



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 McMahan, 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