



**MINUTES OF BOARD MEETING NO. 11/2017  
OF**

**THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

**DATE OF MEETING:** July 27, 2017

**TIME OF MEETING:** 10:04 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  
Andrew Foulds  
Robert (Bob) Katajamaki  
Eric Pietsch  
Paul Pugh  
Aldo Ruberto  
Peter Ruel  
Joe Virdiramo

**OFFICIALS:**

William (Bill) Bradica, Chief Administrative Officer  
Ken Ranta, Director - Housing Services Division  
Jennifer Lible, Acting Director - Client Services Division  
Keri Greave, Acting Director - Corporate Services  
Division  
Brook Latimer, Communications and Community  
Engagement Officer  
  
Linda Molenda, Recording Secretary  
Glenda Flank, Executive Assistant

**REGRETS:**

Mark Figliomeni  
Kevin Holland  
Lucy Kloosterhuis  
Wendy Landry

**GUESTS:**

Brian Babcock, Partner, Weiler, Maloney, Nelson

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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**

**DISCLOSURES OF INTEREST**

None.

William Bradica, CAO, noted that the Resolution numbering in the Agenda was incorrect. The Resolution numbering should start at 17/74 not 17/60.

### CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 17/74

Moved by: Shelby Ch'ng  
Seconded by: Joe Virdiramo

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 July 27, 2017, we approve that the agendas, including any additional information and new business, be approved.

CARRIED

Brian Babcock, Partner, Weiler, Maloney, Nelson, requested that the Review of Conflict of Interest Policy agenda item be moved to Closed Session as the matter is subject to Solicitor-Client Privilege. On Consensus, the Board approved Brian Babcock's request.

William Bradica, CAO, requested to add Update on Senior Staff Away to New Business, Closed Session, as the matter is subject to Identifiable Individuals. On consensus, the Board approved William Bradica's request.

### CLOSED SESSION MEETING

Administration recommends that the Board adjourns to a closed meeting relative to receipt of information with respect to Solicitor-Client Privilege regarding Review of Conflict of Interest Policy, with respect to a proposed or pending acquisition or disposition of land by the Board regarding the purchase of "Encroachment Lands", and with respect to identifiable individuals regarding the CAO Performance Review, and an Update on Senior Staff Away.

Resolution No. 17/75 – As Amended

Moved by: Shelby Ch'ng  
Seconded by: Paul Pugh

THAT the Board adjourns to Closed Session relative to receipt of information with respect to Solicitor-Client Privilege regarding Review of Conflict of Interest Policy, with respect to a proposed or pending acquisition or disposition of land by the Board regarding the purchase of "Encroachment Lands", with respect to identifiable individuals regarding the CAO Performance Review, and with respect to Identifiable Individual regarding an Update on Senior Staff Away.

CARRIED

At 12:26 p.m. the meeting reconvened in Regular Session with all of Administration in attendance.

At 12:30 p.m. Diane Atkinson, Manager, Client Service and Louise Piercey, Manager Child Care and Early Years, entered the meeting room.

## MINUTES OF PREVIOUS MEETINGS

### Board Meetings

Minutes of Meeting No. 09/2017 (Regular Session) and Meeting No. 10/2017 (Closed Session) of TBDSSAB, held on June 22, 2017, respectively, were confirmed.

Resolution No. 17/76

Moved by: Joe Virdiramo  
Seconded by: Shelby Ch'ng

THAT the Minutes of Meeting No. 09/2017 (Regular Session) and Meeting No. 10/2017 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on June 22, 2017, respectively, be confirmed.

CARRIED

### Committee and Advisory Table Meetings

#### Board Governance and Procedural Review Committee

Draft Minutes of the Board Governance and Procedural Review Committee Meeting held on June 14, 2017, were presented for information only.

#### Community Homelessness Prevention Initiative (CHPI) Advisory Table

Draft Minutes of the CHPI Advisory Table Meeting held on June 19, 2017, were presented for information only.

## REPORTS OF ADMINISTRATION

### Employment Programs Review Progress Update

Report No. 2017-49 (Client Services Division) relative to providing the Board with a progress update on the implementation recommendations made as a result of the Employment Program Review, was presented for information only.

Diane Atkinson, Manager, Client Services, provided an overview on the above-noted.

At 12:36 p.m. Diane Atkinson, Manager, Client Services, left the meeting room.

TBDSSAB Ontario Early Years Child  
and Family Centres Draft Plan

Report No. 2017-50 (Client Services Division) relative to providing the Board with a draft Ontario Early Years Child and Family Centres (OEYCFC) Plan, which has been prepared using the Ministry of Education (MEDU) guidelines, was presented for consideration.

William Bradica, CAO, provided a brief over-view and responded to questions.

Louise Piercey, Manager, Child Care and Early Years, provided further information and responded to questions.

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

William Bradica, CAO, provided further information.

Resolution No. 17/77

Moved by: Joe Virdiramo  
Seconded by: Paul Pugh

THAT with respect to Report No. 2017-50 (Client Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the draft TBDSSAB Ontario Early Years Child and Family Centres (OEYCFC) Plan, as presented;

AND THAT we direct the Chief Administrative Office to submit the approved TBDSSAB OEYCFC Plan to the Ministry of Education.

CARRIED

At 12:46 p.m. Louise Piercey, Manager, Child Care and Early Years, left the meeting room.

TBDSSAB Journey Together Off  
Reserve Funding Commitments  
Draft Service Plan

Report No. 2017-51 (Client Services Division) relative to providing the Board with a draft Journey Together Plan, was presented for consideration.

William Bradica, CAO, introduced the above-noted.

Resolution No. 17/78

Moved by: Kim Brown  
Seconded by: Eric Pietsch

THAT with respect to Report No. 2017-51 (Client Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the draft TBDSSAB Journey Together Plan, as presented;

AND THAT we direct the Chief Administrative Office to submit the approved TBDSSAB Journey Together Plan to the Ministry of Education.

CARRIED

Child Care Expansion Plan Priorities,  
and Before and After School  
Recreation Program Support

Report No. 2017-52 (Client Services Division) relative to providing the Board with priorities for the Child Care Expansion Funding, and to expand the current fee subsidy support for school based before and after school recreation programming, was presented for consideration.

William Bradica, CAO, introduced the above-noted.

Jennifer Lible, Acting Director – Client Services Division, provided an overview.

William Bradica, CAO, provided further information.

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

Resolution No. 17/79

Moved by: Paul Pugh  
Seconded by: Kim Brown

THAT with respect to Report No. 2017-52 (Client Services Division), we, The District of Thunder Bay Social Services Administration Board approve the priorities for the Provincial Expansion Plan to support additional fee subsidy and increase access to child care spaces (0-4 Years old);

AND THAT the existing 2017 budget Fee Subsidy be used to support fee subsidy for before and after school recreation programs;

AND THAT a further report be provided to the Board in the fall, 2017, identifying additional plans for the use of the Canada-Ontario Early Learning and Child Care expansion funding.

CARRIED

Proposed Location Change for  
Schoolhouse Playcare Centre

Report No. 2017-53 (Client Services Division) relative to providing the Board with a recommendation for the proposed location change for a child care centre within the District of Thunder Bay, was presented for consideration.

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

Resolution No. 17/80

Moved by: Paul Pugh  
Seconded by: Eric Pietsch

THAT with respect to Report No. 2017-53 (Client Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the relocation of the Schoolhouse Play Care Centre – Grey Street, Thunder Bay to the new elementary school to be located on Churchill Drive in September 2019.

CARRIED

Child Care Wait List Priority Policy

Report No. 2017-54 (Client Services Division) relative to providing the Board with the Draft Child Care Wait List Priority Policy, was presented for consideration.

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

Resolution No. 17/81

Moved by: Paul Pugh  
Seconded by: Iain Angus

THAT with respect to Report No. 2017-54 (Client Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the Draft Child Care Wait List Priority Policy;

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

CARRIED

District Social Services Administration  
Board Act Review

Report No. 2017-55 (CAO's Office) relative to providing the Board with a recommendation for the adoption of a TBDSSAB position on the *District Social Services Administration Board Act 1990* review being conducted by the Ministry of Community and Social Services (MCSS), for consideration.

Letter from Erin Hannah, Assistant Deputy Minister, Social Policy Development Division, dated July 26, 2017, was handed out.

William Bradica, CAO, provided an overview and responded to questions.

A discussion followed.

Resolution No. 17/82

Moved by: Iain Angus  
Seconded by: Paul Pugh

THAT with respect to Report 2017-55 (CAO's Office) we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) receive the Report from the Chief Administrative Officer regarding the review of the *District Social Services Administration Board Act 1990 (DSSAB Act)*;

AND THAT the following changes are recommended to the Minister;

- 1) The *DSSAB Act* should be aligned with the *Municipal Act* for consistency of treatment of DSSABs with reference to the functions that they perform as Municipal Service System Managers
- 2) References to DSSABs in the *Municipal Act* should be deleted and included in the *DSSAB Act*
- 3) DSSABs should be overseen by the Ministry of Municipal Affairs
- 4) The Term of Office of DSSAB Board Members should match the Term of Office for Municipal Councillors in a manner acceptable for the operations of both municipalities and DSSABs, following municipal elections, so that DSSABs are functioning as soon as possible after municipal elections
- 5) Language relating to DSSABs in all Provincial legislation (Acts and Regulations) should be reviewed and modified where necessary to ensure consistency
- 6) The Province should commit to work with DSSABs to finalize the current Interim Governance and Accountability Guidelines for District Social Services Administration Boards and ensure they are consistent with the revised *DSSAB Act* and Regulations
- 7) Define whether DSSABs should have the ability to exceed the legislated or regulated cost sharing formulae
- 8) The legislation or regulation should clarify that the province will reimburse DSSABs 100% of all reasonable TWOMO election costs

- 9) DSSABs ability to use double majority consent for reasons other than a change to the apportionment method should be defined
- 10) A Code of Conduct should be mandatory for the board of directors
- 11) The Province should commit to review the revised *DSSAB Act* after a period of no more than ten years

AND THAT this Resolution be sent to the Minister of Community and Social Services, Minister of Housing, Minister responsible for Early Years and Child Care and the Minister of Municipal Affairs.

Resolution No. 17/82 (A) – Amendment

Moved by:           Iain Angus  
Seconded by:       Andrew Foulds

THAT with respect to Resolution No. 17/82 we approve the following amendment to add:

- 12) The new Act include a section on Conflict of Interest as it relates to DSSAB's

CARRIED

William Bradica, CAO, provided further information.

Further discussion was held.

Resolution No. 17/82 (B) – Amendment

Moved by:           Iain Angus  
Seconded by:       Eric Pietsch

THAT with respect to Resolution No. 17/82 we approve the following amendment to add:

- 13) The role of a Municipal Councillor on a DSSAB Board is defined in such a way as to ensure that those members understand that their role is to represent the interests of the DSSAB clients, not the Municipality they represent.

CARRIED



Resolution No. 17/82 – As Amended

Moved by:           Iain Angus  
Seconded by:       Paul Pugh

THAT with respect to Report 2017-55 (CAO's Office) we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) receive the Report from the Chief Administrative Officer regarding the review of the *District Social Services Administration Board Act 1990 (DSSAB Act)*;

AND THAT the following changes are recommended to the Minister;

- 1) The *DSSAB Act* should be aligned with the *Municipal Act* for consistency of treatment of DSSABs with reference to the functions that they perform as Municipal Service System Managers
- 2) References to DSSABs in the *Municipal Act* should be deleted and included in the *DSSAB Act*
- 3) DSSABs should be overseen by the Ministry of Municipal Affairs
- 4) The Term of Office of DSSAB Board Members should match the Term of Office for Municipal Councillors in a manner acceptable for the operations of both municipalities and DSSABs, following municipal elections, so that DSSABs are functioning as soon as possible after municipal elections
- 5) Language relating to DSSABs in all Provincial legislation (Acts and Regulations) should be reviewed and modified where necessary to ensure consistency
- 6) The Province should commit to work with DSSABs to finalize the current Interim Governance and Accountability Guidelines for District Social Services Administration Boards and ensure they are consistent with the revised *DSSAB Act* and Regulations
- 7) Define whether DSSABs should have the ability to exceed the legislated or regulated cost sharing formulae
- 8) The legislation or regulation should clarify that the province will reimburse DSSABs 100% of all reasonable TWOMO election costs
- 9) DSSABs ability to use double majority consent for reasons other than a change to the apportionment method should be defined
- 10) A Code of Conduct should be mandatory for the board of directors
- 11) The Province should commit to review the revised *DSSAB Act* after a period of no more than ten years

12) The new Act include a section on Conflict of Interest as it relates to DSSAB's

13) The role of a Municipal Councillor on a DSSAB Board is defined in such a way as to ensure that those members understand that their role is to represent the interests of the DSSAB clients, not the Municipality they represent.

AND THAT this Resolution be sent to the Minister of Community and Social Services, Minister of Housing, Minister responsible for Early Years and Child Care and the Minister of Municipal Affairs.

CARRIED

Contract Award Exterior Wall Panel  
and Window Replacement –  
Andras Court

Report No. 2017-56 (Corporate Services Division) relative to providing the Board with information regarding awarding a contract for the provision of labour, material and equipment for the removal of existing exterior panels and windows, and the supply and installation of 84 new exterior panels and 90 windows, for the east (Cumberland Street) side of 120 and 122 South Cumberland Street (Andras Court), was presented for consideration.

William Bradica, CAO, provided a brief overview and responded to questions.

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

Resolution No. 17/83

Moved by: Kim Brown  
Seconded by: Eric Pietsch

THAT with respect to Report No. 2017-56 (Corporate Services Division), we, The District of Thunder Bay Social Services Board, approve that the contract for exterior wall panel and window replacement totaling \$680,000.00 (taxes extra) be awarded to Finn Way General Contractor Inc.;

AND THAT the Chief Administrative Officer and Director - Corporate Services Division, be authorized to complete any administrative requirements for the award of the exterior wall panel and window replacement, as required.

CARRIED

Budget Policy Update

Report No. 2017-57 (Corporate Services Division) relative to providing the Board with a revised Budget Policy, was presented for consideration.

William Bradica, CAO, provided a brief overview.

Resolution No. 17/84

Moved by:           Iain Angus  
Seconded by:       Joe Virdiramo

THAT with respect to Report No. 2017-57 (Corporate Services Division) we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the revised Budget Policy No. CS-02:83;

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

CARRIED

November 2017 Mortgage  
Renewal (Ross)

Report No. 2017-58 (Corporate Services Division) relative to providing the Board with the upcoming mortgage renewal arrangements for the 210 Ross Street property, located in the City of Thunder Bay, was presented for consideration.

William Bradica, CAO, introduced the above-noted.

Resolution No. 17/85

Moved by:           Joe Virdiramo  
Seconded by:       Eric Pietsch

THAT with respect to Report No. 2017-58 (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. 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 Property Mortgage  
Expiry -Glenwood Court and  
Cumberland Court

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.

Report No. 2017-59 (Housing Services Division) relative to providing the Board with information regarding the Glenwood Court and Cumberland Court mortgage maturities and the related implications, was presented for information only.

CORRESPONDENCE

DSSAB Governance and  
Accountability Review

Correspondence dated July 26, 2017, from Erin Hannah, Assistant Deputy Minister, Ministry of Community and Social Services, relative to the above noted, was presented for information only.

BY-LAWS

NEW BUSINESS

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, September 28, 2017 at 10:00 a.m., in the 3rd Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.


ADJOURNMENT

Resolution No. 17/86

Moved by: Paul Pugh  
Seconded by: Eric Pietsch

THAT the Board Meeting No. 11/2017 of The District of Thunder Bay Social Services Administration Board, held on July 27, 2017, be adjourned at 1:33 p.m.

CARRIED

  
Chair

  
Chief Administrative Officer