



**MINUTES OF BOARD MEETING NO. 09/2017  
OF  
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

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**DATE OF MEETING:** June 22, 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  
Mark Figliomeni  
Andrew Foulds  
Kevin Holland  
Robert (Bob) Katajamaki  
Lucy Kloosterhuis  
Wendy Landry  
Eric Pietsch  
Paul Pugh  
Aldo Ruberto  
Peter Ruel

**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  
Brook Latimer, Community and Engagement Officer

Linda Molenda, Recording Secretary  
Glenda Flank, Executive Assistant

**GUESTS:**

**REGRETS:**

Shelby Ch'ng  
Joe Virdiramo

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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**

William Bradica, CAO, noted that Attachment #2 to Report No. 2017-45 contained a formatting error. A printout of the revised attachment was provided at the meeting and agenda packages posted on the TBDSSAB website and Board portal are to be updated.

DISCLOSURES OF INTEREST

None.

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 17/60

Moved by: Kevin Holland  
Seconded by: Lucy Kloosterhuis

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 June 22, 2017, we approve that the agendas, including any additional information and new business, be approved.

CARRIED

CLOSED SESSION MEETING

Administration recommends that the Board adjourns to a closed meeting relative to receipt of information with respect to a proposed or pending acquisition or disposition of land by the Board regarding the purchase of "Encroachment Lands".

At 10:10 a.m. Jennifer Lible, Acting Director – Client Services Division and Brook Latimer, Communications and Engagement Officer, left the meeting room.

Resolution No. 17/61

Moved by: Kevin Holland  
Seconded by: Lucy Kloosterhuis

THAT the Board adjourns to Closed Session relative to receipt of information with respect to a proposed or pending acquisition or disposition of land by the Board regarding the purchase of "Encroachment Lands".

CARRIED

At 10:35 a.m. the meeting reconvened in Regular Session to consider the remaining agenda items. Board Member Aldo Ruberto, Jennifer Lible, Acting Director – Client Services Division and Brook Latimer, Communications and Engagement Officer, entered the meeting room.

## MINUTES OF PREVIOUS MEETINGS

### Board Meetings

Minutes of Meeting No. 07/2017 (Regular Session) and Meeting No. 08/2017 (Closed Session) of TBDSSAB, held on May 25, 2017, respectively, were confirmed.

Resolution No. 17/62

Moved by: Kevin Holland  
Seconded by: Lucy Kloosterhuis

THAT the Minutes of Meeting No. 07/2017 (Regular Session) and Meeting No. 08/2017 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on May 25, 2017, respectively, be confirmed.

CARRIED

## REPORTS OF ADMINISTRATION

### Purchase of "Encroachment Lands"

Confidential Memorandum from Ken Ranta, Director – Housing Services Division, dated June 16, 2017, relative to the above noted, was presented for consideration in Closed Session earlier.

Resolution No. 17/63

Moved by: Kim Brown  
Seconded by: Iain Angus

THAT with respect to the Closed Session Memorandum regarding the Purchase of "Encroachment Lands" from Ken Ranta, Director – Housing Services Division, dated June 16, 2017, we, The District of Thunder Bay Social Services Administration Board, direct Administration to proceed as directed in Closed Session.

CARRIED

Ontario Works Service Plan

Report No. 2017-41 (Client Services Division) relative to providing the Board with a draft Ontario Works Service Plan, was presented for consideration.  
William Bradica, CAO, introduced the above-noted.

Jennifer Lible, Acting Director – Client Services Division, provided an overview and responded to questions.

William Bradica, CAO, provided further information.

Resolution No. 17/64

Moved by: Kim Brown  
Seconded by: Iain Angus

THAT with respect to Report No. 2017-41 (Client Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the draft TBDSSAB Ontario Works (OW) Service Plan: 2017-2018, as presented;

AND THAT we direct the Chief Administrative Officer to submit the approved TBDSSAB OW Service Plan: 2017-2018 to the Ministry of Community and Social Services.

CARRIED

Addiction Services Initiative Service Plan

Report No. 2017-42 (Client Services Division) relative to providing the Board with a draft Addiction Services Initiative Service Plan, was presented for consideration.

William Bradica, CAO, introduced the above-noted.

At 10:50 a.m. Diane Atkinson, Manager, Client Services, entered the meeting room.

Diane Atkinson, Manager, Client Services, provided an overview and responded to questions.

William Bradica, CAO, provided further information.

Resolution No. 17/65

Moved by: Kim Brown  
Seconded by: Aldo Ruberto

THAT with respect to Report No. 2017-42 (Client Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the draft TBDSSAB Addiction Services Initiative (ASI) Service Plan: 2017-2018, as presented;

AND THAT we direct the Chief Administrative Officer to submit the approved ASI Service Plan: 2017-2018 to the Ministry of Community and Social Services.

CARRIED

At 11:00 a.m. Diane Atkinson, Manager, Client Services, left the meeting room.

Fee Subsidy Residency Requirements  
Policy

Report No. 2017-43 (Client Services Division) relative to providing the Board with a draft Policy for the review of decisions pertaining to fee Subsidy Residency Requirements eligibility, for consideration.

William Bradica, CAO, introduced the above-noted.

Resolution No. 17/66

Moved by: Kim Brown  
Seconded by: Aldo Ruberto

THAT with respect to Report No. 2017-43 (Client Services Division), we, The District of Thunder Bay Social Services Administration Board approve the Policy for Fee Subsidy Residency Requirements;

AND THAT we authorize the Chief Administrative Officer or designate to amend the policy with respect to housekeeping items, as may be required from time to time.

CARRIED

Code of Conduct

Memorandum dated June 8, 2017, from William (Bill) Bradica, relative to providing the Board with a draft Code of Conduct Policy, was presented for consideration.

William Bradica, CAO, introduced the above-noted.

At 11:05 a.m. Aurel Malo, Human Resources Consultant, entered the meeting room.

The Governance and Procedural Review Committee Chair provided further information.

A discussion followed.

Resolution No. 17/67

Moved by: Eric Pietsch  
Seconded by: Wendy Landry

THAT with respect to the Memorandum from William Bradica, CAO, dated June 8, 2017, we, the District of Thunder Bay Social Services Administration Board approve the Code of Conduct 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

CARRIED

At 11:15 a.m. Aurel Malo, Human Resources Consultant, left the meeting room.

DSSAB Act Review

Report No. 2017-44 (CAO's Office), relative to providing the Board with information regarding the above-noted, was presented for review and discussion.

William Bradica, CAO, provided a brief overview.

A discussion followed.

On consensus the Board directed Administration to prepare a Report recommending a TBDSSAB position on the *District Social Services Administration Board Act 1990* review being conducted by the Ministry of Community and Social Services (MCSS) and present it at the July 27, 2017 Board meeting.

Request for Costs of TBDSSAB  
Programs – TBDSSAB 2016 Operating  
Results By Municipality

Report No. 2017-45 (CAO's Office) relative to providing the Board with 2016 operating results by municipality using a hybrid cost allocation methodology, was presented for consideration.

William Bradica, CAO, introduced the above-noted and referenced the revised Attachment #2 distributed at the beginning of the meeting.

Georgina Daniels, Director – Corporate Services provided an overview.

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

A discussion followed.

Resolution No. 17/68

Moved by: Eric Pietsch  
Seconded by: Wendy Landry

THAT with respect to Report 2017-45 (CAO's Office), we, The District of Thunder Bay Social Services Administration Board, direct Administration to distribute the results of the hybrid cost allocation methodology to its' fifteen (15) member municipalities.

CARRIED

2018 Proposed Budget Schedule

Report No. 2017-46 (Corporate Services Division) relative to presenting the Board with the proposed 2018 Budget Schedule, was presented for consideration.

William Bradica, CAO, introduced the above-noted.

Resolution No. 17/69

Moved by: Wendy Landry  
Seconded by: Eric Pietsch

THAT with respect to Report No. 2017-46 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the 2018 Budget Schedule as presented.

CARRIED

Mortgage Renewals

Report No. 2017-47 (Corporate Services Division) relative to presenting the Board with the upcoming mortgage renewal arrangements for various properties located in the City of Thunder Bay, was presented for consideration.

William Bradica, CAO, introduced the above-noted.

Georgina Daniels, Director-Corporate Services, responded to questions.

Resolution No. 17/70

Moved by: Wendy Landry  
Seconded by: Eric Pietsch

THAT with respect to Report No. 2017-47 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the Ministry Resolutions as attached, to be duly signed in accordance with TBDSSAB By-Law No. 01-2017 (Governance & Procedural);

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

CARRIED

TBDSSAB Quarterly Financial Report -  
Proposed new format

Report No. 2017-48 (Corporate Services Division) relative to presenting the Board with a proposed new format to present quarterly financial information to the Board, was presented for consideration.

William Bradica, CAO, introduced the above-noted.

Georgina Daniels, Director-Corporate Services, provided an overview and highlighted the proposed changes to the report layout.

Georgina Daniels, Director-Corporate Services, responded to questions.

Resolution No. 17/71

Moved by: Peter Ruel  
Seconded by: Iain Angus

THAT with respect to Report No. 2017-48 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the new quarterly financial report format as presented.

CARRIED

CORRESPONDENCE

Ministry Increase to the Number of Supportive  
Housing Opportunities –  
Thank You

Correspondence dated May 4, 2017, from Keith P. Hobbs, Mayor, City of Thunder Bay and Joe Virdiramo, Chair, Inter-Governmental Affairs Committee, City of Thunder Bay to the Hon. Jean-Yves Duclos, Federal Minister responsible for Canada Mortgage and Housing Corporation, relative to the above noted, was presented for information only.

William Bradica, CAO, clarified that the 8-plex buildings are not supportive housing and that TBDSSAB is responsible for administration of Social and Affordable housing programs in the District of Thunder Bay and that the administration and cost responsibility for dedicated supportive housing remains with the Province of Ontario.



## BY-LAWS

William Bradica, CAO, provided a brief overview of the amendment to By-law Number 1 -2017.

### First and Final Reading

Resolution No. 17/72

Moved by: Aldo Ruberto  
Seconded by: Peter Ruel

1. By-law Number 1 – 2017 as amended with respect to changing quorum to be eight (8) members of the Board.

Explanation: Amendment of By-law Number 1-2017.

Authorization: Board Meeting 2017May25

BY-LAW NUMBER 1 – 2017

CARRIED

## NEW BUSINESS

### Review of Conflict of Interest Policy

Board member Aldo Ruberto requested that the above-noted item be added to the July 27, 2017 Board meeting agenda.

## 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: Peter Ruel  
Seconded by: Aldo Ruberto

THAT the Board Meeting No. 09/2017 of The District of Thunder Bay Social Services Administration Board, held on June 22, 2017, be adjourned at 12:07 p.m.

CARRIED

  
Chair

  
Chief Administrative Officer