



THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD

**MINUTES OF BOARD SPECIAL MEETING NO. 13/2010
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

DATE OF MEETING: July 19, 2010

TIME OF MEETING: 12:01 p.m.

LOCATION OF MEETING: Hydro Boardroom
8th Floor - Whalen Building
34 N. Cumberland Street
Thunder Bay, Ontario

CHAIR: Councillor I. Angus

PRESENT:

Councillor Iain Angus
Councillor Andrew Foulds
Councillor James Foulds
Councillor Larry Hebert
Councillor Donna Jaunzarins
Mr. Robert (Bob) Katajamaki
Mayor Mike King
Councillor Elaine Mannisto
Mayor Lynn Peterson
Councillor Maureen Schmidt
Councillor Joe Virdiramo

OFFICIALS:

Mrs. Mary Lucas, CAO
Mr. William (Bill) Bradica, Manager - Finance Division
Mr. Don Tront, Manager
- Property Management Services Division
Mr. Joe Benc, Supervisor - Maintenance
- Property Management Services Division
Ms. Lynda DaCosta, Human Resources Consultant
Mrs. Sandra Legros, Recording Secretary

REGRETS:
Councillor Aldo Ruberto

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

BOARD SPECIAL MEETING

DISCLOSURES OF INTEREST

CLOSED SESSION MEETING

Administration recommended that the Board adjourns to Closed Session relative to receipt of information with respect to security of the property of the Board and labour relations.

Resolution No. 10/64

Moved by: Councillor M. Schmidt
Seconded by: Mr. R. Katajamaki

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

CARRIED

At 1:19 p.m. the Board reconvened in Open Session with all Officials present.

The Chair advised that resolutions relative to the Executive Search would be presented at this time.

REPORTS OF OFFICERS

Executive Search Services - For the
Position of Chief Administrative
Officer

Memorandum from Lynda DaCosta, Human Resources Consultant - TBDSSAB, dated July 12, 2010, providing information relative to the above noted, presented in Closed Session earlier.

Resolution No. 10/69

Moved by: Councillor D. Jaunzarins
Seconded by: Councillor M. Schmidt

THAT with respect to the memorandum from Lynda DaCosta, Human Resources Consultant - The District of Thunder Bay

Social Services Administration Board (TBDSSAB or the Board), dated July 12, 2010, and the upcoming vacancy of the position of Chief Administrative Officer (CAO), we recommend that Administration secure the services of an executive search firm for the CAO recruitment process;

AND THAT the maximum expenditure for these services does not exceed the amount as indicated in the memorandum referenced above, which funds shall be allocated from accumulated surplus;

AND THAT we authorize Administration to establish screening criteria in conjunction with the Executive of the Board;

AND THAT the search be conducted as soon as possible;

AND THAT the Chair and the Vice-Chair of the TBDSSAB are hereby authorized to execute any required documentation with respect to executive search services;

AND THAT the Executive of TBDSSAB be authorized to review the search results and provide a hiring recommendation to the Board;

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

Resolution No. 10/69(A)

Moved by: Councillor J. Virdiramo
Seconded by: Councillor E. Mannisto

THAT with respect to Resolution No. 10/69 we recommend that paragraph number six be amended to say:

“AND THAT the Hiring Committee of the TBDSSAB be authorized to review the search results and provide a hiring recommendation to the Board.”

CARRIED

Resolution No. 10/69 (Amended)

Moved by: Councillor D. Jaunzarins
Seconded by: Councillor M. Schmidt

THAT with respect to the memorandum from Lynda DaCosta, Human Resources Consultant - The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), dated July 12, 2010, and the upcoming vacancy of the position of Chief Administrative Officer (CAO), we recommend that Administration secure the services of an executive search firm for the CAO recruitment process;

AND THAT the maximum expenditure for these services does not exceed the amount as indicated in the memorandum referenced above, which funds shall be allocated from accumulated surplus;

AND THAT we authorize Administration to establish screening criteria in conjunction with the Hiring Committee;

AND THAT the search be conducted as soon as possible;

AND THAT the Chair and the Vice-Chair of the TBDSSAB are hereby authorized to execute any required documentation with respect to executive search services;

AND THAT the Hiring Committee of TBDSSAB be authorized to review the search results and provide a hiring recommendation to the Board;

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

CARRIED

Resolution No. 10/69(B)

Moved by: Councillor J. Virdiramo
Seconded by: Councillor E. Mannisto

THAT with respect to the memorandum from Lynda DaCosta, Human Resources Consultant - The District of Thunder Bay Social Services Administration Board, dated July 12, 2010, we designate the Executive of the Board and two (2) additional Board representatives, as follows, to the Hiring Committee for the position of Chief Administrative Officer;

Councillor James Foulds
Mr. Robert (Bob) Katajamaki

AND THAT the Hiring Committee be authorized to proceed with the Request for Quotation process for the selection of Executive Search Services for the Chief Administrative Officer recruitment;

AND THAT the Hiring Committee review the job description for the Chief Administrative Officer position and revise it appropriately;

AND THAT the revised job description for the Chief Administrative Officer position be used as the basis for the Chief Administrative Officer recruitment.

CARRIED

MINUTES OF PREVIOUS MEETING

Board Meetings

Minutes of Meeting No. 11/2010 and Meeting No. 12/2010 (Regular and Closed Session) of The District of Thunder Bay Social Services Administration Board, held on June 17, 2010, respectively, to be confirmed.

Resolution No. 10/65

Moved by: Mr. R. Katajamaki
Seconded by: Councillor M. Schmidt

THAT the Minutes of Meeting No. 11/2010 and Meeting No. 12/2010 (Regular and Closed Session) of The District of Thunder Bay Social Services Administration Board, held on June 17, 2010, respectively, be confirmed.

Resolution No. 10/66

Moved by: Councillor A. Foulds
Seconded by: Mayor L. Peterson

THAT the Minutes of Meeting No. 11/2010 of The District of Thunder Bay Social Services Administration Board, held on June 17, 2010, be amended by deleting Resolution No. 10/55 relative to the Withdrawal Management Services Proposal and Presentation, and voting on it separately.

CARRIED

Resolution No. 10/55

Moved by: Councillor A. Foulds
Seconded by: Mayor L. Peterson

THAT with respect to the memorandum from Mary Lucas, CAO - TBDSSAB, dated June 8, 2010, relative to the Withdrawal Management Services Proposal, we recommend that Administration proceed as amended and as directed.

CARRIED

Resolution No. 10/65 (Amended)

Moved by: Mr. R. Katajamaki
Seconded by: Councillor M. Schmidt

THAT the Minutes of Meeting No. 11/2010 and Meeting No. 12/2010 (Regular and Closed Session) of The District of Thunder Bay Social Services Administration Board, held on June 17, 2010, respectively, be confirmed, as amended.

CARRIED

REPORTS OF OFFICERS (Cont.)

Renewable Energy Initiative –
Implementation Plan – Solar
Photovoltaic Systems – Energy and
Facility Renewal Pilot Project

Report No. 2010CS-10 (Property Management Services) relative to providing additional information relative to the above noted was presented in Closed Session earlier.

Resolution No. 10/67

Moved by: Mayor M. King
Seconded by: Councillor D. Jaunzarins

THAT with respect to Report No. 2010CS-10 (Property Management Services) we authorize the execution of an agreement/contract with Honeywell Energy Solutions as noted in Report No. 2010CS-10;

AND THAT the Chief Administrative Officer of The District of Thunder Bay Social Services Administration Board be authorized to perform all things necessary or appropriate in order to proceed to satisfy the conditions, with a view to completing the transaction in due course;

AND THAT the Chair and the Chief Administrative Officer of The District of

Thunder Bay Social Services Administration Board are hereby authorized to execute said agreement/contract, and any other necessary documentation provided there are no significant changes;

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

CARRIED

Revised Job Description - Chief
Administrative Officer

Memorandum from Mary Lucas, CAO, dated July 12, 2010, containing options for consideration relative to the above noted.

The Chair advised that Resolution No. 10/68 has been withdrawn as a result of the direction provided in Resolution No. 10/69(B).

Utilities Relocation New Office
Building Tender

Memorandum from Mary Lucas, CAO – TBDSSAB, dated July 12, 2010, relative to the above noted, was presented in Closed Session earlier.

Memorandum from Mary Lucas, CAO, dated July 15, 2010, containing a resolution for consideration relative to the new office building utilities, was distributed to Members of the Board via email on July 16, 2010 and at the meeting.

Mary Lucas, CAO, provided an overview and advised that Resolution No. 10/70(A) was amended with respect to the listing of services.

Resolution No. 10/70

Moved by: Councillor A. Foulds
Seconded by: Mayor L. Peterson

THAT with respect to the memorandum from Mary Lucas, CAO – TBDSSAB, dated July 12, 2010, relative to the Utilities Relocation New Office Building Tender - Project No. 10023, we recommend that the contract be awarded to LTL Directional Drilling Services;

AND THAT Administration proceed as directed in the above referenced memorandum;

AND THAT the Chair and the Chief Administrative Officer of The District of Thunder Bay Social Services Administration Board are hereby authorized to execute a contract with LTL Directional Drilling Services, and any other required documentation provided there are no significant changes;

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

CARRIED

AND

Resolution No. 10/70(A) - (Amended)

Moved by: Councillor L. Hebert
Seconded by: Councillor E. Mannisto

THAT with respect to the new office building for The District of Thunder Bay Social Services Administration Board we authorize the Chief Administrative Officer to requisition the appropriate provider for the installation of the following utilities in the new building: Hydro / Telephone / Video / Gas;

AND THAT the Chief Administrative Officer or designate is hereby authorized to execute any required documentation to effect the installation with the relevant service providers, including account contracts/agreements;

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

CARRIED

NEW BUSINESS

Long Form Census Questionnaire

Memorandum from Mary Lucas - CAO, dated July 16, 2010, containing a resolution for consideration and a draft letter to the Honourable Tony Clement, Minister of Industry Canada, relative to the above noted, for approval, was distributed to Members of the Board via email on July 16, 2010 and at the meeting.

Mary Lucas, CAO, provided an overview.

Resolution No. 10/70(B)

Moved by: Councillor E. Mannisto
Seconded by: Councillor J. Foulds

THAT with respect to the draft letter as attached to the memorandum from Mary Lucas, CAO – TBDSSAB, dated July 16, 2010, relative to the elimination of the mandatory long form census questionnaire, we recommend that the letter be signed by the Chair and forwarded to Minister Clement;

AND THAT the Ontario Municipal Social Services Association, the Northern Ontario Service Deliverers Association, Member Municipalities, and local MPs be advised accordingly.

CARRIED

TBDSSAB October Meeting

Subsequent to discussion of the October meeting date and due to the 2010 Municipal Election the following resolution was presented.

Resolution No. 10/70(C)

Moved by: Mr. R. Katajamaki
Seconded by: Councillor D. Jaunzarins

THAT with respect to the October meeting of The District of Thunder Bay Social Services Administration Board, we recommend that the meeting be held on October 28th, in Red Rock, Ontario.

CARRIED

NEXT MEETING

The next Board meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, September 16, 2010, in the McNaughton Room, City Hall, 500 East Donald Street, Thunder Bay, Ontario.

ADJOURNMENT

Resolution No. 10/71

Moved by: Councillor E. Mannisto
Seconded by: Councillor J. Foulds

THAT Board Special Meeting No. 13/2010 of The District of Thunder Bay Social Services Administration Board held on July 19, 2010, be adjourned at 1:34 p.m.

CARRIED