

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

## **BOARD MEETING**

### **No. 03/2012**

**DATE OF MEETING:** FEBRUARY 16, 2012

**TIME OF MEETING:** 11:00 A.M.

**LOCATION OF MEETING:** NIPIGON DISTRICT MEMORIAL HOSPITAL  
MULTI-PURPOSE ROOM  
125 HOGAN ROAD  
NIPIGON, ON

**CHAIR:** MR. R. KATAJAMAKI

**ORDERS OF THE DAY:** DISCLOSURES OF INTEREST  
DEPUTATIONS / PRESENTATIONS  
MINUTES OF PREVIOUS MEETING  
REPORTS OF OFFICERS  
CORRESPONDENCE  
BY-LAWS  
NEW BUSINESS  
NEXT MEETING  
ADJOURNMENT

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Note: For the purposes of this agenda and subsequent Minutes, references to TBDSSAB or the Board refers 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 MEETING**

### DISCLOSURES OF INTEREST

### MINUTES OF PREVIOUS MEETING

#### Board Meetings

Minutes of Meeting No. 01/2012 and Meeting No. 02/2012 (Inaugural and Closed Session) of TBDSSAB, held on January 19, 2012, respectively, to be confirmed.  
**(Pages 11 - 36)**

**Resolution No. 12/26**

THAT the Minutes of Meeting No. 01/2012 and Meeting No. 02/2012 (Inaugural and Closed Session) of The District of Thunder Bay Social Services Administration Board, held on January 19, 2012, respectively, be confirmed.

Committee MeetingsTBDSSAB Committees – Additional Appointments

At the January 19, 2012 Board meeting two Committees were left with vacancies, and it was requested that the opportunity to appoint additional Members be made available at the February Board Meeting.

Memorandum from Melissa Harrison, CAO, dated February 3, 2012, attaching a copy of current Committee appointments, and containing a resolution relative to vacancies on Board Committees. **(Pages 37 - 40)**

**Resolution No. 12/27**

THAT the following Member of The District of Thunder Bay Social Services Administration Board is appointed to the Service System Planning Committee, for the term ending December 31, 2012:

\_\_\_\_\_;

AND THAT the following Member of The District of Thunder Bay Social Services Administration Board is appointed to the Governance Review Special Committee, for the term ending December 31, 2012:

\_\_\_\_\_.

Political Action Committee

Draft Minutes of the Political Action Committee meeting held on January 4, 2012, for information only. **(Pages 41 - 46)**

CLOSED SESSION MEETING

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

**Resolution No. 12/28**

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

REPORTS OF OFFICERSSprucewood Terrace

At the February 18, 2010, Board meeting, a resolution was passed requesting a further report be submitted upon completion of a feasibility study.

Report No. 2012CS-01 (Corporate Services) relative to the above noted presented in Closed Session earlier.

Letter from Brian Tocheri, CAO/Clerk, Town of Marathon, dated January 18, 2012, relative to the above noted, noted as Attachment #2 to Report No. 2012CS-01. **(Pages 47 - 48)**

**Resolution No. 12/29**

THAT with respect to Report No. 2012CS-01 (Corporate Services), we recommend that Administration list the property known municipally as 4 Gilbert Street in Marathon, Ontario for sale;

AND THAT the listing price be determined in consultation with the listing agent;

AND THAT the Chief Administrative Officer and the Director, Corporate Services Division, of The District of Thunder Bay Social Services Administration Board be authorized to enter into any agreements necessary to list the property for sale and to negotiate the sale;

AND THAT Administration provide a further report to the Board upon the sale of the property.

Board Remuneration Policy

At the January 19, 2012 Board meeting, a resolution was passed referring Report No. 2012-03 (Corporate Services), to the February Board meeting.

Report No. 2012-03 (Corporate Services), relative to the above noted, represented. **(Pages 49 - 57)**

**Resolution No. 12/19 - Represented**

THAT with respect to Report No. 2012-03 (Corporate Services), we recommend that Option 2 be initiated by Administration, effective January 19, 2012;

AND THAT TBDSSAB Policy No. 02-008 is hereby superseded;

AND THAT the Board Remuneration Policy No. BD-02-01 be approved;

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

**Board Representation and Composition**

At the January 19, 2012 Board meeting, Reeve Kevin Holland, as Representative of Area 1, appeared before the Board relative to the Area 1 representation on the Board. Following discussion a resolution was passed deferring review of representation for Area 1 and the overall composition of the Board to the next meeting of the Board.

Letter from Reeve Kevin Holland, Conmee Township, dated January 6, 2012, on behalf of Area One Municipalities, relative to Area 1 representation, represented.

**(Pages 48 - 64)**

Background information with respect to the formation of the TBDSSAB and current legislation, as prepared by Administration, for information only, represented.

**(Pages 65 - 66)**

**Board Member Conflict of Interest Policy**

At the November 17, 2011, Board Meeting a resolution was passed deferring Resolution No. 11/100(D) relative to the above noted. At the January 19, 2012, Board meeting the Conflict of Interest Policy was referred to the Governance Committee for review and recommendation.

At the February 3, 2012, Executive Committee meeting the Conflict of Interest Policy was reviewed in order to provide recommendations and expedite approval.

Memorandum from Melissa Harrison, CAO, dated February 8, 2012, providing and update relative to the above noted. **(Pages 67 - 78)**

**Political Action Committee Work Plan**

At the November 17, 2011 Board meeting a resolution was passed referring the Draft Work Plan back to the Committee for review to determine implications, and report back at the February Board meeting.

Memorandum from James McMahon, Manager, Planning and Social Policy, dated February 1, 2012, attaching a revised Work Plan, for information only. **(Pages 79 - 83)**

**TBDSSAB**  
**Year 2012 Proposed Budget**

Report No. 2012-05 (Corporate Services) relative to providing TBDSSAB with an overview and presenting the year 2012 proposed budget for approval. **(Pages 84 - 95)**

The District of Thunder Bay Social Services Administration Board Year 2012 Draft Budget book, noted as Attachment #1 in the above noted report, as well as Attachment #6 and Attachment #7. **(Distributed Separately)**

**Resolution No. 12/30**

THAT with respect to Report No. 2012-05 (Corporate Services), we, The District of Thunder Bay Social Services Administration Board, approve the year 2012 District of Thunder Bay Social Services Administration Board Budget as presented;

AND THAT The District of Thunder Bay Social Services Administration Board budget for 2012 be circulated to participating municipalities;

AND THAT we recommend Option C to levy the full 2012 proposed levy in the amount of \$24,899,814 to Municipalities;

AND THAT up to \$100,000 of the year 2012 Child Care net cost be financed from the Best Start Reserve Fund;

AND THAT up to \$2,250,000 of the year 2012 Social Housing net cost be financed from the Social Housing Reserve Fund;

AND THAT \$164,700 be transferred to the Building Reserve Fund to fund future office building capital expenditures;

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

**Thunder Bay District Housing Corporation**  
**2012 Proposed Operating Budget**

Report No. 2012-06 (Corporate Services) relative to providing an overview and presenting the Thunder Bay District Housing Corporation year 2012 proposed budget for the Board's review and discussion. **(Pages 96 - 99)**

The Thunder Bay District Housing Corporation 2012 Draft Budget book, noted as Attachment #1 in the above noted Report. **(Distributed Separately)**

**Resolution No. 12/31**

THAT with respect to Report No. 2012-06 (Corporate Services), we, The District of Thunder Bay Social Services Administration Board, approve the year 2012 Thunder Bay District Housing Corporation Operating Budget as presented in Report No. 2012-06;

AND that any necessary by-law be presented to the Board for approval.

Thunder Bay District Housing Corporation  
Year 2012 Capital Budget

Report No. 2012-07 (Corporate Services) relative to providing an overview and presenting the Thunder Bay District Housing Corporation year 2012 proposed capital budget for the Board's review and discussion. **(Pages 100 - 104)**

The Thunder Bay District Housing Corporation 2012 Capital Budget, noted as Attachment #1 in the above noted Report.  
**(Distributed Separately within the TBDHC 2012 Draft Budget Book)**

**Resolution No. 12/32**

THAT with respect to Report No. 2012-07 (Corporate Services), we, The District of Thunder Bay Social Services Administration Board, approve the year 2012 Thunder Bay District Housing Corporation Capital Budget in the amount of \$4,128,200 as presented in Report No. 2012- 07;

AND THAT up to \$2,700,000 be financed from the Public Housing Capital Reserve Fund;

AND THAT up to \$813,400 be financed from the Provincial Reformed Capital Reserve Fund;

AND THAT up to \$231,400 be financed from the Pre-86 Capital Reserve Fund;

AND THAT up to \$112,400 be financed from the Sequoia Park Capital Reserve Fund;

AND THAT up to \$271,000 be financed from the Andras Court Capital Reserve Fund;

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

Reserve Fund Information

Report No. 2012-08 (Corporate Services) relative to providing an overview of the various reserve funds of The District of Thunder Bay Social Services Administration Board and the Thunder Bay District Housing Corporation, for information only.

**(Pages 105 - 108)**

Bank Signing Authority – TBDSSAB and TBDHC

Memorandum from Keri Greaves, Manager, Finance, dated February 6, 2012, containing a resolution for consideration relative to the above noted.

**(Pages 109 - 113)**

**Resolution No. 12/33**

THAT with respect to the Banking Authorization Resolution for The District of Thunder Bay Social Services Administration Board as attached to the memorandum from Keri Greaves, Manager, Finance, dated February 6, 2012, we recommend that the Resolution be duly signed in accordance with The District of Thunder Bay Social Services Administration Board By-law No. 10 – 2010 (Governance By-law);

AND that with respect to the Banking Authorization Resolution for the Thunder Bay District Housing Corporation as attached to the memorandum from Keri Greaves, Manager, Finance, dated February 6, 2012, we recommend that the Resolution be duly signed in accordance with The District of Thunder Bay Social Services Administration Board By-law No. 10 – 2010 (Governance By-law).

Phillips, Hager & North Investment Funds  
Resolution of Directors and Limited Authority

Memorandum from Keri Greaves, Manager, Finance, dated February 6, 2012, containing a resolution for consideration relative to the above noted.

**(Pages 114 - 115)**

**Resolution No. 12/34**

THAT with respect to the Phillips, Hager & North Investment Funds Resolution of Directors form for the Thunder Bay District Housing Corporation as attached to the memorandum from Keri Greaves, Manager, Finance, February 6, 2011, we recommend that the Resolution be duly signed in accordance with The District of Thunder Bay Social Services Administration Board By-law No. 10 – 2010 (Governance By-law).

Summary of Child Care Quality Assurance  
Enhancement Pilot Project

Memorandum from Lindsay Buset, Quality Assurance Analyst and Sandy Isfeld, Director, Service System Planning Division, dated February 1, 2012, relative to the above noted, for information only. **(Pages 116 - 135)**

Investments in Affordable Housing Program  
– Program Delivery and Fiscal Plan

Memorandum from Sandy Isfeld, Director, Service System Planning Division, relative to the above noted. **(Distributed Separately)**

Investments in Affordable Housing Program  
– Possible Additional Funding

Memorandum from Sandy Isfeld, Director, Service System Planning Division, dated February 2, 2012, relative to the above noted. **(Pages 136 - 138)**

**Resolution No. 12/35**

THAT with respect to the Memorandum to the Board from Sandy Isfeld, Director, Service System Planning Division, dated February 2, 2012, we recommend that Administration submit an additional Business Case to the Ministry of Municipal Affairs and Housing requesting funding approval for Year 1 under the Investment in Affordable Housing for Ontario Program – Northern Home Repair Program in the additional amount of \$250,000 for ten housing projects;

AND THAT Administration is authorized to immediately proceed with Stage 1 inspections of the housing projects due to the deadline of fund commitment of March 31, 2012, acknowledging that there is a potential cost to TBDSSAB of approximately \$2,250.00 if Ministry approval of the Business Case and allocation of surplus funds is not granted.

Strategic Planning Process

Memorandum from Sandy Isfeld, dated February 3, 2012, relative to the above noted, for information only. **(Pages 139 - 140)**

NOSDA Annual General Meeting  
April 2, 3, and 4, 2012

Memorandum from Melissa Harrison, CAO, dated February 3, 2012, providing information with respect to the above noted and containing a resolution for consideration. **(Pages 141 - 143)**

**Resolution No. 12/36**

THAT with respect to the Northern Ontario Service Deliverers Association 2012 Annual General Meeting, to be held on April 2, 3, and 4, 2012, in Timmins, Ontario, the following Members of the Board are selected to attend:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

AND THAT in the event that the above Board Members are unable to attend the following Members will be contacted to attend in their place:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

TBDHC Properties – Insurance Coverage Increase

Memorandum from Melissa Harrison, CAO, dated February 7, 2012, containing a resolution for consideration relative to the above noted, was distributed to Members of the Board via email on February 7, 2012, requesting early consideration and vote on the recommendation to expedite action required by Administration. **(Pages 144 - 145)**

Email responses resulted in passing of the resolution. The resolution is being presented for confirmation and record keeping purposes only.

**Resolution No. 12/37**

THAT we the District of Thunder Bay Social Services Administration Board authorize Administration to direct the insurance carrier to increase the insured values for those properties owned by the Thunder Bay District Housing Corporation that were evaluated by Risk Management Services to the values identified in the appraisal report dated December 20, 2011;

AND THAT we authorize the Senior Administrator, Thunder Bay District Housing Corporation and the Director, Corporate Services Division, The District of Thunder Bay Social Services Administration Board, to execute any necessary documents to implement this increase.

NEW BUSINESS

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, April 19, 2012, in the TBDSSAB Boardroom, 3<sup>rd</sup> Floor, 231 May Street South, Thunder Bay, Ontario.

ADJOURNMENT

**Resolution No. 12/38**

THAT Board Meeting No. 03/2012 of The District of Thunder Bay Social Services Administration Board, held on January 19, 2012, be adjourned at \_\_\_\_\_ p.m.



THE DISTRICT OF THUNDER BAY  
SOCIAL SERVICES ADMINISTRATION BOARD

**MINUTES OF INAUGURAL BOARD MEETING NO. 01/2012  
OF  
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

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**DATE OF MEETING:** January 19, 2012

**TIME OF MEETING:** 12:03 p.m.

**LOCATION OF MEETING:** McNaughton Room  
3<sup>rd</sup> Floor, Thunder Bay City Hall  
500 Donald Street East  
Thunder Bay, ON

**CHAIR:** Mr. Robert Katajamaki

**PRESENT:**

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

**REGRETS:**

**OFFICIALS:**

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

**GUESTS:**

Ms. Lizanne Roziere, Senior Manager/Consulting,  
Deloitte Inc.  
Jennifer Walkey, Manager, Deloitte Inc.

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**INAUGURAL BOARD MEETING**

Councillor Iain Angus advised Members of the Board and those present of the passing of Michael Power, past Mayor of the Municipality of Greenstone. A Minute of Silence was observed in his honour.

DISCLOSURES OF INTEREST

ADOPTION OF BOARD MEETING AGENDAS

Resolution No. 12/01

Moved by: Councillor K. Tsubouchi

Seconded by: Councillor S. Park

THAT with respect to the meeting dated January 19, 2012, we recommend:

1. that the agendas for the Inaugural Board and Closed Session meetings of The District of Thunder Bay Social Services Administration Board (TBDSSAB) be adopted as presented;

AND THAT with respect to the remainder of the 2012 agendas, we recommend:

1. that the remainder of the agendas (Regular, Closed, and Special) for the year 2012 for meetings of TBDSSAB be adopted as presented at the time of the scheduled meetings;

AND THAT for each agenda in 2012, we recommend:

1. that any matters discussed or resolutions passed which relate to the business of TBDSSAB shall be deemed to have been discussed by the Directors of TBDSSAB.

CARRIED

ELECTION OF OFFICERS

Election of Board Chair and Executive Officers

The first order of business was to elect a Chair and Board Executive in accordance with the *DSSAB Act*, for the term ending on December 31, 2012.

Chair

Melissa Harrison, CAO, called for nominations for the position of Chair of TBDSSAB for the above noted term. Mr. Robert (Bob) Katajamaki was nominated and accepted the nomination. There were no further nominations.

Resolution No. 12/02

Moved by: Councillor K. Tsubouchi  
Seconded by: Councillor S. Park

THAT the position of Chair of The District of Thunder Bay Social Services Administration Board for the term ending December 31, 2012, be filled by:

Mr. Robert (Bob) Katajamaki

CARRIED

#### Vice-Chair

Chair R. Katajamaki called for nominations for the position of Vice-Chair of TBDSSAB for the above noted term. Councillor Aldo Ruberto and Councillor Armand Giguere were nominated.

Both Members accepted the nominations and were provided an opportunity to address the Board.

It was the consensus of the Board that voting be conducted by written ballot; ballots were collected with Councillor Aldo Ruberto voted as Vice-Chair.

Resolution No. 12/03

Moved by: Councillor K. Tsubouchi  
Seconded by: Councillor S. Park

THAT the position of Vice-Chair of The District of Thunder Bay Social Services Administration Board, for the term ending December 31, 2012, be filled by:

Councillor Aldo Ruberto

CARRIED

#### Secretary/Treasurer

Chair R. Katajamaki called for nominations for the position of Secretary/Treasurer of TBDSSAB for the above noted term. Councillor Joe Virdiramo and Councillor Armand Giguere were nominated.

Both Members accepted the nominations and were provided an opportunity to address the Board.

It was the consensus of the Board that voting be conducted by written ballot; ballots were collected with a tie vote. A second ballot vote was conducted and collected which also resulted in a tie vote. Nominee names were placed in a random draw, with Councillor Armand Giguere chosen as Secretary-Treasurer.

Resolution No. 12/04

Moved by: Mayor K. Hobbs  
Seconded by: Councillor S. Park

THAT the position of Secretary/Treasurer of The District of Thunder Bay Social Services Administration Board, for the term ending December 31, 2012, be filled by:

Councillor Armand Giguere

CARRIED

#### Destruction of Ballots

Resolution No. 12/04(A)

Moved by: Councillor K. Tsubouchi  
Seconded by: Councillor S. Park

THAT with respect to the appointment of the Board Executive and Committee Members, we recommend that the written ballots be destroyed.

CARRIED

#### DEPUTATION / PRESENTATION

##### Area One Representation

Letter from Reeve Kevin Holland, Conmee Township, dated January 6, 2012, on behalf of Area One Municipalities, requesting a deputation relative to the above noted.

Background information with respect to the formation of the TBDSSAB and current legislation, as prepared by Administration, for information only.

Reeve Kevin Holland, representative for Area 1, introduced the following who were in attendance in support of the deputation.

Municipality of Oliver Paipoonge: Mayor Lucy Kloosterhuis  
Councillor Terry Byers  
Municipality of Shuniah: Reeve Maria Harding  
Municipality of Neebing: Mayor Ziggy Polkowski  
Township of Gillies: Reeve Rick Kieri  
Township of Conmee: Councillor Robert Rydholm  
Councillor Robert MacMaster  
Chief Administrative Officer/Clerk Pat Maxwell

Reeve Kevin Holland presented the information relative to Area 1 representation on behalf of Area 1 Member Municipalities, and responded to questions of the Board. Information containing the initial request to appear before the Board dated December 1, 2011, and supporting resolutions, were submitted to Melissa Harrison, CAO.

Resolution No. 12/04(B)

Moved by: Councillor S. Park  
Seconded by: Councillor I. Angus

THAT the Board review the representation for Area 1 and the overall composition of the Board at the next meeting of the Board.

CARRIED

Employment Program and Services Review

Report No. 2012-04 (Service System Planning), relative to presenting to the Board the results of the Employment Program Review conducted by Deloitte & Touche LLP.

Attachment #1 to Report No. 2012-04 – Draft TBDSSAB Ontario Works Employment Programs Evaluation Findings and Recommendations – January 9, 2012, as prepared by Deloitte & Touche LLP, was distributed separately in the agenda package.

Confidential memorandum from Sandy Isfeld, Director, Service System Planning, dated January 9, 2012, presented in Closed Session only.

Ms. Lizanne Roziere, Senior Manager/Consulting, and Jennifer Walkey, Manager, Deloitte Inc., appeared before the Board, provided copies of the presentation dated January 19, 2012, distributed copies of the Final Report - TBDSSAB Ontario Works Employment Programs Evaluation Findings and Recommendations and Appendices to Final Report – January 9, 2012, as prepared by Deloitte & Touche LLP, and responded to questions from the Board.

Melissa Harrison, CAO, responded to questions and advised that all recommendations would be analyzed and a report would be presented to the Board on actions taken.

CLOSED SESSION MEETING

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

Resolution No. 12/05

Moved by: Councillor K. Tsubouchi  
Seconded by: Councillor S. Park

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

CARRIED

At 3:04 p.m. the Board reconvened in Open Session with all Officials present.

REPORTS OF OFFICERS

Employment Program and Services Review (Continued)

Report No. 2012-04 and confidential memorandum from Sandy Isfeld, Director, Service System Planning Division, relative to the above noted were presented earlier.

Resolution No. 12/06

Moved by: Councillor K. Tsubouchi  
Seconded by: Councillor A. Giguere

THAT with respect to the confidential memorandum from Sandy Isfeld, Director, Service System Planning Division, dated January 9, 2012 regarding employment services, we recommend Administration proceed as directed in Closed Session.

CARRIED

**And**

Resolution No. 12/07

Moved by: Councillor A. Giguere  
Seconded by: Councillor K. Tsubouchi

THAT with respect to Report No. 2012-04 (Service System Planning), we recommend that The District of Thunder Bay Social Services Administration Board approves that Administration proceed as directed in Closed Session;

AND THAT the recommendations contained within the final Employment Services Review Report are approved in principle, with cost implications for 2012 to be presented as part of the 2012 budget approval process;

AND THAT Administration is further directed to prepare a follow-up report outlining the feasibility and proposed schedule for implementation of all recommendations to be presented for the Board's information in June 2012.

CARRIED

ELECTION OF OFFICERS (Continued)

TBDSSAB Committees

Memorandum from Melissa Harrison, CAO, dated January 5, 2012, relative to providing updated policies and terms of references for Board Committees.

Copies of suggested amendments by Councillor I. Angus relative to the Board Committees Policy No. BD-01, Terms of Reference Audit Committee Policy No. BD-01-03, and Terms of Reference Political Action Committee Policy No. BD-01-02, were distributed at the meeting.

Melissa Harrison, CAO, provided an overview and responded to questions.

At 3:50 p.m. the Chair called for a break to accommodate the photographer attending to take Board pictures for the Annual Report.

At 3:56 p.m. the Board reconvened in Open Session, with the exception of Mayor Keith Hobbs.

Moved by: Councillor A. Giguere  
Seconded by: Councillor K. Tsubouchi

THAT with respect to the memorandum from Melissa Harrison, Chief Administrative Officer, dated January 5, 2012, we recommend establishment of the new Standing Committees as follows, which will supersede the previous Ontario Works, Child Care, Social Housing, Finance Audit, Board Executive and Political Action Committees:

Executive Committee  
Political Action Committee  
Audit Committee  
Client Services Committee  
Service System Planning Committee

AND THAT the Board Committees Policy BD-01 and other relevant policies with respect to the above noted Committees be approved as attached to this memorandum;

AND THAT the Terms of Reference for each Committee as included in each policy be reviewed by the respective Committee and subsequently resubmitted to the Board for approval;

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

Resolution No. 12/08(A) - Amendment

Moved by: Councillor I. Angus  
Seconded by: Councillor A. Foulds

THAT paragraph 2 of Resolution No. 12/08 be deleted.

CARRIED

Resolution No. 12/08(A) – As Amended

Moved by: Councillor A. Giguere  
Seconded by: Councillor K. Tsubouchi

THAT with respect to the memorandum from Melissa Harrison, Chief Administrative Officer, dated January 5, 2012, we recommend establishment of the new Standing Committees as follows, which will supersede the previous Ontario Works, Child Care, Social Housing, Finance Audit, Board Executive and Political Action Committees:

- Executive Committee
- Political Action Committee
- Audit Committee
- Client Services Committee
- Service System Planning Committee

AND THAT the Terms of Reference for each Committee as included in each policy be reviewed by the respective Committee and subsequently resubmitted to the Board for approval;

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

CARRIED

Executive Committee

Discussion was held with respect to the establishment and membership of the Executive Committee. Upon consensus Chair R. Katajamaki called for volunteers.

Councillor Joe Virdiramo and Councillor Andrew Foulds let their names stand for the At Large position on the Executive Committee. Both Members were provided an opportunity to speak.

It was the consensus of the Board that voting be conducted by written ballot; ballots were collected with a tie vote. A second ballot vote was conducted and collected which resulted in Councillor Andrew Foulds being elected as Member At Large.

Resolution No. 12/08(B)

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

THAT the Executive Committee be comprised of the Board Chair, Vice-Chair, Secretary/Treasurer, Past Chair, and one Member at Large;

AND THAT the following Members of The District of Thunder Bay Social Services Administration Board be appointed to the Board Executive Committee for the term ending December 31, 2012:

1. Mr. Robert (Bob) Katajamaki, Chair
2. Councillor Aldo Ruberto, Vice-Chair
3. Councillor Armand Giguere, Secretary/Treasurer
4. Councillor Iain Angus, Past Chair
5. Councillor Andrew Foulds, At Large

CARRIED

Councillor Iain Angus disclosed an interest as Past Chair and refrained from discussing or voting on Resolution No. 12/08(B).

Councillor Andrew Foulds left the meeting room.

Appointment of Board Members to Committees

Chair R. Katajamaki called for appointments to the following committees as established in accordance with policies and terms of reference as attached to the memorandum from Melissa Harrison, CAO, dated January 9, 2012.

Political Action Committee

Resolution No. 12/09

Moved by: Councillor A. Giguere  
Seconded by: Councillor K. Tsubouchi

THAT the following Members of The District of Thunder Bay Social Services Administration Board be appointed to the Political Action Committee, for the term ending December 31, 2012:

1. Mr. Robert (Bob) Katajamaki, Chair
2. Councillor Aldo Ruberto, Vice-Chair
3. Councillor Armand Giguere, Secretary/Treasurer
4. Reeve Kevin Holland, At Large
5. Councillor Andrew Foulds, At Large

CARRIED

Audit Committee

Resolution No. 12/10

Moved by: Councillor K. Tsubouchi  
Seconded by: Councillor A. Giguere

THAT the following Members of The District of Thunder Bay Social Services Administration Board be appointed to the Audit Committee, for the term ending December 31, 2012:

As Members of the Executive:

1. Mr. Robert (Bob) Katajamaki, Chair
2. Councillor Aldo Ruberto, Vice-Chair
3. Councillor Armand Giguere, Secretary/Treasurer
4. Mayor Don McArthur, At Large

CARRIED

Client Services Committee

Resolution No. 12/11

Moved by: Councillor K. Tsubouchi  
Seconded by: Councillor A. Giguere

THAT the following Members of The District of Thunder Bay Social Services Administration Board are appointed to the Client Services Committee for the term ending December 31, 2012:

1. Councillor Sara Park
2. Councillor Aldo Ruberto
3. Councillor Paul Pugh
4. Councillor Armand Giguere

CARRIED

Mayor Keith Hobbs returned to the meeting room.

Service System Planning Committee

Resolution No. 12/12

Moved by: Councillor A. Giguere  
Seconded by: Councillor K. Tsubouchi

THAT the following Members of The District of Thunder Bay Social Services Administration Board be appointed to the Service System Planning Committee, for the term ending December 31, 2012:

1. Councillor Iain Angus
2. Councillor Aldo Ruberto
3. Mayor Keith Hobbs
4. Vacant

CARRIED

**Appointment of Board Members to Special Committees**

Chair R. Katajamaki called for appointments to the following Special Committees.

Manitouwadge Municipal Housing Corporation  
Project in Difficulty Special Committee

Memorandum from Melissa Harrison, CAO, dated January 6, 2012, relative to providing a status on the above noted Committee.

Resolution No. 12/13

Moved by: Councillor K. Tsubouchi  
Seconded by: Councillor A. Giguere

THAT this will confirm the establishment of the Manitouwadge Municipal Housing Corporation Project in Difficulty Special Committee, which includes District representation, with a mandate to determine and recommend the best course of action;

AND THAT the following Members of The District of Thunder Bay Social Services Administration Board be appointed to the Manitouwadge Municipal Housing Corporation Project in Difficulty Special Committee, for the term ending December 31, 2012:

1. Mr. Robert (Bob) Katajamaki
2. Councillor Kelly Tsubouchi
3. Councillor A. Giguere

CARRIED

Establishment of Special Committee for Governance Review

Memorandum from Melissa Harrison, CAO, dated January 6, 2012, containing a resolution with respect to the establishment of a Special Committee for Governance Review.

Resolution No. 12/14

Moved by: Councillor K. Tsubouchi  
Seconded by: Councillor A. Giguere

THAT a Governance Review Special Committee be established with a mandate to evaluate and recommend a governance model to The District of Thunder Bay Social Services Administration Board, and to review and recommend amendments to its Governance By-law and policies;

AND THAT the following Members of The District of Thunder Bay Social Services Administration Board be appointed to the Governance Review Special Committee, for the term ending December 31, 2012:

1. Councillor K. Tsubouchi
2. Councillor I. Angus
3. Councillor A. Giguere
4. Vacant

**CARRIED**

Administration was requested to bring forward any vacancies on Committees at the next Board meeting to provide further opportunity for volunteers.

**Disbandment of the Social Housing Strategic Planning Session and Steering Committee**

Memorandum from Melissa Harrison, CAO, dated January 6, 2012, containing a resolution with respect to disbanding the above noted Committee.

**Resolution No. 12/15**

Moved by: Councillor K. Tsubouchi  
Seconded by: Councillor I. Angus

**THAT with respect to the finalization of The District of Thunder Bay Social Services Administration Board's Social Housing Strategic Plan we recommend that the Social Housing Strategic Planning Session and Steering Committee be disbanded.**

**Resolution No. 12/15(A) - Deferral**

Moved by: Councillor Iain Angus  
Seconded by: Mayor Don McArthur

**THAT Resolution No. 12/15 relative to the Social Housing Strategic Planning Session and Steering Committee be deferred to the February Board meeting.**

**LOST**

**Resolution No. 12/15**

Moved by: Councillor K. Tsubouchi  
Seconded by: Councillor I. Angus

**THAT with respect to the finalization of The District of Thunder Bay Social Services Administration Board's Social Housing Strategic Plan we recommend**

that the Social Housing Strategic Planning Session and Steering Committee be disbanded.

CARRIED

Administration was requested to ensure that the Social Housing Strategic Plan Recommendations are reviewed by each relevant Committee and added to Committee Work Plans.

### CONFIRMATION OF MEETING DATES

#### 2012 TBDSSAB Meeting Dates and Next Inaugural Meeting Date

Memorandum from Melissa Harrison, CAO, dated January 6, 2012, containing a resolution to confirm Board meeting dates for the next Inaugural meeting and the balance of 2012.

Memorandum from Keri Greaves, Manager, Finance, dated January 18, 2012, providing a cost analysis for District meetings, for information only, was distributed at the meeting.

Melissa Harrison, CAO, responded to questions and provided information with respect to the Annual General Meeting in April.

Resolution No. 12/16

Moved by: Mayor K. Hobbs  
Seconded by: Councillor K. Tsubouchi

THAT the next Inaugural Meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, January 17, 2013;

AND THAT the regularly scheduled meetings of The District of Thunder Bay Social Services Administration Board for the year 2012 be held as follows:

February 16<sup>th</sup> (Nipigon)  
March (No meeting)  
April 19<sup>st</sup> (Thunder Bay)  
- Includes Annual General Meeting  
May 17<sup>th</sup> (Red Rock)  
June 21<sup>th</sup> (Thunder Bay)  
September 20<sup>th</sup> (Red Rock)  
October 18<sup>th</sup> (Thunder Bay)  
November 15<sup>th</sup> (Nipigon)

AND THAT the meetings will commence at 11:00 a.m. when held outside the City of Thunder Bay, and at 12:00 noon when held in Thunder Bay;

AND THAT any changes to the meeting schedule can be made by resolution of the Board.

CARRIED

## MINUTES OF PREVIOUS MEETING

### Board Meetings

Minutes of Meeting No. 17/2011 and Meeting No. 18/2011 (Regular and Closed Session) of TBDSSAB, held on November 17, 2011, respectively, to be confirmed.

Resolution No. 12/17

Moved by: Mayor K. Hobbs  
Seconded by: Councillor S. Park

THAT the Minutes of Meeting No. 17/2011 and Meeting No. 18/2011 (Regular and Closed Session) of The District of Thunder Bay Social Services Administration Board, held on November 17, 2011, respectively, be confirmed.

CARRIED

Minutes of Meeting No. 19/2011 and Meeting No. 20/2010 (Special and Special Closed Session) of TBDSSAB, held on December 8, 2011, respectively, to be confirmed.

Resolution No. 12/18

Moved by: Reeve K. Holland  
Seconded by: Mayor D. McArthur

THAT the Minutes of Meeting No. 19/2011 and Meeting No. 20/2011 (Special and Special Closed Session) of The District of Thunder Bay Social Services Administration Board, held on December 8, 2011, respectively, be confirmed.

CARRIED

Councillor Sara Park left the meeting room.

Committee Meetings

Finance Audit Committee

Draft Minutes of the Finance Audit Committee meeting held on November 2, 2011, for information only.

Board Executive Committee

Draft Minutes of the Board Executive Committee Special meeting held on December 2, 2011, for information only.

REPORTS OF OFFICERS (Continued)

Board Member Conflict of Interest

At the November 17, 2011, Board Meeting a resolution was passed deferring Resolution No. 11/100(D) relative to the above noted.

Memorandum from Melissa Harrison, CAO, dated November 16, 2011, attaching a policy for approval relative to the above noted, represented.

Resolution No. 11/100(D) - Represented

Moved by: Mayor D. McArthur  
Seconded by: Reeve K. Holland

THAT with respect to the memorandum from Melissa Harrison, Chief Administrative Officer, dated November 16, 2011, we approve the TBDSSAB Board Members Conflict of Interest Policy No. 02.011, as attached to the memorandum;

AND THAT the Board Governance By-Law No. 10-2010 be amended accordingly.

Resolution No. 12/18(A) - Referral

Moved by: Councillor I. Angus  
Seconded by: Councillor P. Pugh

THAT with respect to the memorandum from Melissa Harrison, Chief Administrative Officer, dated November 16, 2011, relative to the TBDSSAB Board Member Conflict of Interest Policy, we recommend that the Conflict of Interest policy be referred to the Governance Committee for review and recommendations to the Board.

CARRIED

Board Remuneration Policy

Report No. 2012-03 (Corporate Services), relative to the above noted, was distributed separately in the agenda package.

Copies of current Remuneration Policy were distributed at the meeting, for information only.

Resolution No. 12/19

Moved by: Mayor D. McArthur  
Seconded by: Reeve K. Holland

THAT with respect to Report No. 2012-03 (Corporate Services), we recommend that Option 2 be initiated by Administration, effective January 19, 2012;

AND THAT TBDSSAB Policy No. 02-008 is hereby superseded;

AND THAT the Board Remuneration Policy No. BD-02-01 be approved;

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

Resolution No. 12/19

Moved by: Councillor I. Angus  
Seconded by: Councillor K. Tsubouchi

THAT with respect to Report No. 2012-03 (Corporate Services), we recommend that the Report be referred to the February 16, 2012, Board meeting.

CARRIED

Allowable Expenses and Statements of Board  
Remuneration & Expenses Policies

Memorandum from Keri Greaves, Manager, Finance, dated January 6, 2012, relative to the above noted.

It was the consensus of the Board that the signing authority approval for the CAO expenses be referred to the Executive Committee to bring back a recommendation to the Board.

Resolution No. 12/20

Moved by: Reeve K. Holland  
Seconded by: Mayor D. McArthur

THAT with respect to the memorandum from Keri Greaves, Manager, Finance, dated January 6, 2012, we, The District of Thunder Bay Social Services Administration Board approves Policy No. 02.007 - Allowable Expenses, as attached to the memorandum;

AND THAT Policy No. 02.007 – Allowable Expenses replaces the Policy No. 02.007 - Reimbursement of Expenses;

AND that we, The District of Thunder Bay Social Services Administration Board approves the revised Policy No. 02.009 - Statements of Board Remuneration & Expenses.

CARRIED

#### TBDSSAB Records Retention Schedules

Report No. 2012-02 (Corporate Services) relative to providing the Board with annual amendments to the Board's records retention schedules.

Resolution No. 12/21

Moved by: Councillor A. Ruberto  
Seconded by: Councillor J. Virdiramo

THAT with respect to Report No. 2012-02 (Corporate Services), we approve the annual amendment to retention schedules for The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) as attached to Report No. 2012-02;

AND THAT the new policies for Records Management and Records Authority Schedule Implementation, as attached to Report No. 2012-02, be approved;

AND THAT a copy of this report be submitted to the City of Thunder Bay Corporate Records Manager & Archivist;

AND THAT the Chief Administrative Officer of TBDSSAB is hereby authorized to make immediate amendments to the schedules as deemed necessary with immediate notification to the City Archivist accordingly, and the amendment be included for approval in the annual submission to the Board;

AND THAT By-law Number 11 – 2010 be repealed and any other necessary by-law be presented to the Board.

CARRIED

One-time Costs Related to Implementation of Phase 1  
of the New Organizational Structure

Memorandum from William Bradica, Director, Corporate Services Division, dated January 6, 2012, relative to the above noted, for information only.

Confidential memorandum from William Bradica, Director, Corporate Services, relative to the above noted, presented in Closed Session earlier, for information only.

Purchase of Switches for New Server Room

Memorandum from Keri Greaves, Manager, Finance, dated December 20, 2011, relative to the above noted, for information only.

TBDHC Properties - Insurance Review

Memorandum from William Bradica, Director, Corporate Services, dated January 13, 2012, relative to the above noted, was distributed at the meeting.

Bill Bradica, Director, Corporate Services Division, provided an overview and responded to questions. Melissa Harrison, CAO, also responded to questions.

Administration was directed to include the amount of the insurance costs in the 2012 budget.

Funding Request - John Howard Society

At the October 28, 2010, Board meeting Resolution No. 10/88 was passed deferring a request for funding for the John Howard Society "My Own Place" Homelessness Project until completion and implementation of the TBDSSAB Housing Strategy.

Memorandum from James McMahon, Manager, Planning and Social Policy, dated December 30, 2011, providing an update relative to the above noted.

Administration was requested to email the original request information and related background reports to Members of the Board for information only.

Resolution No. 12/22

Moved by: Councillor A. Ruberto  
Seconded by: Councillor J. Virdiramo

THAT with respect to the funding request on October 28, 2010, from the John Howard Society for the "My Own Place" Homelessness Project, we approve Administration's response to the John Howard Society in providing relevant application information for funding under the Investment in Affordable Housing in Ontario Program, and the Community Social Reinvestment Fund;

AND THAT the funding request of October 28, 2010, be deemed closed;

AND THAT the John Howard Society be advised accordingly.

CARRIED

Housing Security Enhancement Strategy

At the November 18, 2010, Board Meeting, Administration was directed to prepare a report providing options with respect to a security policy and recommendations relative to associated costs upon completion of a review by a consultant with respect to updated security for all buildings.

Report No. 2012-01 (Service System Planning) relative to providing the Board with an update on security measures implemented to date in TBDSSAB-owned housing properties in Thunder Bay, and present options for an ongoing security enhancement strategy.

Confidential Attachment #1 to Report No. 2012-01 presented in Closed Session only.

Sandy Isfeld, Director, Service System Planning Division, provided an overview and responded to questions. Melissa Harrison, CAO, and James McMahon, Manager, Planning and Social Policy, also responded to questions.

Resolution No. 12/23

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

THAT with respect to Report No. 2012-01 (Service System Planning), we recommend Administration proceed with Option B as recommended and costs be presented for approval as part of the 2012 budget;

AND THAT a request for proposals to hire a security consultant be issued as soon as possible thereafter;

AND THAT a report be presented to the Board in fall 2012 presenting the findings of the consultant's recommendations and progress to date on additional safety measures undertaken by TBDSSAB staff.

CARRIED

Community Social Reinvestment  
Fund Application Process

Memorandum from Sandy Isfeld, Director, Service System Planning Division, dated January 9, 2012, relative to the above noted, for information only.

One-time Additional Funds for the  
Consolidated Homelessness Prevention  
Program and Emergency Energy Fund

Memorandum from James McMahon, Manager – Planning and Social Policy, dated January 3, 2012, relative to the above noted, for information only.

Investments in Affordable Housing Program –  
Expression of Interest

Memorandum from Sandy Isfeld, Director, Service System Planning Division, dated January 9, 2012, relative to the above noted, for information only.

Sandy Isfeld, Director, Service System Planning, responded to questions.

CORRESPONDENCE

Ministry of Community and Social Services  
Year End Settlements

Letters from John Manarin, Regional Business Manager, Northern Region, Ministry of Community and Social Services, dated December 22, 2011, relative to the December 31, 2008, and December 31, 2010, Year End Settlements for the Ontario Works Programs, for information only.

Letters from John Manarin, Regional Business Manager, Northern Region, Ministry of Community and Social Services, dated December 22, 2011, relative to the December 31, 2008, and December 31, 2010, Year End Settlements for the Adult Community Services (Homelessness) Programs, for information only.

Melissa Harrison, CAO, and Bill Bradica, Director, Corporate Services Division, provided additional information.

BY-LAWS

First and Final Reading

Resolution No. 12/24

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

THAT the following By-law be introduced and now be given First and Final Reading, engrossed, signed by the Chair and Secretary, sealed and numbered:

1. A By-law to repeal By-law Number 11 – 2010 and to establish an amended Records Management Process and to adopt Records Retention Authority Schedules for the Chief Administrative Officer's Office, Children's Services, Finance, Housing Services, Ontario Works, and Property Management Services under The District of Thunder Bay Social Services Administration Board, as required under the *Municipal Act S.O. 2000*.

Explanation: A by-law to amend the Records Management Process and Retention Schedules for the TBDSSAB.

Authorization: Board Meeting 2012/01/19

BY-LAW NUMBER 01 – 2012

CARRIED

NEW BUSINESS

Organizational Review Implementation Update

Memorandum from Melissa Harrison, CAO, dated January 18, 2012, relative to the above noted, for information only, was distributed at the meeting.

Melissa Harrison, CAO, provided an overview.

2011 Statement of Board Remuneration

Memorandum from Keri greaves, Manager, Finance, dated January 18, 2012, relative to the above noted, for information only, was distributed at the meeting.

At the request of a Member of the Board copies of the 2009 and 2010 Board Remuneration Statements were also distributed at the meeting.

Cost of Eating Well in the District of Thunder Bay

At the request of Councillor A. Ruberto a pamphlet from the Thunder Bay District Health Unit entitled "The Cost of Eating Well in the District of Thunder Bay 2011", was distributed at the meeting, for information only.

Marathon – Sprucewood Court

Melissa Harrison, CAO, provided a verbal update, responded to questions, and advised that this item will be referred to the Executive Committee.

Bill Bradica, Director, Corporate Services Division, also responded to questions.

All Staff Education Day

Melissa Harrison, CAO, provided an overview of the above noted, and extended an invitation to all Members of the Board to attend on February 17, 2012. A formal invitation will be forwarded via email.

Staff Presentations at Meetings

Administration was requested to provide short ten minute staff presentations on programs, etc., at every Board meeting, which would provide Members of the Board with a better understanding of the services provided.

Melissa Harrison, CAO, advised that the presentations would begin at the May Board meeting.

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, February 16, 2012, in the Multipurpose Room, Nipigon Memorial Hospital, 125 Hogan Road, Nipigon, Ontario.

ADJOURNMENT

Resolution No. 12/25

Moved by: Councillor A. Ruberto  
Seconded by: Councillor J. Virdiramo

THAT the Inaugural Meeting No. 01/2012 of The District of Thunder Bay Social Services Administration Board, held on January 19, 2012, be adjourned at 5:35 p.m.

CARRIED



THE DISTRICT OF THUNDER BAY  
SOCIAL SERVICES ADMINISTRATION BOARD

MINUTES OF BOARD (CLOSED SESSION) MEETING NO. 02/2012  
OF  
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD

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**DATE OF MEETING:** January 19, 2012

**TIME OF MEETING:** 1:58 p.m.

**LOCATION OF MEETING:** McNaughton Room  
3<sup>rd</sup> Floor, Thunder Bay City Hall  
500 Donald Street East  
Thunder Bay, ON

**CHAIR:** Mr. Robert Katajamaki

**PRESENT:**

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

**REGRETS:**

**OFFICIALS:**

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

**GUESTS:**

Ms. Lizanne Roziere, Senior Manager/Consulting,  
Deloitte Inc.  
Jennifer Walkey, Manager, Deloitte Inc.

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Note: For 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 (CLOSED SESSION) MEETING**

DISCLOSURES OF INTEREST

REPORTS OF OFFICERS

Employment Program and Services Review

Confidential memorandum from Sandy Isfeld, Director, Service System Planning Division, dated January 9, 2012, relative to the above noted.

Ms. Lizanne Roziere, Senior Manager/Consulting, and Jennifer Walkey, Manager, Deloitte Inc., presented and distributed to the Board a single slide presenting recommendations, and responded to questions.

Melissa Harrison, CAO, and Sandy Isfeld, Director, Service System Planning Division, also responded to questions.

It was the consensus of the Board that the resolution as contained in the above noted memorandum, be presented for consideration in Open Session.

At 2:00 p.m. the Chair called for a ten minute break. At 2:24 p.m. the Board reconvened in Closed Session.

Housing Security Enhancement Strategy

Confidential memorandum from Sandy Isfeld, Director, Service System Planning, dated January 11, 2012, attaching confidential attachment to Report No. 2012-01, for information only.

Melissa Harrison, CAO, and Sandy Isfeld, Director, Service System Planning Division, responded to questions.

Administration was requested to provide further information with respect to the TBDHC security camera monitoring systems and related liability, and review policy with respect to privacy.

At 2:44 p.m. Liz DiTullio, Director, Client Services Division, Sandy Isfeld, Director, Service System Planning Division, and James McMahon, Manager, Planning and Social Policy, left the meeting room.

One-time Costs Related to Implementation of  
Phase 1 of the New Organizational Structure

Confidential memorandum from William Bradica, Director, Corporate Services, dated January 10, 2012, relative to the above noted, for information only.

Memorandum from William Bradica, Director, Corporate Services Division, dated January 6, 2012, relative to the above noted, providing additional information presented in Open Session.

Bill Bradica, Director, Corporate Services Division, provided an overview and responded to questions.

Melissa Harrison, CAO, also responded to questions.

Labour Relations

Bill Bradica, Director, Corporate Services Division, provided a verbal update relative to the above noted.

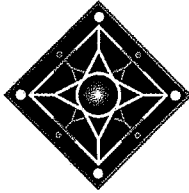
ADJOURNMENT

Resolution No. 12/CS01

Moved by: Councillor A. Giguere  
Seconded by: Councillor K. Tsubouchi

THAT the Board (Closed Session) Meeting No. 02/2012 of The District of Thunder Bay Social Services Administration Board, held on January 19, 2012, be adjourned, at 3:04 p.m., to reconvene in Open Session to consider the remaining agenda items.

CARRIED



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

www.tbdssab.on.ca

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER  
The District of Thunder Bay Social  
Services Administration Board  
(Also known as TBDSSAB)  
c/o 34 North Cumberland Street, 4<sup>th</sup> Floor  
Thunder Bay ON P7A 8B9  
Tel: 807-766-2103 / Fax: 807-345-6146

Our File No.: 140.03 / 140.04

# Memorandum

**Date:** February 3, 2012  
**To:** Members of the Board  
**From:** Melissa Harrison, Chief Administrative Officer  
**Subject:** TBDSSAB Committees – Additional Appointments

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At the January 19, 2012 Board meeting two Committees were left with vacancies and it was requested that the opportunity to appoint additional Members be made available at the February Board meeting.

Attached for your information is a listing of current Committee Members.

The following resolution will be presented for consideration at the February 3rd Board meeting.

THAT the following Member of The District of Thunder Bay Social Services Administration Board is appointed to the Service System Planning Committee, for the term ending December 31, 2012:

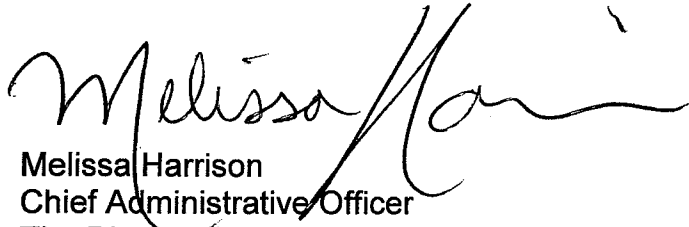
\_\_\_\_\_;

AND THAT the following Member of The District of Thunder Bay Social Services Administration Board is appointed to the Governance Review Special Committee, for the term ending December 31, 2012:

\_\_\_\_\_.

Should you have any questions with respect to the Service System Planning Committee please contact Sandy Isfeld, Director, Service System Planning Division at 807-766-2111, Extension 4095; and with respect to the Governance Review Special Committee please contact me at 766-2115.

Sincerely,



Melissa Harrison  
Chief Administrative Officer  
The District of Thunder Bay  
Social Services Administration Board

/sml

Attachments

Copy to: Sandy Isfeld, Director, Service System Planning Division

**BOARD MEMBER APPOINTMENTS**  
2012 Term

Position / Committee	Current Board Member(s)	Previous Appointments
Chair	Robert (Bob) Katajamaki	N/A
Vice-Chair	Aldo Ruberto	N/A
Secretary/Treasurer	Armand Giguere	N/A
<b>Executive Committee</b> (Board Exec., Past Chair, At Large & Includes CAO)	Bob Katajamaki	2011
	Aldo Ruberto	N/A
	Armand Giguere	N/A
	Iain Angus (Past Chair)	2011
	Andrew Foulds (At Large)	N/A
<b>Political Action Committee</b> (Board Exec. & 2 At Large)	Bob Katajamaki	2011
	Aldo Ruberto	N/A
	Armand Giguere	N/A
	Kevin Holland (At Large)	2011
	Andrew Foulds (At Large)	2011
<b>Audit Committee</b> (Board Exec. & 1 At Large)	Bob Katajamaki	2011
	Aldo Ruberto	N/A
	Armand Giguere	N/A
	Don McArthur (At Large)	2011
<b>Client Services Committee</b> (4 Members)	Sara Park	N/A
	Aldo Ruberto	N/A
	Armand Giguere	N/A
	Paul Pugh	N/A

**BOARD MEMBER APPOINTMENTS**  
2012 Term

Position / Committee	Current Board Member(s)	Previous Appointments
<b>Service System Planning Committee</b>  (4 Members)	Iain Angus	N/A
	Aldo Ruberto	N/A
	Keith Hobbs	N/A
	<i>Vacant</i>	N/A

**SPECIAL COMMITTEES**

Position / Committee	Current Board Member(s)	Previous Appointments
Manitouwadge Municipal Housing Corporation Project in Difficulty Committee	Bob Katajamaki Kelly Tsubouchi Armand Giguere	2011 2011 N/A
Governance Review Committee	Iain Angus Kelly Tsubouchi Armand Giguere <i>Vacant</i>	N/A N/A N/A