



**MINUTES OF BOARD MEETING NO. 07/2017
OF**

THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD

DATE OF MEETING: May 25, 2017

TIME OF MEETING: 10: 00 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
Andrew Foulds
Kevin Holland
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
Aurel Malo, Human Resources Consultant
Linda Molenda, Recording Secretary
Glenda Flank, Executive Assistant

GUESTS:

Deborah Humphreys, Solicitor, Weiler, Maloney, Nelson

REGRETS:

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

William Bradica, CAO, requested a change to the order of the agenda. On consensus of the Board the Closed Session and the Code of Conduct agenda item were moved to the beginning of the meeting so that Deborah Humphreys, Solicitor, Weiler, Maloney, Nelson, could be in attendance.

Resolution No. 17/50

Moved by: Kim Brown
Seconded by: Peter Ruel

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 May 25, 2017, we approve that the agendas, including any additional information and new business, be approved.

CARRIED

William Bradica, CAO, noted the addition of agenda item Notice of Amendment to BL 01-2017 Governance and Procedural By-law under New Business.

Appointment of Alternate Vice-Chair

William Bradica, CAO, informed the Board that the Vice-Chair sent his regrets for the May 25, 2017 Board meeting. An alternate Vice-Chair was appointed.

Resolution No. 17/50 (A)

Moved by: Peter Ruel
Seconded by: Kim Brown

THAT the position of Alternate Vice-Chair of The District of Thunder Bay Social Services Administration Board for the May 25, 2017 Board meeting, be filled by:

Iain Angus

CARRIED

CLOSED SESSION MEETING

On consensus, the Board agreed to postpone the above-noted agenda item until Deborah Humphreys, Solicitor, Weiler, Maloney, Nelson, was in attendance.

REPORTS OF ADMINISTRATION

Code of Conduct

On consensus, the Board agreed to postpone the above-noted agenda item until Deborah Humphrey's, Solicitor, Weiler, Maloney, Nelson, was in attendance.

PRESENTATION

Private Landlord Rent
Supplement Program

On consensus, the Board agreed to postpone the above-noted agenda item until Aaron Park, Program Lead, Housing, was in attendance.

MINUTES OF PREVIOUS MEETINGS

Board Meetings

Minutes of Meeting No. 06/2017 (Regular Session) of TBDSSAB, held on April 20, 2017, respectively, were confirmed.

Resolution No. 17/51

Moved by: Kim Brown
Seconded by: Peter Ruel

THAT the Minutes of Meeting No. 06/2017 (Regular Session) of The District of Thunder Bay Social Services Administration Board, held on April 20, 2017, respectively, be confirmed.

CARRIED

Shareholder's Meeting

Eleventh Annual Meeting of the Shareholder – TBDHC

Draft Minutes of the Thunder Bay District Housing Corporation Eleventh Annual Meeting of the Shareholder, held on April 20, 2017, were presented for information only.

Annual General Meeting

Fourteenth Annual General Meeting

Draft Minutes of the Fourteenth Annual General Meeting of The District of Thunder Bay Social Services Administration Board, held on April 20, 2017, were presented for information only.

Committee Meetings

Audit Committee

Draft Minutes of the Audit Committee meeting held on April 3, 2017, were presented for information only.

Governance and Procedural Review Committee

Draft Minutes of the Governance and Procedural Review Committee meeting held on April 21, 2017, were presented for information only.

Confirmed Minutes of the Governance and Procedural Review Committee meeting held on April 4, 2017, were presented for information only.

At 10:06 a.m. Deborah Humphreys, Solicitor, Weiler, Maloney, Nelson, entered the meeting room.

At 10:08 a.m. Georgina Daniels, Director – Corporate Services Division, Ken Ranta, Director – Housing Services Division and Jennifer Lible, Acting Director – Client Services Division, left the meeting room

CLOSED SESSION MEETING

Administration recommended that the Board adjourn to a closed meeting relative to the receipt of information with respect to solicitor-client privilege regarding Legal Matter 001-2017.

Resolution No. 17/38

Moved by: Peter Ruel
Seconded by: Kim Brown

THAT the Board adjourns to Closed Session relative to the receipt of information with respect to solicitor-client privilege regarding Legal Matter 001-2017.

CARRIED

At 11:22 a.m. the meeting reconvened in Regular Session to consider the remaining agenda items.

At 11:24 a.m. Georgina Daniels, Director – Corporate Services Division, Ken Ranta, Director – Housing Services Division and Jennifer Lible, Acting Director – Client Services Division, entered the meeting room.

REPORTS OF ADMINISTRATION

Code of Conduct

At the January 26, 2017 Board meeting, by way of Resolution No. 17/10(A), the Board directed the Governance and Procedural By-law Review Committee to review the Code of Conduct.

Memorandum dated May 17, 2017, from William (Bill) Bradica, relative to providing the Board with a draft Code of Conduct Policy, was presented for review and discussion.

William Bradica, CAO, provided an overview.

A lengthy discussion followed.

William Bradica, CAO, and Deborah Humphreys, Solicitor, Weiler, Maloney, Nelson, responded to questions.

On concensus the Board directed Administration to consult with the Governance and Procedural Review Committee and present a revised draft policy, that included consensus changes from the May 25, 2017 meeting, for the Board's consideration at the June 22, 2017 Board meeting.

At 11:57 a.m. Board member Wendy Landry left the meeting.

At 12:01 p.m. the Board Chair call a break for lunch and Deborah Humphreys, Solicitor, Weiler, Maloney, Nelson, left the meeting.

At 12:25 p.m. the meeting reconvened with Aaron Park, Program Lead, Housing, in attendance.

PRESENTATION

Private Landlord Rent
Supplement Program

Presentation by Aaron Park, Program Lead, Housing, relative to the above noted, was presented for information only.

Copies of the presentation were distributed under separate cover.

Aaron Park, Program Lead, Housing, and Ken Ranta, Director – Housing Services Division, responded to questions.

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

At 12:53 p.m. Board member Kevin Holland left the meeting.

At 12:58 p.m. Aaron Park, Program Lead, Housing, left the meeting.

REPORTS OF ADMINISTRATION

Remuneration for Board
Members Policy

At the February 23, 2017 Board meeting, Administration provided the Board with the revised draft Remuneration for Board Members Policy, for information and discussion.

Memorandum dated May 11, 2017, from William (Bill) Bradica, CAO, relative to providing the Board with a final draft Remuneration for Board Members Policy, was presented for consideration.

William Bradica, CAO, provided a brief overview.

A discussion followed regarding remuneration for Advisory Table members.

On consensus, the Board agreed to approve Resolution No. 17/52 as presented and review the policy after one year, relative to remuneration for Advisory Table members.

Resolution No. 17/52

Moved by: Mark Figliomeni
Seconded by: Shelby Ch'ng

THAT with respect to the Memorandum from William Bradica, CAO, dated May 11, 2017, we, the District of Thunder Bay Social Services Administration Board approve BRD 01-82 Remuneration for Board Members Policy;

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 any necessary by-law be presented to the Board, for consideration.

CARRIED

**TBDSSAB Community Homelessness
Prevention Initiative (CHPI)
Advisory Table Nominations**

Memorandum dated May 17, 2017 for William (Bill) Bradica, CAO, relative to providing the Board with information regarding the above-noted was distributed under separate cover, was presented for consideration.

Resolution No. 17/53

Moved by: Kim Brown
Seconded by: Shelby Ch'ng

THAT the following Members of The District of Thunder Bay Social Services Administration Board are appointed to the TBDSSAB Community Homelessness Prevention Initiative (CHPI) Advisory Table:

1. Iain Angus
2. Lucy Kloosterhuis

CARRIED

**Request for Costs of TBDSSAB
Programs**

Report No. 2017-34 (CAO's Office) relative to providing the Board a recommendation relative to a costing methodology of TBDSSAB programs by municipal funding partner, for consideration.

At 1:12 p.m. Saku Pinta, Senior Social Policy Analyst, entered the meeting room and Board member Eric Pietsch left the meeting.

William Bradica, CAO, introduced the above-noted and Georgina Daniels, Director – Corporate Services, provided a detailed overview of the recommendation.

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

Georgina Daniels, Director – Corporate Services Division, also responded to question.

It was the consensus of the Board that Administration should track the staff time required to gather the information in regards to the above-noted.

Resolution No. 17/54

Moved by: Selby Ch'ng
Seconded by: Kim Brown

THAT with respect to Report No. 2017-34 (CAO's Office), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) direct Administration to proceed with a hybrid cost allocation method to estimate the costs of services by geographic municipality;

AND THAT Administration provide a report on the results of the costing exercise to the Board at the June, 22, 2017 Board meeting.

CARRIED

TBDSSAB Quarterly Operational Report
– 1st Quarter

Report No. 2017-35 (CAO's Office) relative to providing the Board with statistical information for TBDSSAB programs and services, was presented for information only.

At 1:31 p.m. Saku Pinta, Senior Social Policy Analyst left the meeting.

Update to the French Language Services Plan

Report No. 2017-36 (Client Services Division) relative to providing the Board with an overview of the French Language Services (FLS) Plan and the progress made with regard to compliance as required by the *French Language Services Act (FLSA)*, for consideration.

William Bradica, CAO, introduced the above-noted.

Resolution No. 17/55

Moved by: Kim Brown
Seconded by: Mark Figliomeni

THAT with respect to Report No. 2017-36 (Client Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the updated French Language Services Plan (FLS Plan) 2017, as presented;

AND THAT the Chief Administrative Officer be authorized to approve housekeeping updates to the FLS Plan as required, provided there are no significant changes to the intent of the FLS Plan.

CARRIED

**Fee Subsidy Internal
Review of Decision Policy**

Report No. 2017-37 (Client Services Division) relative to presenting the Board with the draft Fee Subsidy Internal Review of Decision Policy for the review of decisions pertaining to Fee Subsidy Internal Review eligibility, was presented for consideration.

William Bradica, CAO, introduced the above-noted.

Resolution No. 17/56

Moved by: Kim Brown
Seconded by: Mark Figliomeni

THAT with respect to Report No. 2017-37 (Client Services Division), we, The District of Thunder Bay Social Services Administration Board approve the Policy for Fee Subsidy Internal Review of Decision;

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.

CARRIED

**Special Needs and Social
Referrals Policy**

Report No. 2017-38 (Client Services Division) relative to presenting the Board with the draft Special Needs and Social Referrals Policy for the review of decisions pertaining to Special Needs and Social Referrals, was presented for consideration.

William Bradica, CAO, introduced the above-noted.

Resolution No. 17/57

Moved by: Lucy Kloosterhuis
Seconded by: Iain Angus

THAT with respect to Report No. 2017-38 (Client Services Division), we, The District of Thunder Bay Social Services Administration Board approve the Policy for Special Needs and Social Referrals;

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.

CARRIED

Resolution to the Province –
Concerns Over Utility Rates

Memorandum from Ken Ranta, Director - Housing Services Division, dated April 29, relative to providing the Board with an update regarding the Resolution to the Province – Concerns Over Utility Rates, was presented for information only.

William Bradica, CAO, provided a brief overview.

TBDSSAB 2017 1st Quarter
Financial Report

Report No. 2017-39 (Corporate Services Division) relative to providing the Board with the first quarter financial status report and projection to year-end, was presented for information only.

William Bradica, CAO, introduced the above-noted.

Banking Signing Authorization

Report No. 2017-40 (Corporate Services Division) relative to providing the Board with the updated documentation relative to banking signing authorities for the District of Thunder Bay Social Services Administration Board given the change in officer positions under the new Governance and Procedural By-law, for consideration.

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

Resolution No. 17/58

Moved by: Iain Angus
Seconded by: Lucy Kloosterhuis

THAT with respect to Report No. 2017-40 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) approve updating the signing authorization for cheques and bills of exchange for the specific individuals associated with the following positions: Chair, Vice-Chair, Chief Administrative Officer, Director, Corporate Services, and Manager, Finance for TBDSSAB;

AND THAT Administration be authorized to complete any required administrative documentation to facilitate updating the banking signing authorities.

CARRIED

Attendance at Basic Income
Pilot Project Announcement

The Board Chair provided a verbal update on the above-noted, for information only.

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

Jennifer Lible, Acting Director – Client Service Division, also provided information.

At 1:35 p.m. Board member Joe Virdiramo left the meeting.

CORRESPONDENCE

Request for Costs of TBDSSAB
Programs

Correspondence dated April 20, 2017, from Shara Lavallee, Clerk-Deputy Treasurer, Township of Gillies, relative to the above noted, was presented for information only.

Correspondence dated April 13, 2017, from Rosalie A. Evans, Solicitor-Clerk, Municipality of Neebing, relative to the above noted, was presented for information only.

Correspondence dated April 13, 2017, from Lorna Buob, Clerk-Treasurer, Township of O'Connor, relative to the above noted, was presented for information only.

Area One Municipalities
TBDSSAB Representation

Correspondence dated May 12, 2017, from Rosalie Evans, Secretary, for Lucy Kloosterhuis, Chair, Lakehead Rural Municipal Coalition, relative to the above-noted, was presented for information only.

DSSAB Governance and Accountability
Review Update

Correspondence dated May 15, 2017, from Erin Hannah, Assistant Deputy Minister, Social Policy Development Division and Richard Steele, Assistant Deputy Minister, Social Assistance Operations Division, relative to the above-noted, was presented for information only.

BY-LAWS

NEW BUSINESS

Notice of Amendments to BL 01-2017
Governance and Procedural By-law

Memorandum dated May 24, 2017, from William (Bill) Bradica, CAO, relative to the above noted, was presented for information only.

William Bradica, CAO, informed the Board that to reflect the increase in in the number of Board members an amendment to BL 01-2017 Governance and Procedural By-law to change quorum to eight (8) will be presented at the June 22, 2017 Board meeting for the Board's approval.

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, June 22, 2017 at 10:00 a.m., in the 3rd Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

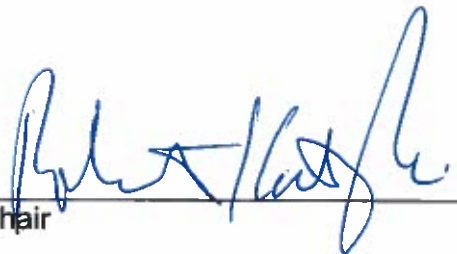
ADJOURNMENT

Resolution No. 17/49

Moved by: Lucy Kloosterhuis
Seconded by: Iain Angus

THAT the Board Meeting No. 07/2017 of The District of Thunder Bay Social Services Administration Board, held on April 20, 2017, be adjourned at 1:48 p.m.

CARRIED



Chair



Chief Administrative Officer