



MINUTES OF BOARD MEETING NO. 06/2017
OF

THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD

DATE OF MEETING: April 20, 2017

TIME OF MEETING: 10: 20 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
Mark Figliomeni
Robert (Bob) Katajamaki
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
Brook Latimer, Communications & Engagement Officer
Linda Molenda, Recording Secretary
Glenda Flank, Executive Assistant

GUESTS:

Fhara Pottinger, Associate, Weiler, Maloney, Nelson
Jason Mychasiw, CFA, Investment Advisor,
TD Wealth Private Investment Advice

REGRETS:

Shelby Ch'ng
Andrew Foulds
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 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

On consensus the Board agreed to remove Closed Session from the agenda due to the Board Solicitor's availability.

Resolution No. 17/37 – As Amended

Moved by: Kim Brown
Seconded by: Eric Pietsch

THAT with respect to the agendas for the Board Regular Session meeting of The District of Thunder Bay Social Services Administration Board for April 20, 2017, we approve that the agendas as amended, including any additional information and new business, be approved as amended.

CARRIED

MINUTES OF PREVIOUS MEETINGS

Board Meetings

Minutes of Meeting No. 05/2017 (Regular Session) of TBDSSAB, held on March 23, 2017, respectively, to be confirmed.

Resolution No. 17/39

Moved by: Wendy Landry
Seconded by: Eric Pietsch

THAT the Minutes of Meeting No. 05/2017 (Regular Session) of The District of Thunder Bay Social Services Administration Board, held on March 23, 2017, respectively, be confirmed.

CARRIED

Committee Meetings

Audit Committee

Confirmed Minutes of the Audit Committee meeting held on November 25, 2016, presented for information only.

REPORTS OF ADMINISTRATION

Board Governance and Procedural By-law

On consensus, the Board agreed to postpone the above-noted agenda item until Fhara Pottinger, Associate, Weiler, Maloney, Nelson, was in attendance.

The Board proceeded with the agenda as presented.

2016 Annual Report

The draft TBDSSAB 2016 Annual Report, which contained the Board Chair and CAO messages, was presented to the Board for review and consideration.

William Bradica introduce the above-noted and responded to questions.

Resolution No. 17/40

Moved by: Eric Pietsch
Seconded by: Wendy Landry

THAT with respect to The District of Thunder Bay Social Services Administration Board Draft 2016 Annual Report, we approve the 2016 Annual Report, as presented, for printing;

AND THAT the 2016 Annual Report be posted to the TBDSSAB website.

CARRIED

Year 2016 Investment Performance and
Investment Policy Revision

On consensus, the Board agreed to postpone the above-noted agenda item until Jason Mychasiw, Investment Advisor, TD Wealth Private Investment Advice, was in attendance.

The Board proceeded with the agenda as presented.

TBDSSAB Fourth Quarter 2016 Financial
Report and Operating Surplus Disposition

Report No. 2017-28 (Corporate Services Division) relative to providing the Board with the fourth quarter financial status report, and to provide the Board with options

regarding the disposition of the 2016 operating surplus, was presented for consideration.

William Bradica, CAO, introduced the above-noted.

Georgina Daniels, Director – Corporate Services Division, provided an overview.

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

Resolution No. 17/42

Moved by: Eric Pietsch
Seconded by: Kim Brown

THAT with respect to Report No. 2017-28 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board approve the transfer of the 2016 levy surplus of \$197,590 to the Levy Stabilization Reserve Fund.

CARRIED

**Contract Award – Roofing System and
Make Up Air Replacement for 544 N
Court – Wardrope Court**

Report No. 2017-29 (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 roof system and make up air unit, and the supply of a new roofing system and make up air unit at 544 N. Court (Wardrope Court), was presented for consideration.

William Bradica, CAO, introduced the above-noted.

Resolution No. 17/43

Moved by: Iain Angus
Seconded by: Paul Pugh

THAT with respect to Report No. 2017-29 (Corporate Services Division), we, The District of Thunder Bay Social Services Board (TBDSSAB or the Board), approve that the contract for roofing system and make up air replacement totaling \$353,535.00 (taxes extra) be awarded to Bur-Met Contracting LTD;

AND THAT the Chief Administrative Officer and Director - Corporate Services Division, be authorized to complete any administrative requirements for the award of the roofing system and make up air replacement contract.

CARRIED

Contract Award – Roofing System
Replacement – Assef Court

Report No. 2017-30 (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 the existing roof system and the supply of a new roofing system at 925 Simpson Street (Assef Court), was presented for consideration.

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

Resolution No. 17/44

Moved by: Iain Angus
Seconded by: Paul Pugh

THAT with respect to Report No. 2017-30 (Corporate Services Division), we recommend The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the contract for the roofing system totaling \$383,820 (taxes extra) be awarded to Cardinal Roofing & Sheet Metal Inc.;

AND THAT costs up to \$120,000 be financed from the Direct-Owned Housing Portfolio Capital Replacement Reserve Fund with actual reserve fund financing reconciled at the end of the project;

AND THAT the Chief Administrative Officer and Director - Corporate Services be authorized to complete any administrative requirements for the award of the roofing system contract.

CARRIED

Allocation of Licensed
Child Care Spaces Policy

Report No. 2017-31 (Client Services Division) relative to providing the Board with the draft Policy for the allocation of Licensed Child Care Spaces, was presented for consideration.

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

Jennifer Lible provided further information.

Resolution No. 17/45

Moved by: Iain Angus

Seconded by: Paul Pugh

THAT with respect to Report No. 2017-31 (Client Services Division), we, The District of Thunder Bay Social Services Administration Board approve the Policy for allocation of licensed child care spaces;

AND THAT the Board authorizes the Chief Administrative Officer to amend this Policy with respect to housekeeping items, as may be required from time to time.

CARRIED

Home For Good – Expression of Interest

Report No. 2017-32 (Housing Services Division) relative to providing the Board with information regarding the new Ministry of Housing program *Home For Good*, the new *Innovation, Evidence and Capacity Building Fund*, and the Expressions of Interest for Service Managers, was presented for information only.

William Bradica, CAO, introduced the above-noted.

Ken Ranta, Director – Housing Services Division, provided an overview and responded to questions.

William Bradica, CAO, provided further information and responded to questions.

At 10:40 a.m. Fhara Pottinger, Associate, Weiler, Maloney, Nelson, entered the meeting room.

Board Governance and Procedural By-law

Memorandum from William Bradica, dated April 12, 2017 relative to providing the Board with a draft Governance and Procedural By-law revised by the solicitor and reviewed by the Governance and Procedural By-law Review Committee, was presented for review and discussion.

William Bradica, CAO, introduced the above-noted and highlighted the most recent revisions made by the Solicitor.

Fhara Pottinger, Associate, Weiler, Maloney, Nelson, and William Bradica, CAO, responded to questions.

It was noted that the by-law, as amended at the April 20, 2017 Board meeting, would be presented under approval of by-laws.

At 11:24 p.m. Fhara Pottinger, Associate, Weiler, Maloney, Nelson, left the meeting room.

Terms of Reference for the
CHPI Advisory Table

Report No. 2017-33 (Housing Services Division) relative to providing the Board with the draft Terms of Reference for the Community Homelessness Prevention Initiative (CHPI) Advisory Table, was presented for consideration.

William Bradica, CAO, provided an overview on the above-noted and responded to questions.

Resolution No. 17/46

Moved by: Peter Ruel
Seconded by: Mark Figliomeni

THAT with respect to Report No. 2017-33 (Housing Services Division) we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the Term of Reference for the Community Homelessness Prevention Initiative (CHPI) Advisory Table as presented;

AND THAT the Chief Administrative Officer be authorized to amend the Terms of Reference with respect to Housekeeping items as may be required from time to time;

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

CARRIED

Northwestern Ontario Municipal
Association

Memorandum from William Bradica, dated April 6, 2017 relative to requesting approval for the Board Chair to attend the NOMA Annual Meeting and Conference on April 26, 27 and 28, 2017, was presented for consideration.

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

Resolution No. 17/47

Moved by: Mark Figliomeni
Seconded by: Peter Ruel

THAT with respect to the NOMA Annual Meeting and Conference being held in Thunder from April 26 to 28, 2017, we approve the attendance of Robert Katajamaki, Board Chair;

AND THAT all expenses be paid by The District of Thunder Bay Social Services Administration Board.

CARRIED

Northern Ontario Service Deliverers' Association

Memorandum from William Bradica, CAO dated April 6, 2017 relative to Board Member attendance at the Northern Ontario Service Deliverers' Association Annual General Meeting for 2017, was presented for consideration.

William Bradica, CAO, introduced the above-noted.

A brief discussion followed.

Resolution No. 17/48

Moved by: Peter Ruel
Seconded by: Mark Figliomeni

THAT with respect to the Northern Ontario Service Deliverers Association 2017 Annual General Meeting, to be held on June 7, 8 and 9, 2017, in North Bay, Ontario, the following Members of the Board are selected to attend:

1. Robert Katajamaki
2. Iain Angus
3. Wendy Landry
4. Peter Ruel

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

1. _ Joe Virdiramo _____ 2. _ Mark Figliomeni _____

AND THAT the voting delegates are:

1. __Robert Katajamaki _____ and 2. _Peter Ruel _____

CORRESPONDENCE

Request for Costs of TBDSSAB Programs

Correspondence dated March 30, 2017, from Wayne Hanchard, CAO Clerk, Oliver Paipoonge, relative to the above noted, was presented for review and discussion.

Correspondence dated March 30, 2017, from Paul Greenwood, Chief Administrative Office, Municipality of Shuniah, relative to the above noted, was presented for review and discussion.

Resolution # 2017-90, dated April 11, 2017, from the Township of Conmee, was presented under separate cover for review and discussion.

A discussion followed.

Resolution No. 17/48(A)

Moved by: Iain Angus
Seconded by: Paul Pugh

THAT with respect to the requests from certain Thunder Bay District municipalities related to the cost of TBDSSAB Programs, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) refers the request to Administration to determine options on how to determine the actual costs;

AND THAT the options be presented at the May 25, 2017 Board meeting for the Boards' consideration;

AND THAT the information, once assembled, be distributed to all Thunder Bay District Municipalities and to the Territories Without Municipal Organization representative.

CARRIED

Ontario Early Years Child and Family
Centres and the Journey Together

Memorandum dated April 12, 2017, from Julia Danos, Director, Early Years Implementation Branch, Early Years Division, relative to the above noted, for information only.

William Bradica, CAO, provided an overview.

BY-LAWS

First and Final Reading

At the February 26, 2017 Board meeting, Resolution No. 17/26, passing the Governance and Procedural By-law, was referred back to the Governance and Procedural Review Committee for further revisions.

The revised by-law was presented at the April 20, 2017 Board meeting under Reports of Administration, agenda item Board Governance and Procedural By-law.

The By-law, as presented and further amended, was approved by the Board.

Resolution No. 17/26 (Represented) – As Amended

Moved by: Iain Angus
Seconded by: Paul Pugh

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

Authorization: Board Meeting 2016Mar24

BY-LAW NUMBER 04-2016

CARRIED

NEW BUSINESS

None.

At 11:48 a.m. the Board Chair called for a lunch break.

At 12:20, Jason Mychasiw, Investment Advisor, TD Wealth Private Investment Advice, entered the meeting room and Board Members Wendy Landry and Iain Angus left the meeting room.

At 12:32 p.m. the meeting reconvened.

Year 2016 Investment Performance and
Investment Policy Revision

William Bradica, CAO, introduced the above-noted.

Jason Mychasiw, Investment Advisor, TD Wealth Private Investment Advice gave a presentation on 2016 investment performance and responded to questions.

Report No. 2017-27 (Corporate Services Division) relative to providing the Board with information regarding the year 2016 performance of investments held by the TBDSSAB, and recommending a change in the Investment Policy #CS-02:70, was presented for consideration.

Georgina Daniels, Director – Corporate Services Division, provided an overview of the Board Report.

Resolution No. 17/41

Moved by: Eric Pietsch
Seconded by: Kim Brown

THAT with respect to Report No. 2017-27 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the PH&N Investment Services Resolution as attached, to be duly signed in accordance with TBDSSAB By-Law No. 07-2013 (Governance & Procedural);

AND THAT we approve the revision to the Investment Policy #CS-02:70 as presented;

AND THAT the Chief Administrative Officer be authorized to amend this policy with respect to housekeeping items as may be required from time to time.

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, May 25, 2017 at 10:00 a.m., in the 3rd Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

ADJOURNMENT

Resolution No. 17/49

Moved by: Mark Figliomeni
Seconded by: Peter Ruel

THAT the Board Meeting No. 06/2017 of The District of Thunder Bay Social Services Administration Board, held on April 20, 2017, be adjourned at 1:50 p.m.

CARRIED


Chair


Chief Administrative Officer