



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

**MINUTES OF BOARD MEETING NO. 17/2011
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

DATE OF MEETING: November 17, 2011

TIME OF MEETING: 11:05 a.m.

LOCATION OF MEETING: Nipigon District Memorial Hospital
Multi-Purpose Room
125 Hogan Road
Nipigon, ON

CHAIR: Councillor I. Angus

PRESENT:

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

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) DeTullio, Director
Client Services Division
Mrs. Sandra Legros, Recording Secretary

REGRETS:

Councillor Andrew Foulds

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 MEETING

Councillor Iain Angus welcomed Mayor Keith Hobbs as the new Member of the Board.

DISCLOSURES OF INTEREST

Councillor Iain Angus declared a conflict with respect to the Closed Session item on Conflict of Interest Declaration.

MINUTES OF PREVIOUS MEETING

Board Meetings

Minutes of Meeting No. 15/2011 and Meeting No. 16/2011 (Regular and Closed Session) of TBDSSAB, held on October 20, 2011, respectively, to be confirmed.

Resolution No. 11/90

Moved by: Mr. R. Katajamaki
Seconded by: Mayor D. McArthur

THAT the Minutes of Meeting No. 15/2011 and Meeting No. 16/2011 (Regular and Closed Session) of The District of Thunder Bay Social Services Administration Board, held on October 20, 2011, respectively, be confirmed.

CARRIED

Committee Meetings

Social Housing Committee

Minutes of the Social Housing Committee meeting held on September 30, 2011, for information only.

Draft Minutes of the Social Housing Committee meeting held on October 25, 2011, for information only.

Draft Political Action Committee Work Plan

Memorandum from James McMahon, Manager, Planning and Social Policy, Service System Planning Division, dated October 31, 2011, attaching the above noted for information only.

Members of the Board expressed concerns with moving forward on certain items on the Political Action Committee's Work Plan without further discussion by the whole Board.

Resolution No. 11/90(A)

Moved by: Mr. R. Katajamaki
Seconded by: Reeve K. Holland

THAT with respect to the memorandum from James McMahon, Manager, Planning and Social Policy, dated October 31, 2011, and the attached Draft Political Action Committee Work Plan, we recommend that all items of the Political Action Committee Work Plan be reviewed to determine their implications to our DSSAB before we start political advocacy.

Resolution No. 11/90(A)(i) - Amendment

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

THAT Resolution No. 11/90(A) with respect to review of the Political Action Committee Work Plan, be amended by adding:

“AND THAT the Political Action Committee report back to the Board by February 2012”.

CARRIED

Resolution No. 11/90(A) - Amended

Moved by: Mr. R. Katajamaki
Seconded by: Reeve K. Holland

THAT with respect to the memorandum from James McMahon, Manager, Planning and Social Policy, dated October 31, 2011, and the attached Draft Political Action Committee Work Plan, we recommend that all items of the Political Action Committee Work Plan be reviewed to determine their implications to our DSSAB before we start political advocacy;

AND THAT the Political Action Committee report back to the Board by February 2012.

CARRIED

Melissa Harrison, CAO, introduced Ms. Elizabeth (Liz) DiTullio as the new Director for the Client Services Division of TBDSSAB.

TBDSSAB Committees
– Replacement Appointments

Memorandum from Melissa Harrison, CAO, dated November 1, 2011, containing a resolution for consideration relative to the appointment of Board Members to replace Councillor Larry Hebert on respective Committees.

Administration was requested to provide information at the December 8th Special Board Meeting with respect to guidelines for election of the Board Executive and appointment of Members to Board Committees.

Resolution No. 11/91

Moved by: Mr. R. Katajamaki
Seconded by: Councillor P. Pugh

THAT as a result of the resignation of Councillor Larry Hebert from The District of Thunder Bay Social Services Administration Board, we appoint the following Board Member to the respective Committees, for the term ending December 31, 2014;

Finance Audit Committee:	Mayor Don McArthur
Ontario Works Committee:	Councillor Paul Pugh Councillor Andrew Foulds

CARRIED

REPORTS OF OFFICERS

Agenda items were presented in order of length of presentation in order to effectively utilize time prior to the scheduled lunch break.

Royal Edward Arms
Mortgage Renewal

Report No. 2011-39 (Corporate Services Division) relative to presenting the results of the Invitation to Quote regarding the Royal Edward Arms mortgage renewal, as well as options for mortgage amortization and term length.

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

Resolution No. 11/98

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

THAT with respect to Report No. 2011-39 (Corporate Services Division), we recommend that the Thunder Bay District Housing Corporation choose Option 1, and renew the Royal Edward Arms mortgage for an amortization and term period of 3 years with the Royal Bank of Canada at the prevailing market rate;

AND THAT The District of Thunder Bay Social Services Administration Board authorizes the Board Chair and the Senior Administrator of the Thunder Bay District Housing Corporation to execute a 3 year amortization, 3 year term mortgage renewal with the Royal Bank of Canada as outlined in Report No. 2011-39, and any other documents related thereto provided that there are no significant changes.

CARRIED

Annual Write-off of Ontario Works Overpayments

Report No. 2011-40 (Corporate Services Division), relative to presenting a summary of Ontario Works client overpayments that have been approved for write-off by the Acting Director, Client Services Division during the year 2011, for information only.

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

At 12:02 p.m. the Chair called for a 30 minute lunch break.

At 12:30 p.m. the meeting reconvened.

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. 11/92

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 5:02 p.m. the Board, with the exception of Councillor A. Giguere, reconvened in Open Session with all Officials present.

REPORTS OF OFFICERS

Investments in Affordable Housing Program – Approval of Plan Development

Confidential memorandum from Sandy Isfeld, Director, Service System Planning Division, dated November 4, 2011, relative to the above noted, was presented in Closed Session earlier.

Resolution No. 11/93

Moved by: Councillor P. Pugh
Seconded by: Mayor K. Hobbs

THAT with respect to the confidential memorandum from Sandy Isfeld, Director, Service System Planning Division, dated November 4, 2011, The District of Thunder Bay Social Services Administration Board approves that Administration conduct a call for proposals process for allocation of funds under the Investments in Affordable Housing for Ontario Program (IAH) and potential allocation of Social Housing Reserve Funds, corresponding with the general strategic priorities described in the Memorandum;

AND THAT the results of the call for proposal process be utilized to prepare a Program Delivery and Fiscal Plan specifying IAH and/or reserve fund allocations year-by-year to 2015, for subsequent approval by the Board and submission to the Ministry of Municipal Affairs and Housing by February 28, 2012;

AND IN ADDITION we recommend that Administration proceed as recommended in Closed Session.

CARRIED

2012 TBDHC Market Rents Follow-Up

Confidential memorandum from Dianne Lampi, Acting Supervisor, Housing Portfolio, Client Services Division, dated November 2, 2011, was presented in Closed Session earlier.

Resolution No. 11/94

Moved by: Councillor P. Pugh
Seconded by: Councillor S. Park

THAT subsequent to Report No. 2011-35 and with respect to the confidential memorandum from Dianne Lampi, Acting Supervisor, Housing Portfolio, dated November 2, 2011, we approve the changes to and the additional 2012 market rents for the properties as listed in the attachment to the above noted memorandum;

AND THAT the approved market rent increases be effective February 1, 2012.

CARRIED

Community Social Reinvestment Fund
Program – 2012 Eligibility and Evaluation
Criteria

At the October 20, 2011, Board meeting a resolution was passed referring paragraph two of the recommendation as contained in Report No. 2011-37, to Administration for revision of attached policy.

Report No. 2011-41 (Service System Planning Division), relative to requesting approval from the Board of eligibility and evaluation criteria for funding applications under the Community Social Reinvestment Program starting in 2012 budget year.

Resolution No. 11/95

Moved by: Councillor P. Pugh
Seconded by: Councillor S. Park

THAT with respect to Report No. 2011-41 (Service System Planning Division), we recommend Administration implement the revised process and criteria for

allocating funds under the Community Social Reinvestment Program, beginning with the 2012 budget year;

AND THAT a list of recommended investments under this program be presented as part of the budget approval process beginning with the 2013 budget.

CARRIED

NEW BUSINESS

Additional Office Space Feasibility Study

Confidential memorandum from William Bradica, Director, Corporate Services Division, dated November 14, 2011, relative to the above noted was presented in Closed Session earlier.

Resolution No. 11/100(A)

Moved by: Mayor D. McArthur

Seconded by: Mr. R. Katajamaki

THAT with respect to the confidential memorandum from William Bradica, Director – Corporate Services, dated November 14, 2011, we recommend:

THAT a feasibility study be conducted to determine current and future office space requirements, site options, costing and development of a schedule;

AND 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 held in abeyance until such time as the feasibility study is complete;

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;

AND THAT the cost of the feasibility study be allocated from the amount previously approved for the design of a 3rd floor expansion.

Resolution No. 11/100(A)(i) - Deferral

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

THAT with respect to the confidential memorandum from William Bradica, Director – Corporate Services, dated November 14, 2011, we recommend that Resolution No. 11/100(A) be deferred to the December 8, 2011, Board meeting.

Appointment of Chair

Further to discussion in Closed Session the following resolution was presented for consideration by Members of the Board.

Resolution No. 11/100(B)

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

THAT in consideration of Section 1 of the September 29, 2010 amendment to Regulation 278, 1998, made under the DSSAB Act requires that the appointment of Chair is until December 31 of each year;

The Board amends Resolution No. 11/02 to appoint Iain Angus Chair of the TBDSSAB until December 31, 2011;

AND THAT the Board Governance By-law be amended accordingly.

CARRIED

REPORTS OF OFFICERS (Cont.)

Rent Supplement Program Update

Report No. 2011-38 (Client Services Division), relative to providing the Board with an update of subsidy paid to landlords and notice of rent increase under the Rent Supplement Program.

Confidential Attachment #1, was presented in Closed Session only.

Resolution No. 11/96

Moved by: Mr. R. Katajamaki
Seconded by: Councillor S. Park

THAT with respect to Report No. 2011-38 (Client Services Division), we approve all rent increases, as outlined in Confidential Attachment #1 of Report No. 2011-38, as presented in Closed Session.

CARRIED

TBDSSAB Housing Strategy
- Implementation Plan

Report No. 2011-42 (Service System Planning Division), relative to providing an overview of the implementation plan for executing the recommended actions contained within the Housing Strategy – ‘Under One Roof’, and to requesting approval of the implementation plan by the Board.

Attachment #1 of Report No. 2011-42 was distributed separately in the agenda package.

Resolution No. 11/97

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

THAT with respect to Report No. 2011-42 (Service System Planning Division), we, The District of Thunder Bay Social Services Administration Board, approve in principle the Implementation Plan for the Housing Strategy, as prepared and presented by Toni Farley & Associates at the Social Housing Committee meeting on October 25, 2011 and summarized as Attachment #1 to this Report;

AND THAT implementation can proceed, using existing resources until such time as the 2012 budget is approved;

AND THAT any impact on staffing be referred to the Organizational Review;

AND THAT timelines identified in the Implementation Plan may need to be amended accordingly if staffing needs are not fully addressed through the Organizational Review;

AND THAT the requirement of Service Managers under the *Housing Services Act, 2011*, to develop a Local Housing and Homelessness Plan has now been met;

AND THAT the Housing Strategy and Implementation Plan be sent to the Minister of Municipal Affairs and Housing;

AND THAT periodic progress reports be submitted to the Board.

CARRIED

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

Memorandum from Keri Greaves, Manager, Finance, Corporate Services Division, dated October 24, 2011, containing a resolution for consideration relative to the above noted.

Resolution No. 11/99

Moved by: Mr. R. Katajamaki
Seconded by: Reeve K. Holland

THAT with respect to the Phillips, Hager & North Investment Funds Resolution of Directors and Limited Authority forms for the Thunder Bay District Housing Corporation as attached to the memorandum from Keri Greaves, Manager, Finance, dated October 24, 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).

CARRIED

Approval of CAO – TBDSSAB
Travel Claims & MasterCard Statements

Memorandum from Melissa Harrison, CAO, dated November 2, 2011, containing a resolution for consideration relative to the above noted.

Resolution No. 11/100

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

THAT with respect to Travel Claims and MasterCard Statements submitted by the Chief Administrative Officer (CAO) of The District of Thunder Bay Social Services Administration Board (TBDSSAB), we recommend that the Director, Corporate Services Division, be authorized to review and approve Travel Claims and MasterCard Statements as submitted by the CAO – TBDSSAB, retroactive to September 28, 2011.

CARRIED

NEW BUSINESS (Cont.)

Organizational Review – Update

PowerPoint presentation by Melissa Harrison, CAO, relative to the above noted was presented in Closed Session earlier.

Confidential memorandum from Keri Greaves, Manager, Finance, dated November 16, 2011, containing a resolution for consideration relative to the Organizational Review – Phase 2 Financial Implications, was presented in Closed Session earlier.

Resolution No. 11/100(C)

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

THAT the matters related to the Organizational Review and implementation and financing of Phase 2 be referred to the December 8th Special meeting of the Board;

AND THAT Administration provide all additional information as requested by the Board;

AND THAT a Special Closed Session meeting of the Board Executive Committee be held in advance and that all Board Members be invited to attend.

CARRIED

For clarification Board Members were requested to forward any requests for information to the Chair by Monday, November 21st, which will be forwarded to Administration to prepare.

Ontario Non-Profit Housing Association
Conference Summary

Memorandum from James McMahon, Manager, Planning and Social Policy, Service System Planning Division, dated October 31, 2011, relative to the above noted, for information only.

Due to time limitations a verbal report was not provided by Councillor Armand Giguere and Mr. Robert Katajamaki, as Board attendees at the above noted conference.

CORRESPONDENCE

Canada's Urban Aboriginal Strategy

Letter to Minister John Duncan, Minister of Aboriginal Affairs and Housing, from Iain Angus, Chair – TBDSSAB, dated September 1, 2011, relative to the above noted.

Letter from Liette Simard, Team Leader, Ministerial Correspondence Directorate, Indian and Northern Affairs Canada, dated September 20, 2011, in response to the above noted letter from TBDSSAB.

Letter from Minister John Duncan, Minister of Aboriginal Affairs and Housing, dated October 27, 2011, in response to the above noted letter from TBDSSAB.

Resignation of Board Member

Letter from Councillor Larry Hebert, City of Thunder Bay Council representative to TBDSSAB, dated October 24, 2011, advising of his resignation from the Board, effective October 20, 2011.

NEW BUSINESS (Cont.)

Board Member Conflict of Interest

Memorandum from Melissa Harrison, CAO, dated November 16, 2011, attaching a policy for approval relative to the above noted, was distributed to Members of the Board at the meeting.

Resolution No. 11/100(D)

Moved by: Mr. R. Katajamaki
Seconded by: Councillor S. Park

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. 11/100(D)(i) - Deferral

Moved by: Councillor J. Virdiramo
Seconded by: Reeve K. Holland

THAT with respect to the memorandum from Melissa Harrison, Chief Administrative Officer, dated November 16, 2011, relative to the Board Member Conflict of Interest Policy, we recommend Resolution No. 11/100(D) be deferred to the January 19, 2012, Board meeting.

CARRIED

Results of Requests for Proposals

Memorandum from Melissa Harrison, CAO, dated November 15, 2011, providing results of the Request for Proposals for the Computerized Scheduling and Reporting Tool and the Request for Proposals for the Move of General Contents and Physical Assets to New TBDSSAB Building, for information only, was distributed to Members of the Board at the meeting.

NEXT MEETING

The next Board meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, December 8, 2011, in the McNaughton Room, Thunder Bay City Hall, Thunder Bay, Ontario.

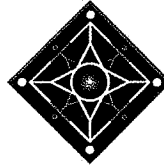
ADJOURNMENT

Resolution No. 11/101

Moved by: Councillor S. Park
Seconded by: Mayor D. McArthur

THAT Meeting No. 17/2011 of The District of Thunder Bay Social Services Administration Board, held on November 17, 2011, be adjourned at 5:13 p.m.

CARRIED



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

**MINUTES OF BOARD (CLOSED SESSION) MEETING NO. 18/2011
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

DATE OF MEETING: November 17, 2011

TIME OF MEETING: 12:32 p.m.

LOCATION OF MEETING: Nipigon District Memorial Hospital
Mulit-Purpose Room
125 Hogan Road
Nipigon, ON

CHAIR: Councillor I. Angus

PRESENT:

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

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
Mrs. Sandra Legros, Recording Secretary

REGRETS:

Councillor Andrew Foulds

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BOARD (CLOSED SESSION) MEETING

DISCLOSURES OF INTEREST

Councillor I. Angus disclosed an interest with respect to the "Conflict of Interest Declaration" agenda item. Councillor Angus also clarified that with respect to Housing matters there no longer is a pecuniary interest, and disclosed an interest only on a political basis.

At 12:34 p.m. Councillor Iain Angus left the meeting room, as well as Bill Bradica, Director, Corporate Services Division; Liz DiTullio, Director, Client Services Division, and Sandy Isfeld, Director, Service System Planning Division.

Mr. R. Katajamaki assumed the Chair.

REPORTS OF OFFICERS

Conflict of Interest Declaration

At the September 26, 2011, Special Closed Session meeting, the remaining Board Executive and Administration were requested to contact the Board Solicitor for further legal advice with respect to the above noted. At the October 20, 2011, Closed Session meeting Administration advised that a legal opinion would be distributed to Members of the Board when received.

Letter from Mr. John A. Cyr, of Weiler, Maloney, Nelson, dated November 7, 2011, providing a legal opinion relative to Risk of Conflict of Interest, was distributed to Members of the Board at the meeting.

Mr. R. Katajamaki provided an overview and read the facts of the letter.

Upon further discussion, Mr. John Cyr of Weiler, Maloney, Nelson was contacted via telephone at 1:20 p.m. to provide further clarification.

At 1:35 p.m. Mr. R. Katajamaki, Acting Chair, called for a 5 minute break.

At 1:40 p.m. the Board reconvened in Closed Session with Councillor I. Angus as Chair. Councillor Angus was provided with a copy of the legal correspondence from Mr. J. Cyr of Weiler, Maloney, Nelson, dated November 7, 2011.

Bill Bradica, Director, Corporate Services Division entered the meeting room.

Breach of Confidentiality

Memorandum from Iain F. Angus, Chair – TBDSSAB, dated October 28, 2011, attaching legal opinions from Mandy Fricot, Barrister & Solicitor, and John A. Cyr of Weiler, Maloney, Nelson, both dated October 28, 2011, relative to the above noted, was distributed to Members of the Board via email on October 28, 2011.

Letter from Mandy Fricot, Barrister and Solicitor, dated November 16, 2011, relative to TBDSSAB/Reorganization, was distributed to Members of the Board at the meeting.

Councillor Iain Angus provided an overview and responded to questions.

Sandy Isfeld, Director, Service System Planning entered the meeting room.

Investments in Affordable
Housing Program
– Approval of Plan Development

Confidential memorandum from Sandy Isfeld, Director, Service System Planning Division, dated November 4, 2011, relative to the above noted.

It was noted that the above memorandum contained an incorrect date in the fourth bullet point on page 11 which should read 2023 and not 2013, and on page 12 the second bullet point should read 2023.

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

At 2:12 p.m. Liz DiTullio, Director, Client Services Division, entered the meeting room.

At 2:48 p.m. Councillor Armand Giguere left the meeting.

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

2012 Market Rent Follow-up

Confidential memorandum from Dianne Lampi, Acting Supervisor, Housing Portfolio, Client Services Division, dated November 2, 2011, relative to the above noted.

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

Rent Supplement Program Update –
October 2011

Confidential memorandum from Dianne Lampi, Acting Supervisor, Housing Portfolio, Client Services Division, dated November 2, 2011, attaching confidential Attachment #1 to Report No. 2011-38.

Melissa Harrison, CAO, and Bill Bradica, Director, Corporate Services Division, responded to questions.

It was the consensus of the Board that the resolution as contained in Report No. 2011-38, be presented for consideration in Open Session.

Security of TBDHC Properties

As requested by Chair Iain Angus, copies of police service calls for Thunder Bay District Housing Corporation properties were distributed to Members of the Board at the meeting, for information only.

Councillor I. Angus provided an overview; Melissa Harrison, CAO, provided additional information.

Legal Update

At 3:05 p.m. Sandy Isfeld, Director, Service System Planning Division, and Liz DiTullio, Director, Client Services Division, left the meeting room.

Bill Bradica, Director, Corporate Services Division, provided a verbal update relative to personnel matters.

Organizational Review – Update

Sandy Isfeld, Director, Service System Planning Division, and Liz DiTullio, Director, Client Services Division, returned to the meeting room.

Melissa Harrison, CAO, provided an overview of the PowerPoint presentation and responded to questions with respect to implementation of Phase 2 and 3 of the Organizational Review, and advised that copies of the slides would be forwarded to Members of the Board via email.

Confidential memorandum from Keri Greaves, Manager, Finance, dated November 16, 2011, containing a resolution for consideration relative to the Organizational Review – Phase 2 Financial Implications, was distributed to Members of the Board at the meeting.

Bill Bradica, Director, Corporate Services Division, and Sandy Isfeld, Director, Service System Planning Division, also responded to questions.

It was the consensus of the Board that additional time would be required to review the current information provided, and requested further information, prior to providing direction to Administration.

NEW BUSINESS

Additional Office Space Feasibility Study

Confidential memorandum from William Bradica, Director, Corporate Services Division, dated November 14, 2011, containing a resolution for consideration relative to the above noted, was distributed to Members of the Board at the meeting.

Discussion with respect to TBDSSAB office space was conducted during discussions on the Organizational Review, and Administration responded to questions during that time.

CAO Performance Evaluation

Chair Iain Angus advised Board Members that a survey through Survey Monkey would be distributed to Members of the Board via email with respect to a performance evaluation of the Chief Administrative Officer. The final performance evaluation would be presented by the Executive Committee to the Board.

ADJOURNMENT

Resolution No. 11/CS09

Moved by: Councillor P. Pugh
Seconded by: Councillor S. Park

THAT the Board (Closed Session) Meeting No. 18/2011 of The District of Thunder Bay Social Services Administration Board, held on November 17, 2011, be adjourned, at 4:56 p.m., to reconvene in Open Session to consider the remaining agenda items.

CARRIED



**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.

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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:

MEMBER	YEAS	NAYS
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.

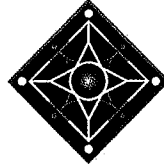
ADJOURNMENT

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



THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD

MINUTES OF BOARD SPECIAL (CLOSED SESSION) MEETING NO. 20/2011
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD

DATE OF MEETING: December 8, 2011

TIME OF MEETING: 12:04 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 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 (CLOSED SESSION) MEETING

Chair Iain Angus introduced Ian Cullwick and Lizanne Roziere of Deloitte Inc., who were in attendance to present the consultant's final report relative to the Organizational Review.

DISCLOSURES OF INTEREST

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.

Ian Cullwick, Partner, and Lizanne Roziere, Senior Manager/Consulting, made a PowerPoint presentation entitled "Integrated Client Service Delivery Model and Organization Design - ICSDM and Organizational Structure Recommendations – Final – November 21, 2011". Copies of the slide presentation and the Deloitte – Mandate: TBDSSAB & Strategic Road Map, were distributed to Members of the Board at the meeting. During the presentation Ian Cullwick and Lizanne Roziere responded to questions. Melissa Harrison, CAO, also responded to questions.

At 1:27 p.m. Lizanne Roziere provided a brief status report on the Employment Services Review currently being conducted by Deloitte Inc. Chair Iain Angus thanked Ian Cullwick and Lizanne Roziere for work conducted by Deloitte during the Organizational Review and for the presentation.

At 1:34 p.m. the Chair called for a five minute break.

At 1:41 p.m. the Board reconvened in Closed Session with all officials present.

Copies of following documentation were distributed to Members of the Board at the meeting:

- Administration's presentation entitled "Organizational Review Phase 2 & 3 Implementation – Confidential – December 8, 2011"
- Salary Schedules for Managerial, Non Union, CUPE, and IBEW employees, as per Members' request at the Special Board Executive Committee meeting held on December 2, 2011.

It was the consensus of the Board that as the presentation had been presented previously at the special meeting of the Board Executive Committee on December 2, 2011, and copies of the presentation were distributed to Members of the Board via email on December 2, 2011, only a review of the summary slides would be required.

Melissa Harrison, CAO, Bill Bradica, Director, Corporate Services Division, and Keri Greaves, Manager, Finance provided an overview of their relevant summary slides, and responded to questions.

Sandy Isfeld, Director, Service System Planning Division, and Liz DiTullio, Director, Client Services Division, also responded to questions.

At 2:18 p.m. Sandra Legros, Executive Assistant to the CAO, left the meeting room during review of the CAO's Office slides, and at 2:25 p.m. returned to the meeting room.

It was noted that titles of the Planning Coordinator positions would need to be reviewed with respect to reflecting specialized focus, as well as advocacy through the Political Action Committee with respect to possible funding.

Administration was requested to provide further information as follows:

- Dollar value of recovering Ontario Works fraud
- Verify Area 1 numbers and the Gorham and Ware Child Care Centre in the Unorganized area
- The ratio of housing units to the number of staff responsible for property management and maintenance
- A general information package that can be distributed to Member Municipalities relative to the Organizational Review

Confidential memorandum from Keri Greaves, Manager, Finance, dated December 2, 2011, relative to the Organizational Review – Phase 2 Financial Implications, was distributed to Members of the Board at the meeting.

Confidential memorandum from Keri Greaves, Manager, Finance, dated December 2, 2011, relative to the Organizational Review – Phase 3 Financial Implications, was distributed to Members of the Board at the meeting.

Melissa Harrison, CAO, Bill Bradica, Director, Corporate Services Division, and Keri Greaves, Manager, Finance, responded to questions with respect to the above noted memorandums.

It was the consensus of the Board that the resolutions as contained in the memorandums dated December 2, 2011, be presented for consideration in Open Session.

At 4:00 p.m. Liz DiTullio, Director, Client Services, Sandy Isfeld, Director, Service System Planning, and Keri Greaves, Manager, Finance, left the meeting room.

Bill Bradica, Director, Corporate Services Division, provided a verbal update relative to legal matters, 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, and responded to questions. Melissa Harrison, CAO, also responded to questions.

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, providing updated information relative to the above noted.

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

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 distributed to Members of the Board at the meeting.

Bill Bradica, Director, Corporate Services Division, provided an overview.

It was the consensus of the Board that the resolution as contained in Report No. 2011CS-12 be presented for consideration in open session.

NEW BUSINESS

Personnel Matter

Melissa Harrison, CAO, advised the Board of a personal matter.

At 4:14 p.m. all of Administration was requested to leave the meeting room.

Anonymous Correspondence

Chair Iain Angus distributed information with respect to the above noted to Board Members only.

At 4:24 p.m. all of Administration was requested to return to the meeting room.

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 distributed to Members of the Board at the meeting.

Sandy Isfeld, Director, Service System Planning Division, provided an overview.

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

ADJOURNMENT

Resolution No. 11/CS10

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

THAT the Board Special (Closed Session) Meeting No. 20/2011 of The District of Thunder Bay Social Services Administration Board, held on December 8, 2011, be adjourned, at 4:20 p.m., to reconvene in Open Session to consider the remaining agenda items.

CARRIED



THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD

DRAFT

**MINUTES OF MEETING
FINANCE AUDIT COMMITTEE
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD
(aka TBDSSAB)**

DATE: November 2, 2011
TIME: 1:30 p.m.
PLACE: 34 North Cumberland Street
CAO's Office
CHAIR: Councillor Joe Virdiramo

PRESENT:
Councillor Joe Virdiramo, Chair
Councillor Iain Angus
Mr. Robert Katajamaki

OFFICIALS:
Ms. Melissa Harrison, Chief Administrative Officer
Mr. William Bradica, Director, Corporate Services
Mr. Keri Greaves, Manager, Finance

Ms. Roxanne Brunelle, Administrative Assistant,
(Recorder)

The meeting was opened by Councillor Joe Virdiramo at 1:50 p.m.

ACTION

1.0 TBDSSAB INVESTMENT POLICY

Keri Greaves presented an overview of the TBDSSAB Investment Policy.

Melissa Harrison advised that the Investment Strategy is part of a review being completed by Finance.

Keri Greaves discussed various options including types of investments, sources of investments, as well as short term and long term investments.

Recommendations will reflect operational needs, minimal risk, reasonable return and preservation of capital.

Administration will prepare recommendations relative to an Investment Policy for review by the Finance Audit Committee.

ACTION

Recommendations regarding the Investment Policy will be reviewed to the Finance Audit Committee prior to presentation to the Board.

Melissa Harrison, William Bradica and Keri Greaves responded to questions.

2.0 **NEW BUSINESS**

The vacancy on the Committee due to Councillor Larry Hebert's resignation from the Board will be filled at the next Board Meeting.

3.0 **NEXT MEETING DATE**

To be determined.

Moved By: Councillor Iain Angus
Seconded By: Councillor Joe Virdiramo

THAT the meeting of the Finance Audit Committee held on November 2, 2011, be adjourned at 2:20 p.m.

CARRIED



THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD

DRAFT

**MINUTES OF SPECIAL MEETING
OF THE
BOARD EXECUTIVE COMMITTEE
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD
(aka TBDSSAB)**

DATE: December 2, 2011

TIME: 2:05 p.m.

PLACE: McNaughton Room
3rd Floor, Thunder Bay City Hall
500 East Donald Street
Thunder Bay, ON

CHAIR: Councillor I. Angus

PRESENT:

Councillor Iain Angus, Chair
Mr. Robert (Bob) Katajamaki,
Vice-Chair
Councillor Joe Virdiramo,
Secretary/Treasurer

OFFICIALS:

Ms. Melissa Harrison,
Chief Administrative Officer
Mrs. Sandra Legros, Recording Secretary

GUESTS:

Councillor Armand Giguere
Reeve Kevin Holland
Councillor Aldo Ruberto
Councillor Kelly Tsubouchi
(Via Teleconference)

RESOURCE PERSONS:

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

Councillor Kelly Tsubouchi, joined the meeting via teleconference.

- 1.0 The meeting was opened by Chair I. Angus.
- 2.0 Minutes of the Board Executive Committee Special Meeting held on September 19, 2011, were distributed to Members of the Board via email on December 1, 2011.

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

THAT the Minutes of the Special meeting of the TBDSSAB Board Executive Committee held on September 19, 2011, be confirmed.

CARRIED

Chair I. Angus advised that the following presentation will also be presented at the Special Board meeting on December 8th, and at that time a determination will be made whether the full presentation will be required.

3.0 Closed Session

At 2:06 p.m. adjourned to Closed Session.

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

THAT the Committee adjourns to Closed Session relative to receipt of information with respect to identifiable individuals and labour relations.

CARRIED

3.1 Organizational Review

Copies of the PowerPoint presentations that were provided at the November 17, 2011, Board meeting were distributed to Members of the Board via email on November 22, 2011, for information only.

Copies of the Confidential PowerPoint presentation entitled "Organizational Review Phase 2 & 3 Implementation – December 2, 2011", were distributed to Members of the Board via email on December 2, 2011, and to those in attendance at the meeting.

Melissa Harrison, CAO, and Bill Bradica, Director, Corporate Services Division, Sandy Isfeld, Director, Services System Planning Division, and Liz DiTullio, Director, Client Services Division, provided an overview of their relevant slides, and responded to questions.

Administration was requested to provide additional information to the slide presentation, as well as copies of Salary Schedules for Managerial, Non-Union, CUPE and IBEW employees, for the December 8th Special Board meeting.

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

THAT the Committee reconvenes in Open Session to consider the remaining agenda items.

CARRIED

At 4:22 p.m. the Closed Session meeting was adjourned.

4.0 Whalen Building Lease

Bill Bradica, Director, Corporate Services Division, provided a verbal update with respect to move out date for TBDSSAB.

5.0 Adjournment

Meeting adjourned at 4:23 p.m.