



MINUTES OF BOARD MEETING NO. 01/2018

OF

THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD

**DATE OF MEETING:** January 4, 2018

**TIME OF MEETING:** 10:00 AM

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

**CHAIR:** Lucy Kloosterhuis

**PRESENT:**

Kim Brown  
Shelby Ch'ng  
Mark Figliomeni - Teleconference  
Andrew Foulds  
Kevin Holland  
Robert (Bob) Katajamaki  
Lucy Kloosterhuis  
Wendy Landry  
Eric Pietsch  
Paul Pugh  
Aldo Ruberto  
Peter Ruel - Teleconference  
Joe Virdiramo

**OFFICIALS:**

William (Bill) Bradica, Chief Administrative Officer  
Ken Ranta, Director - Housing Services Division  
Brook Latimer, Communications and Engagement Officer

Glenda Flank, Recording Secretary

**GUESTS:**

**REGRETS:**

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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.

**INAUGURAL BOARD MEETING**

**DISCLOSURES OF INTEREST**

NEW BUSINESS

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 18/01

Moved by: Robert Katajamaki  
Seconded by: Joe Virdiramo

THAT with respect to the agenda for the Inaugural Board meeting of The District of Thunder Bay Social Services Administration Board for January 4, 2018, we approve that the agenda as printed, including any additional information and new business, be approved.

CARRIED

Resolution No. 18/02

Moved by: Robert Katajamaki  
Seconded by: Kevin Holland

THAT with respect to the January 4, 2018 and the remainder of the 2018 agendas, we approve:

1. that in accordance with Section 4.(1)(iv) of the TBDSSAB Governance & Procedural By-law, the structure of the Board Meeting Agenda for 2018 be as follows:
  - DISCLOSURES OF INTEREST
  - NEW BUSINESS
  - APPROVAL OF AGENDA
  - DEPUTATIONS / PRESENTATIONS
  - MINUTES OF PREVIOUS MEETING
  - REPORTS OF ADMINISTRATION
  - (RED FLAG ISSUES)
  - CORRESPONDENCE
  - BY-LAWS
  - NEXT MEETING
  - ADJOURNMENT
2. that any matters discussed or resolutions passed which relate to the business of The District of Thunder Bay Social Services Administration Board (TBDSSAB) shall be deemed to have been discussed by the Directors of TBDSSAB.
3. that any matters discussed or resolutions passed which relate to the business of the Thunder Bay District Housing Corporation (TBDHC) shall be deemed to have been discussed by the Directors of TBDHC.

CARRIED

## ELECTION OF OFFICERS

### Election of Board Chair and Vice-Chair

The first order of business was to elect a Chair and Vice-Chair in accordance with the *DSSAB Act*, for the term ending on December 31, 2018.

Ken Ranta, Director – Housing Services Division and Brook Latimer, Communications and Engagement Officer were appointed as scrutineers if an election was required.

#### Chair

William Bradica, CAO called for nominations for the position of Chair of TBDSSAB for the above noted term.

Lucy Kloosterhuis was nominated and accepted the nomination. There were no further nominations.

Resolution No. 18/03

Moved by: Wendy Landry  
Seconded by: Kim Brown

THAT the position of Chair of The District of Thunder Bay Social Services Administration Board for the term ending December 31, 2018, be filled by Lucy Kloosterhuis.

CARRIED

#### Vice-Chair

Chair Lucy Kloosterhuis called for nominations for the position of Vice-Chair of TBDSSAB for the above noted term.

Joe Virdiramo was nominated and accepted the nomination. Mark Figliomeni was nominated and accepted the nomination. There were no further nominations. A vote was held by secret ballot.

Resolution No. 18/04

Moved by: Wendy Landry  
Seconded by: Kim Brown

THAT the position of Vice-Chair of The District of Thunder Bay Social Services Administration Board for the term ending December 31, 2018, be filled by Mark Figliomeni.

CARRIED

## TBDSSAB COMMITTEE APPOINTMENTS

### TBDSSAB Board Committee Appointments

Memorandum from William Bradica, CAO dated December 28, 2017, to advise the Board that according to the Governance and Procedural By-law appointments to the Audit Committee is required and deferring appointment to the Community Homelessness Prevention Initiative Advisory Table, was presented for consideration.

Resolution No. 18/05

Moved by: Wendy Landry  
Seconded by: Shelby Ch'ng

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, 2018:

Robert Katajamaki  
Joe Virdiramo  
Eric Pietsch  
Kim Brown  
Aldo Ruberto

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

CARRIED

### Destruction of Ballots

Resolution No. 18/06

Moved by: Robert Katajamaki  
Seconded by: Kevin Holland

THAT with respect to the appointment of the Board Chair, Vice-Chair and Committee members, we approve the destruction of any and all written ballots.

CARRIED

### 2018 TBDSSAB Meeting Dates and Next Inaugural Meeting Date

Memorandum from William Bradica, CAO, dated December 28, 2017, recommending the schedule of Board Meeting dates for 2018 and the Inaugural Meeting of 2019, was presented for consideration.

Resolution No. 18/07

Moved by: Joe Virdiramo  
Seconded by: Kevin Holland

THAT the regularly scheduled meetings of The District of Thunder Bay Social Services Administration Board for the year 2018 be held in the City of Thunder Bay, beginning at 10:00 a.m. on the following dates:

January 18, February 15, March 15, April 19, May 17, June 21, July 19, September 18, October 18, November 15, December 13;

AND THAT the next Inaugural Meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, January 3, 2019;

AND THAT any changes to the meeting schedule can be made by resolution of the Board.

CARRIED

MINUTES OF PREVIOUS MEETINGS

Board Meetings

Minutes of Meeting No. 19/2017 (Regular Session) and Meeting No. 20/2017 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on December 14, 2017, respectively, were confirmed.

Resolution No. 18/08

Moved by: Kim Brown  
Seconded by: Joe Virdiramo

THAT the Minutes of Meeting No. 19/2017 (Regular Session) and Meeting No. 20/2017 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on December 14, 2017, respectively, be confirmed.

CARRIED

REPORTS OF ADMINISTRATION

Amendment of the TBDSSAB Governance and  
Procedural By-law

Memorandum from William Bradica, CAO, dated December 28, 2017 providing notice of the required Amendment of the Governance and Procedural By-law.

CORRESPONDENCE

BY-LAWS

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, January 18, 2018 at 10:00 a.m., in the 3rd Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

ADJOURNMENT

Resolution No. 18/09

Moved by: Joe Virdiramo  
Seconded by: Kim Brown

THAT the Board Meeting No. 01/2018 of The District of Thunder Bay Social Services Administration Board, held on January 4, 2018, be adjourned at 10:30 a.m.

CARRIED

  
Chair

  
Chief Administrative Officer