912.2	2,895.6	(983.4)	-51.4%	7,648.7	7,648.7	-	0.0%
HPP Capital	1,623.5	2,680.0	(1,056.5)	-65.1%	6,494.0	9,273.9	(2,779.9)	-42.8%
SSRF	-	-	-	n/a	-	-	-	n/a
Home for Good	26.2	26.2	(0.0)	0.0%	104.7	104.7	-	0.0%
Total	6,586.2	9,467.4	(2,881.2)	-43.7%	26,344.6	29,704.3	(3,359.7)	-12.8%

The HPP Capital unfavourable variance is due to the timing of project completion. The HPP, COCHI and OPHI are 100% funded so there is no impact on the levy. An additional amount of \$90,300 has been reallocated towards rent supplements over base projected figures as part of Administration's tentative working plan to increase affordable housing system capacity with unused funds from other programs.

H. Direct-Owned Community Housing Building Operations

TBDSSAB operates and maintains 2,411 direct-owned housing units throughout the District of Thunder Bay. Table 12, below, shows the 2026 Operating Budget revenues and expenditures, first quarter variances, and year-end projections for direct-owned Community Housing building operations.

Overall, direct-owned Community Housing building operation expenses were lower than budget in Q1 and are expected to be \$124,000 higher than budget at year-end.

Table 12:

Description	Year-To-Date				Year 2026			
	Budget (\$000s)	Actuals (\$000s)	Variance		Budget (\$000s)	Forecast (\$000s)	Variance	
			(\$000s)	(%)			(\$000s)	(%)
Financing								
Levy to municipalities & TWOMO	3,218.8	3,218.8	-	0.0%	12,875.2	12,875.2	-	0.0%
Federal grants	188.4	188.4	0.0	0.0%	753.5	753.5	-	0.0%
Provincial grants	-	-	-	n/a	-	-	-	n/a
Rents	3,040.8	3,050.1	9.3	0.3%	12,163.2	12,163.2	-	0.0%
Other revenue	61.7	56.2	(5.5)	-8.8%	246.6	246.6	-	0.0%
From (to) reserve funds	(441.6)	(522.9)	(81.3)	18.4%	(1,766.4)	(1,766.4)	-	0.0%
Imputed rent adjustment	9.3	11.6	2.3	24.4%	37.3	37.4	0.1	0.3%
Total Financing	6,077.4	6,002.2	(75.2)	-1.2%	24,309.4	24,309.5	0.1	0.0%
Expenses								
Personnel services	1,144.3	871.6	272.7	23.8%	4,577.3	4,577.3	-	0.0%
Interest on long-term debt	6.9	15.0	(8.1)	-118.2%	27.5	27.5	-	0.0%
Materials	4,486.6	4,630.5	(143.9)	-3.2%	17,946.2	18,096.2	(150.0)	-0.8%
Contract services	2.5	-	2.5	100.0%	10.0	10.0	-	0.0%
Rents and financial expenses	2.4	(47.2)	49.6	2066.8%	9.6	9.6	-	0.0%
External transfers	0.4	8.4	(8.1)	-2303.7%	1.4	1.4	-	0.0%
Loan principal repayment	314.0	340.9	(27.0)	-8.6%	1,255.8	1,255.8	-	0.0%
Internal administration allocation	368.5	314.5	54.0	14.7%	1,474.0	1,448.1	25.9	1.8%
Imputed rent recovery	66.5	66.5	0.0	0.0%	266.1	266.1	-	0.0%
Total Expenses	6,392.0	6,200.2	191.8	3.0%	25,567.9	25,692.0	(124.1)	-0.5%
Recoveries								
Recovery from Ontario Works progra	51.4	51.4	0.0	0.0%	205.5	205.5	-	0.0%
Recovery from homelessness progra	257.8	168.9	(88.9)	-34.5%	1,031.2	1,031.2	-	0.0%
Recovery from building overhead	5.5	5.5	0.1	0.9%	21.8	21.8	-	0.0%
Total Expenses Less Recoveries	6,077.4	5,974.4	102.9	36.5%	24,309.4	24,433.5	(124.1)	-0.5%
Excess (Deficiency) of Revenues over Expenses	-	27.8	27.8	n/a	-	(124.0)	(124.0)	n/a



Highlights for Q1 and the full-year forecast include:

Internal Administration Allocation	Forecast \$25,900 (1.8%) favourable
---	--

Internal Administration is comprised of Board, Office of the Chief Executive Officer, 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.

Materials	Forecast \$150,000 (0.8%) unfavourable
------------------	---

An additional amount of \$150,000 has been reallocated towards maintenance of the direct-owned housing portfolio over original budgeted figures as part of Administration's tentative working plan to support providing safe housing with unused funds from other programs.

CONCLUSION

Through the 2026 First Quarter Financial Report, Administration is projecting to be on budget for the 2026 year.



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

Fiduciary Responsibility Checklist

Year: 2026

	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	✓				
Ontario Priorities Housing Initiative Report	✓				
Homelessness Prevention Program 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.

Director - Corporate Services Division 26-May-26
Date

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.

Chief Executive Officer 10-Jun-26
Date



Memorandum

Date: May 21, 2026
To: Members of the Board
From: Ken Ranta, Chief Executive Officer
Subject: **Cancellation of July 2026 Board Meeting**

As Administration does not anticipate having any Reports or information requiring Board approval to be presented to The District of Thunder Bay Social Services Administration Board for the scheduled July 16, 2026 Board Meeting, it is recommended that the meeting be cancelled.

In accordance with the Board's Governance and Procedural By-law, a change to the schedule of Regular Board meetings may be approved by Resolution of the Board. The following resolution will be presented to the Board at the June 18, 2026 Board meeting for consideration:

THAT with respect to the Memorandum dated May 21, 2026 from Ken Ranta, Chief Executive Officer, we approve the cancellation of the July Board Meeting scheduled for Thursday July 16, 2026;

AND THAT notice of the cancellation be posted on The District of Thunder Bay Social Services Administration Board website.

Sincerely,

Ken Ranta
Chief Executive Officer

/gf



Memorandum

Date: June 8, 2026
To: Members of the Board
From: Ken Ranta, Chief Executive Officer
Subject: **Signing Authority for Summer Months**

As the Board of The District of Thunder Bay Social Services Administration Board (TBDSSAB) will not be meeting during July and August 2026, it is requested that interim arrangements be approved to ensure that the daily operation of TBDSSAB continues, and that any urgent items that arise during this time period are properly dealt with.

Administration recommends that the following resolution be presented to the Board for consideration:

THAT with respect to the recommendation of Administration relative to any urgent items that require Board approval for the months of July, August and the beginning of September 2026, we authorize the Chief Executive Officer and the Chair, or Vice Chair in the absence of the Chair, to sign any required documents with respect to items included in the approved 2026 Budget that exceed \$450,000;

AND THAT we authorize the Board Chair and Vice-Chair to review and approve for signing, any urgent items outside of the approved 2026 Budget that are time sensitive;

AND THAT a Report be presented to the Board at the September Board meeting outlining any such items for the Board's information.

Sincerely,

Ken Ranta, CEO

KR/gf