



**MINUTES OF BOARD MEETING NO. 03/17
OF**

THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD

DATE OF MEETING: February 23, 2017

TIME OF MEETING: 10:05 AM

LOCATION OF MEETING: 3rd Floor Boardroom
TBDSSAB Headquarters
231 May Street South
Thunder Bay, ON

CHAIR: Robert (Bob) Katajamaki

PRESENT:

Iain Angus
Kim Brown
Shelby Ch'ng
Mark Figliomeni
Robert (Bob) Katajamaki
Lucy Kloosterhuis
Wendy Landry
Eric Pietsch
Paul Pugh
Peter Ruel
Joe Virdiramo

OFFICIALS:

William (Bill) Bradica, Chief Administrative Officer
Georgina Daniels, Director - Corporate Services Division
Ken Ranta, Director - Housing Services Division
Jennifer Lible, Acting Director - Client Services Division
Linda Molenda, Recording Secretary
Glenda Flank, Executive Assistant

REGRETS:

Andrew Foulds
Aldo Ruberto

ABSENT:

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 as relevant to specific agenda item; references to TBDHC or the Board refers to the Directors of Thunder Bay District Housing Corporation as relevant to specific agenda item. References to CAO refer jointly to the Chief Administrative Officer of TBDSSAB and Senior Administrator of TBDHC.

BOARD MEETING

DISCLOSURES OF INTEREST

None.

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 17/15

Moved by: Shelby Ch'ng
Seconded by: Eric Pietsch

THAT with respect to the agendas for the Board Regular and Closed Session meetings of The District of Thunder Bay Social Services Administration Board for February 23, 2017, the agendas as printed, including any additional information and new business, be approved.

CARRIED

PRESENTATIONS

TBDSSAB Property Portfolio
Energy Initiatives 2016

Barry Caland, Manager, Facilities, made a presentation relative to the above noted. Copies of the presentation were distributed at the meeting.

Barry Caland, Manager, Facilities, and William Bradica, CAO, responded to questions.

On consensus, the Board directed Administration to prepare a report on the feasibility of establishing a reserve fund with the energy savings gained from upgrades made to TBDSSAB housing projects.

On consensus, the Board directed Administration to prepare a recommendation regarding a resolution to the province with respect to concerns with utilities rates and to present the recommendation at the April 27, 2017 meeting.

At 10:25 a.m. Barry Caland, Manager, Facilities, left the meeting room.

CLOSED SESSION MEETING

Administration recommended that the Board adjourn to a closed meeting relative to receipt of information with respect to Security of the Property of the Board regarding property portfolio action plan and capital strategy update.

Resolution No. 17/16

Moved by: Shelby Ch'ng
Seconded by: Eric Pietsch

THAT the Board adjourns to Closed Session relative to receipt of information with respect to Security of the Property of the Board regarding the property portfolio action plan and capital strategy update.

CARRIED

At 10:30 a.m. the meeting reconvened in Regular Session to consider the remaining agenda items.

MINUTES OF PREVIOUS MEETINGS

Board Meetings

Minutes of Meeting No. 01/2017 and Meeting No. 02/2017 (Inaugural and Closed Session) of The District of Thunder Bay Social Services Administration Board, held on January 26, 2017, respectively, to be confirmed.

Resolution No. 17/17

Moved by: Shelby Ch'ng
Seconded by: Eric Pietsch

THAT the Minutes of Meeting No. 01/2017 and Meeting No. 02/2017 (Inaugural and Closed Session) of The District of Thunder Bay Social Services Administration Board, held on January 26, 2017, respectively, be confirmed as amended.

CARRIED

Committee Meetings

Governance and
Procedural Committee

Draft Minutes of the Governance and Procedural Committee meeting held on January 13, 2017, were presented for information only.

REPORTS OF ADMINISTRATION

Governance and Procedural By-Law

Memorandum from William Bradica, CAO, dated February 16, 2017, relative to providing the Board with the Governance and Procedural By-law which was updated to reflect the recommended changes by the solicitor, was presented for information only.

William Bradica, CAO, introduced the above-noted and highlighted the changes recommended by the solicitor.

A lengthy discussion followed and Board members suggested further changes to the By-law.

On consensus the Board directed Administration to review the suggested changes with the solicitor and with the Governance and Procedural By-law Review Committee, and present a revised By-law for consideration at the April 20, 2017 Board meeting.

Administration informed the Board that there were agenda items being presented regarding Board committees and committee appointments that were based on the new By-law being in place.

It was noted that the Board did commit to the Governance and Procedural By-law Review Committee's recommended changes to the By-law regarding Board committees and on consensus agreed to proceed with the agenda as presented.

TBDSSAB Board Committees

Memorandum from William Bradica, CAO, dated February 16, 2017, relative to providing the Board with the revised draft Board Committees Policy and revised draft Audit Committee Terms of Reference, was presented for consideration.

William Bradica, CAO, introduced the above-noted.

Resolution No. 17/18

Moved by: Kim Brown
Seconded by: Mark Figliomeni

THAT with respect to the Memorandum from William (Bill) Bradica, dated February 16, 2017, we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the revised TBDSSAB Committees Policy as presented;

AND THAT we authorize the Chief Administrative Officer to amend the Policy with respect to housekeeping items, as may be required from time to time;

AND THAT we approve the revised Audit Committee Terms of Reference as presented;

AND THAT we approve Administration's recommendation to revoke the Executive, Ontario Works, Child Care and Social Housing Committee Terms of Reference, effective February 23, 2017;

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

CARRIED

Remuneration for Board
Members Policy

Memorandum from William Bradica, CAO, dated February 15, 2017, relative to providing the Board with the revised draft Remuneration for Board Members Policy, was presented for information and discussion.

William Bradica, CAO, provided a brief overview on Administration's suggested changes.

A discussion followed.

Administration to present a final draft of the above-noted policy for the Board's consideration.

At 11:37 a.m. Glenda Flank, Executive Assistant, left the meeting room.

Board Audit Committee Appointments

At the January 26, 2017 Board meeting a resolution was passed deferring Resolution No. 17/06(A) to the February 26, 2017 Board meeting.

Memorandum for William Bradica, CAO, dated February 8, 2017, containing resolution for reconsideration relative to appointments to the Audit Committee.

Resolution No. 17/06(A) (Represented)

Moved by: Mark Figliomeni
Seconded by: Kim Brown

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, 2017:

1. Kim Brown
2. Shelby Ch'ng
3. Joe Virdiramo
4. Eric Pietsch
5. Bob Katajamaki

AND THAT the Chair of the Audit Committee be appointed at the first meeting of the year.

CARRIED

At 11:52 a.m. Barry Caland, Manager, Facilities and Glenda Flank, Executive Assistant, entered the meeting room.

TBDSSAB Property Portfolio Action
Plan and Capital Strategy Update

Report No. 2017-07 (Housing Services Division), relative to providing the Board with the Property Portfolio Action Plan and the outcome of the request for Ministerial Consent, was presented for consideration.

William Bradica, CAO, introduced the above-noted and responded to questions.

Ken Ranta, Director – Housing Services Division, also responded to questions.

Resolution No. 17/20

Moved by: Kim Brown
Seconded by: Mark Figliomeni

THAT with respect to Report No. 2017-07 (Housing Services Division), we, The District of Thunder Bay Social Services Administration Board, authorize Administration to proceed as outlined in the report;

AND THAT the Chief Administrative Officer is authorized to do all things necessary to complete Steps 1, 2 and 3 as outlined in Report No. 2017-07;

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

CARRIED

Development of Vacant Space for
Residential Units – Mclvor Court

Report No. 2017-08 (Housing Services Division), relative to providing the Board with information regarding the establishment of new modified accessible housing units at

TBDSSAB's owned property at 1100 Lincoln Street (McIvor Court), was presented for information only.

William Bradica, CAO, introduced the above-noted.

Ken Ranta, Director – Housing Services Division, responded to questions.

At 11:54 a.m. Barry Caland, Manager, Facilities, left the meeting room and Crystal Simeoni, Manager, Property Management entered the meeting room.

Energy Conservation – Housing Services
Corporation's Community
Champion Program

Report No. 2017-09 (Housing Services Division), relative to providing the Board with information with respect to the implementation of Housing Services Corporation's (HSC) Community Champion Program within the Housing Services portfolio, was presented for information only.

William Bradica, CAO, introduced the above-noted.

Crystal Simeoni, Manager, Property Management, provided an overview on the efforts made in regards to energy conservation and responded to questions.

Ken Ranta, Director – Housing Services Division, provided further information.

At 12:00 p.m., Crystal Simeoni, Manager, Property Management, left the meeting room.

June 2017 Mortgage Renewal –
Frederica

Report No. 2017-10 (Corporate Services Division), relative to providing the Board with the upcoming mortgage renewal arrangements for the various properties located in the City of Thunder Bay on Frederica Street West, for consideration.

William Bradica, CAO, provided a brief overview on the above-noted.

Resolution No. 17/21

Moved by: Ian Angus
Seconded by: Joe Virdiramo

THAT with respect to Report No. 2017-10 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the Ministry Resolution as attached, to be duly signed in accordance with TBDSSAB By-Law No. 07-2013 (Governance & Procedural);

AND THAT we authorize the Board Chair and Chief Administrative Officer to execute the mortgage financing documents related thereto.

CARRIED

Direct-Owned Housing Portfolio Capital
Replacement Reserve Fund Update

Report No. 2017-11 (Corporate Services Division), relative to providing the Board with an update regarding to the Direct-Owned Housing Portfolio Capital Replacement Reserve Fund, was presented for consideration.

William Bradica, CAO, provided a brief overview on the above-noted.

Resolution No. 17/22

Moved by: Iain Angus
Seconded by: Joe Virdiramo

THAT with respect to Report No. 2017-11 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the consolidation of the Public Housing Capital Reserve Fund, the Provincial Reformed Capital Reserve Fund, the Pre-86 Capital Reserve Fund, the Andras Court Capital Reserve Fund, the Sequoia Park Capital Reserve Fund, and the 8-plex Capital Reserve Fund under the Direct-Owned Housing Portfolio Capital Replacement Reserve Fund;

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

CARRIED

Ontario Works Policies

Report No. 2017-12 (Client Services Division), relative to providing the Board with rational and to seek approval to revoke TBDSSAB policies, as listed, from the Ontario Works Policy Manual, was presented for consideration.

William Bradica, CAO, provided background information on the above-noted.

Jennifer Lible, Acting Director – Client Services, responded to questions.

Resolution No. 17/23

Moved by: Joe Virdiramo
Seconded by: Iain Angus

THAT with respect to Report No. 2017-12 (Client Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), revoke the policies as listed from the Ontario Works Policy Manual, effective January 1, 2017.

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

CARRIED

Journey Together One-Time Funding

Report No. 2017-13 (Client Services Division), relative to providing the Board with information relative to the One-Time Funding of \$50,000 to support *The Journey Together: Off-Reserve Early Years Commitments 2016-17 Capacity Funding*, for consideration.

Jennifer Lible, Acting Director – Client Services, provided an overview on the above-noted and responded to questions.

William Bradica, CAO, also responded to questions.

Resolution No. 17/24

Moved by: Joe Virdiramo
Seconded by: Iain Angus

THAT with respect to Report No. 2017-13 (Client Services Division), we The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) authorize the Chair and the Chief Administrative Officer (CAO) to execute the agreement with the Ministry of Education for *The Journey Together: Off-Reserve Early Years Commitments 2016-17 Capacity Funding*;

AND THAT the CAO is authorized to do all things necessary to implement the plan as outlined in Report No. 2017-13;

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

CARRIED

At 12:10 p.m. the Chair called for a lunch break.

At 12:30 p.m. the meeting reconvened with all Board Members, William Bradica, CAO, Ken Ranta, Director – Housing Services Division, Jennifer Lible, Acting Director – Client Services Division, Keri Greaves, Manager, Finance, Saku Pinta, Senior Social Policy Analyst, Linda Molenda, Recording Secretary and Glenda Flank, Executive Assistant, in attendance.

TBDSSAB Quarterly Operational Report -
4th Quarter

Report No. 2017-14 (CAO's Office), relative to providing the Board with the trends within TBDSSAB programs and services, was presented for information only.

Saku Pinta, Senior Social Policy Analyst, presented the 2016 Quarter 4 Quarterly Operational Report.

William Bradica, CAO, responded to questions.

Administration to provide the Board with information on TBDSSAB's homelessness prevention initiatives prior to and at the March 23, 2017 Board meeting.

Jennifer Lible, Acting Director – Client Services Division and Ken Ranta, Director – Housing Services Division and Saku Pinta, Senior Social Policy Analyst, also responded to questions.

At 12:59 p.m. Board member Iain Angus left the meeting.

Policy on Endorsements and Letters
of Support

Report No. 2017-15 (CAO's Office), relative to providing the Board with a draft Policy on Endorsements and Letters of Support, was presented for consideration.
William Bradica, CAO, provided an overview on the above-noted.

Resolution No. 17/25

Moved by: Kim Brown
Seconded by: Wendy Landry

THAT with respect to Report No. 2017-15 (CAO's Office), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) recommend that the Board adopt the Policy on Endorsements and Letters of Support.

CARRIED

At 1:06 p.m. Saku Pinta, Senior Social Policy Analyst, left the meeting room.

Strategic Plan 2013-2016 Status Report
to December 31, 2016

Report No. 2017-16 (CAO's Office), relative to providing the Board with a report identifying the status of the strategic objectives approved by the Board, was presented for information only.

William Bradica, CAO, provided a brief over-view on the above-noted.

NEW BUSINESS

Contract Award – Kitchen Cabinet
Replacement for Various
TBDSSAB Projects

Report No. 2017-17 (Corporate Services Division), relative to providing the Board with information regarding the award of a contract for the provision of labour, material and equipment for the removal of existing cabinets and the supply of new kitchen cabinets for various TBDSSAB projects, was presented for consideration.

William Bradica, CAO, introduced the above-noted.

Resolution No. 17/25(A)

Moved by: Paul Pugh
Seconded by: Peter Ruel

THAT with respect to Report No. 2017-17 (Corporate Services Division), we, The District of Thunder Bay Social Services Board (TBDSSAB or the Board), approve that two contracts for cabinet replacement totaling \$966,947.45 (taxes extra) be awarded to Aegus Inc., and one contract for cabinet replacement totaling \$399,011.79 be awarded to Rizzo's Cabinets;

AND THAT the Chief Administrative Officer and Director, Corporate Services Division be authorized to complete any administrative requirements for the award of the cabinet replacement contracts as required.

CARRIED

DSSAB Act Review -
NOSDA Face to Face Meeting

Memorandum from William Bradica, CAO, dated February 16, 2017, relative to providing the Board with information regarding the above-noted, for consideration.

William Bradica, CAO, provided an overview on the above-noted.

Resolution No. 17/25(B)

Moved by: Paul Pugh
Seconded by: Peter Ruel

THAT with respect to the Memorandum dated February 21, 2017 from William (Bill) Bradica, Chief Administrative Officer (CAO) to the Board regarding a Face-to-Face meeting of DSSAB Chairs and CAOs, we the District of Thunder Bay Social Services Administration Board authorize the attendance of Robert Katajamaki at the meeting to be held;

AND THAT any applicable travel expenses for Mr. Katajamaki be reimbursed in accordance with CS-02:85 Travel and Business Expense Policy;

AND THAT any applicable honoraria be provided in accordance with BRD-01:82 Remuneration for Board Members Policy.

CARRIED

CORRESPONDENCE

None.

BY-LAWS

First and Final Reading

A discussion was held as noted above under Reports of Administration, Governance and Procedural By-Law and Resolution No. 17/26 was referred back to Administration and the Board Governance and Procedural Committee.

Resolution No. 17/26

Moved by: Paul Pugh
Seconded by: Peter Ruel

1. A By-law to repeal and replace By-law Number 7 – 2013 and relating generally to the transaction of the affairs of The District of Thunder Bay Social Services Administration Board.

Explanation: A By-law to repeal and replace By-law Number 7-2013.

Authorization: Board Meeting 2017Jan26

BY-LAW NUMBER 1– 2017

Resolution No. 17/26(A)

Moved by: Paul Pugh
Seconded by: Eric Pietsch

THAT the By-law repealing and replacing By-law 7-13 be referred back to Administration and the Governance and Procedural Committee for further revisions;

AND THAT the revised By-law be brought back to the Board at the April 20, 2017 Board meeting.

CARRIED

Resolution No. 17/26

Moved by: Paul Pugh
Seconded by: Peter Ruel

2. A By-law to repeal and replace By-law Number 7 – 2013 and relating generally to the transaction of the affairs of The District of Thunder Bay Social Services Administration Board.

Explanation: A By-law to repeal and replace By-law Number 7-2013.
Authorization: Board Meeting 2017Jan26

BY-LAW NUMBER 1– 2017

REFERRED

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, April 20, 2016, in the 3rd Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

ADJOURNMENT

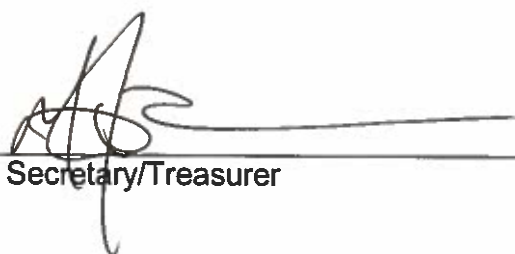
Resolution No. 17/27

Moved by: Paul Pugh
Seconded by: Peter Ruel

THAT the Regular Board Meeting No. 03/2017 of The District of Thunder Bay Social Services Administration Board, held on February 23, 2017, be adjourned at 10:20 a.m.

CARRIED


Chair


Secretary/Treasurer