



THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD

**MINUTES OF BOARD SPECIAL MEETING NO. 19/2011
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

DATE OF MEETING: December 8, 2011

TIME OF MEETING: 12:03 p.m.

LOCATION OF MEETING: McNaughton Room
3rd Floor - Thunder Bay City Hall
500 East Donald Street
Thunder Bay, ON

CHAIR: Councillor I. Angus

PRESENT:

Councillor Iain Angus
Councillor Andrew Foulds
Councillor Armand Giguere
Reeve Kevin Holland
Mr. Robert (Bob) Katajamaki
Mayor Don McArthur
Councillor Sara Park
Councillor Aldo Ruberto
Councillor Kelly Tsubouchi
Councillor Joe Virdiramo

OFFICIALS:

Ms. Melissa Harrison, Chief Administrative Officer
Mr. William (Bill) Bradica, Director,
Corporate Services Division
Ms. Elizabeth (Liz) DiTullio, Director,
Client Services Division
Mr. John (Sandy) Isfeld, Director,
Service System Planning Division
Mr. Keri Greaves, Manager, Finance
Corporate Services Division
Mrs. Sandra Legros, Recording Secretary

REGRETS:

Mayor Keith Hobbs
Councillor Paul Pugh

GUESTS:

Mr. Ian Cullwick, Partner, Deloitte Inc.
Ms. Lizanne Roziere, Senior Manager/Consulting,
Deloitte Inc.

Note: For the purposes of this agenda and subsequent Minutes, references to TBDSSAB or the Board refer to The District of Thunder Bay Social Services Administration Board of Directors and references to CAO refer to the Chief Administrative Officer of TBDSSAB.

BOARD SPECIAL MEETING

DISCLOSURES OF INTEREST

CLOSED SESSION MEETING

Administration recommended that the Board adjourns to a closed meeting relative to receipt of information with respect to labour relations, identifiable individuals, solicitor-client privilege, and security of the property of the Board.

Resolution No. 11/102

Moved by: Mr. R. Katajamaki
Seconded by: Councillor A. Giguere

THAT the Board adjourns to Closed Session relative to receipt of information with respect to labour relations, identifiable individuals, solicitor-client privilege, and security of the property of the Board.

CARRIED

At 4:20 p.m. the Board reconvened in Open Session with all Officials present.

REPORTS OF OFFICERS

Organizational Review

At the November 17, 2011 Board meeting a resolution was passed referring all information relative to the Organizational Review back to Administration to provide additional information at the December 8th Special Board meeting.

Presentation by Ian Cullwick, Partner, and Lizanne Roziere, Senior Manager/Consulting, of Deloitte Inc., and a presentation by Administration, relative to the above noted, was provided in Closed Session earlier.

Confidential memorandum from Keri Greaves, Manager, Finance, dated December 2, 2011, relative to the Organizational Review – Phase 2 Financial Implications was presented in Closed Session earlier.

Confidential memorandum from Keri Greaves, Manager, Finance, dated December 2, 2011, relative to the Organizational Review – Phase 3 Financial Implications, was presented in Closed Session earlier.

Resolution No. 11/103

Moved by: Councillor K. Tsubouchi
Seconded by: Mayor D. McArthur

THAT with respect to the Organizational Review, we, The District of Thunder Bay Social Services Administration Board, supports the implementation of Phase 2 restructuring of The District of Thunder Bay Social Services Administration Board.

CARRIED

Resolution No. 11/104

Moved by: Councillor K. Tsubouchi
Seconded by: Mayor D. McArthur

THAT with respect to the confidential memorandum from Keri Greaves, Manager, Finance, dated December 2, 2011 related to financing of Phase 2 implementation, we recommend that Administration proceed as directed in Closed Session.

CARRIED

Resolution No. 11/105

Moved by: Councillor K. Tsubouchi
Seconded by: Mayor D. McArthur

THAT with respect to the confidential memorandum from Keri Greaves, Manager, Finance, dated December 2, 2011 The District of Thunder Bay Social Services Administration Board approves in principal, the implementation of Phase 3 staffing as a result of the organizational review, as recommended by Administration, pending approval of the 2012 Budget as a whole.

CARRIED

A recorded vote was requested with respect to Resolution No. 11/105, the results of which are as follows:

<u>MEMBER</u>	<u>YEAS</u>	<u>NAYS</u>
Councillor I. Angus	X	
Councillor A. Foulds	X	
Councillor A. Giguere	X	
Mayor K. Hobbs – Absent		
Reeve K. Holland		X
Mr. R. Katajamaki		X
Mayor D. McArthur	X	
Councillor S. Park	X	
Councillor P. Pugh – Absent		
Councillor A. Ruberto	X	
Councillor K. Tsubouchi	X	
Councillor J. Virdiramo		X

Additional Office Space Considerations

At the November 17, 2011, Board meeting a resolution was passed deferring the confidential memorandum from William Bradica, Director, Corporate Services Division, dated November 14, 2011, to the December 8th, 2011, Special Board meeting.

Confidential memorandum from William Bradica, Director, Corporate Services Division, dated November 29, 2011, was presented in Closed Session earlier.

Resolution No. 11/106

Moved by: Councillor K. Tsubouchi
Seconded by: Mayor D. McArthur

THAT with respect to the confidential memorandum from William Bradica, Director – Corporate Services, dated November 29, 2011, we recommend:

THAT paragraph 1 of Resolution No. 11/53(A) relative to Report No. 2011-24 – TBDSSAB Building – Third Floor Expansion Proposal (Phase 2), approving Form Architecture to proceed with the design and drawing for the third floor expansion, be rescinded;

AND THAT paragraph 3 of Resolution No. 11/53(A) relative to Report No. 2011-24 – TBDSSAB Building – Third Floor Expansion Proposal (Phase 2), approving the cost of 70% of the professional fees as outlined in Report No. 2011CS-09 within the approved 2011 budget, be rescinded.

CARRIED

Master Agreement With the City of Thunder Bay

At the November 27, 2008, Board meeting a resolution was passed requesting Administration prepare a cost benefit analysis with respect to the purchase of services from the City of Thunder Bay, and at the April 15, 2010 Board meeting a resolution was passed recommending that the analysis be completed after two years of separation from the City of Thunder Bay.

Report No. 2011CS-12 (Corporate Services), relative to the above noted, was presented in Closed Session earlier.

Resolution No. 11/107

Moved by: Councillor S. Park
Seconded by: Reeve K. Holland

THAT with respect to Report No. 2011CS-12 (Corporate Services), we recommend that Administration proceed as directed in Report No. 2011CS-12;

AND THAT an Addendum to the Agreement dated October 16, 2009, between The District of Thunder Bay Social Services Administration Board and The Corporation of the City of Thunder Bay be prepared to extend the Agreement to December 31, 2012;

AND THAT The District of Thunder Bay Social Services Administration Board authorizes the Chair and the Chief Administrative Officer of The District of Thunder Bay Social Services Administration Board to execute the Addendum to the Purchase of Service Agreement dated October 16, 2009, and any other documents related thereto provided there are no significant changes;

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

CARRIED

Guidelines for Election of Board
Executive and Appointment of
Board Committee Members

At the November 17, 2011, Board meeting Administration was requested to provide information with respect to guidelines for election of the Board Executive and appointment of Members to Board Committees.

Memorandum from Melissa Harrison, CAO, dated November 29, 2011, providing requested information.

Memorandum from Iain Angus, Chair, dated December 6, 2011, providing additional information relative to the above noted, was distributed to Members of the Board at the meeting.

Resolution No. 11/108

Moved by: Reeve K. Holland
Seconded by: Councillor S. Park

THAT with respect to the memorandum from Melissa Harrison, Chief Administrative Officer, dated November 29, 2011, we recommend that By-law No. 10-2010, the Governance By-law, be amended as follows:

THAT Section 4 (1) be amended by deleting the words "following each municipal election", and after January 1st inserting the words "of each year";

THAT Subsection 4 (1) (i) be amended by adding the words "for a term to end on December 31" after the word Chair;

THAT Subsection 4 (1) (ii) be amended by deleting the words "of the third calendar year after the year in which the Inaugural Meeting is held";

THAT Subsection 4 (1) (v) be amended by deleting the words "of the third calendar year after the year in which the Inaugural Meeting is held";

THAT Section 2 pertaining to subsequent years be deleted in its entirety;

AND THAT the necessary By-law be submitted to the Board.

CARRIED

TBDSSAB 3rd Quarter 2011 Financial Report

Report No. 2011-44 (Finance), relative to providing the TBDSSAB with the year-to-date financial report for the third quarter of 2011, for information only.

TBDHC 3rd Quarter 2011 Financial Report

Report No. 2011-45 (Finance), relative to providing the Thunder Bay District Housing Corporation year-to-date financial report for the third quarter of 2011, for information only.

RBC Banking Signing Authority for TBDHC

Memorandum from Keri Greaves, Manager, Finance, dated November 30, 2011, containing a resolution for consideration relative to the above noted.

Resolution No. 11/109

Moved by: Councillor K. Tsubouchi
Seconded by: Reeve K. Holland

THAT with respect to the memorandum from Keri Greaves, Manager, Finance, dated November 30, 2011, we recommend that the RBC Royal Bank Resolution Regarding Banking and Security for the Thunder Bay District Housing Corporation, as attached to the memorandum, be duly signed in accordance with The District of Thunder Bay Social Services Administration Board By-law No. 10 – 2010 (Governance By-law).

CARRIED

Designate Appointments – Administration
of the *Ontario Works Act* and Senior
Administrator – Thunder Bay District
Housing Corporation

Memorandum from Melissa Harrison, CAO, dated November 25, 2011, containing a resolution for consideration, relative to the above noted appointments.

Resolution No. 11/110

Moved by: Mayor D. McArthur
Seconded by: Councillor A. Foulds

THAT with respect to Resolution No. 11/26, wherein Melissa Harrison, Chief Administrative Officer of The District of Thunder Bay Social Services Administration Board was appointed as Administrator for The District of Thunder Bay Social Services Administration Board geographic area under section 1997, c. 25, Schedule. A, s. 43., of the *Ontario Works Act*, to carry out the powers and duties of Administrator as noted in section 44 of the *Ontario Works Act*, we also appoint Elizabeth DiTullio, Director, Client Services Division, as designate, effective December 8, 2011;

AND FURTHER THAT with respect to Resolution No. 11/26, wherein Melissa Harrison, Chief Administrative Officer of The District of Thunder Bay Social Services Administration Board was appointed Senior

Administrator for the Thunder Bay District Housing Corporation, we also appoint Elizabeth DiTullio, Director, Client Services Division, as designate Senior Administrator for the Thunder Bay District Housing Corporation, effective December 8, 2011.

CARRIED

Community Social Reinvestment Program
- Issuances to Families with children on OW/ODSP

Memorandum from Liz DiTullio, Director, Client Services Division, dated November 29, 2011, relative to the above noted, for information only.

NEW BUSINESS

Investments in Affordable Housing Program

Confidential memorandum from Sandy Isfeld, Director, Service System Planning Division, dated December 7, 2011, containing a resolution for consideration relative to the above noted, was presented in Closed Session earlier.

Resolution No. 11/110(A)

Moved by: Mr. R. Katajamaki
Seconded by: Councillor A. Giguere

THAT with respect to the Memorandum from Sandy Isfeld, Director, Service System Planning Division, dated December 7, 2011, relative to the Investments in Affordable Housing Program we recommend Administration proceed as directed in Closed Session.

CARRIED

Distribution of Information Prior to TBDSSAB Review

Reeve K. Holland expressed concern with respect to the release of budget information to the public prior to review by Board Members.

Melissa Harrison, CAO, indicated that the intention had been to provide Board Members with the information in advance, however, the preliminary budget information was shared with the City of Thunder Bay at a Non-Business meeting, which resulted in the information being disseminated to the public prematurely.

NEXT MEETING

The next Board meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, January 19, 2012, in the McNaughton Room, Thunder Bay City Hall, Thunder Bay, Ontario.

Chair Iain Angus also advised that the next Political Action Committee meeting has been tentatively scheduled for January 6, 2012, at 9:00 a.m.

ADJOURNMENT

Resolution No. 11/111

Moved by: Councillor J. Virdiramo
Seconded by: Mr. R. Katajamaki

THAT Special Meeting No. 19/2011 of The District of Thunder Bay Social Services Administration Board, held on December 8, 2011, be adjourned at 4:34 p.m.

CARRIED