



MINUTES OF BOARD MEETING NO. 04/2018  
OF

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

---

**DATE OF MEETING:** February 15, 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:**

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

**OFFICIALS:**

William (Bill) Bradica, Chief Administrative Officer  
Ken Ranta, Director - Housing Services Division  
Georgina Daniels, Director - Corporate Services Division  
and Acting Director - Client Services Division  
Keri Greaves, Manager, Finance  
Roxanne Brunelle, Manager, Human Resources  
Brook Latimer, Communications and Engagement Officer  
Glenda Flank, Recording Secretary

**GUESTS:**

**REGRETS:**

Kevin Holland

---

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.

NEW BUSINESS

William Bradica, CAO advised that the item of new business requested at the January 18, 2018 Board Meeting was added to the February 15, 2018 Board Agenda.

The Board Members were also advised that there was additional information relative to the GreenON Housing Program provided on desk, for information only. This item was added as Administration will be seeking Board approval relative to this program at the March 15, 2018 Board Meeting.

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 18/19

Moved by: Kim Brown  
Seconded by: Eric Pietsch

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 February 15, 2018, we approve the agendas as printed;

AND THAT we approved any additional information and new business.

CARRIED

MINUTES OF PREVIOUS MEETINGS

Board Meetings

Minutes of Meeting No. 02/2018 (Regular Session) and 03/2018 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on January 18, 2018, were confirmed.

Resolution No. 18/20

Moved by: Joe Virdiramo  
Seconded by: Robert Katajamaki

THAT the Minutes of Meeting No. 02/2018 (Regular Session) and Meeting No. 03/2018 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on January 18, 2018, be confirmed.

CARRIED

---

**CLOSED SESSION MEETING**

Administration recommended that the Board adjourn to a closed meeting relative to receipt of information with respect to identifiable individuals regarding the Chief Administrative Officer Employment Contract.

Resolution No. 18/21

Moved by:           Kim Brown  
Seconded by:       Eric Pietsch

THAT the Board adjourns to Closed Session relative to the receipt of information with respect to identifiable individuals regarding the Chief Administrative Officer Employment Contract

CARRIED

At 10:05 a.m. all members of Administration left the meeting room.

At 10:20 a.m. the meeting reconvened in Regular Session with all Board Members and all members of Administration in attendance.

**REPORTS OF ADMINISTRATION**

**TBDSSAB Strategic Plan 2020 Status  
Report to December 31, 2017**

Report No. 2018-06 (CAO's Office), relative to providing the Board with information identifying the status of the strategic objectives approved by the Board, was presented for information only.

William Bradica, CAO provided an update on the accomplishments of the organization with respect to the Strategic Plan and responded to questions.

At 10:21 a.m. Saku Pinta, Senior Social Policy Analyst entered the meeting room.

A discussion was held regarding Administration participating in provincial, regional and municipal Tables.

Georgina Daniels, Director – Corporate Services Division provided further information and responded to questions.

Roxanne Brunelle, Manager, Human Resources also responded to questions.

TBDSSAB 2017 4<sup>th</sup> Quarter Report

Report No. 2018-07 (CAO's Office), relative to providing the Board with the trends within TBDSSAB programs and services, was presented for information only.

Saku Pinta, Senior Social Policy Analyst provided a brief overview of the highlights of the Report and responded to questions.

A discussion was held regarding the housing waitlist and applicant data information.

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

Georgina Daniels, Director – Corporate Services Division responded to questions.

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

At 11:15 a.m. Saku Pinta, Senior Social Policy Analyst left the meeting room.

Whistleblower Protection for TBDSSAB  
Staff – Policy Review

At the October 25, 2017 Board Meeting, the Board directed the Chair, Vice-Chair and CAO to review the present policy on Whistleblower Protection and report back the Board.

Report No. 2018-08 (CAO's Office), relative to providing the Board with the outcome of the review and revised policies and procedure, was presented for consideration.

Roxanne Brunelle, Manager, Human Resources provided a brief overview of the research done and amendments made to the policies.

A discussion was held regarding language being incorporated to reference complaints against Board Members and further amendments that should be made.

William Bradica, provided further information and responded to questions.

Resolution No. 18/21A

Moved by:           Iain Angus  
Seconded by:       Joe Virdiramo

THAT the Whistleblower Protection for TBDSSAB Staff – Policy Review be deferred to the March 15, 2018 Board Meeting to allow Administration time for further review.

CARRIED

Resolution No. 18/22

Moved by: Shelby Ch'ng  
Seconded by: Eric Pietsch

THAT with respect to the Report 2018-08 (CAO's Office), we, The District of Thunder Bay Social Services Administration Board approve the revised Code of Conduct Policy, Workplace Harassment Prevention Policy and Workplace Harassment Investigation Procedure 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.

DEFERRED

Green Energy Initiatives Annual Report  
– 2018

Report No. 2018-09 (Housing Services Division) was presented to the Board to provide information on the green energy initiatives undertaken in 2017, for information only.

Ken Ranta, Director – Housing Services Division provided a brief overview.

TBDSSAB Community Homelessness  
Prevention Initiative (CHPI) Advisory  
Table – Continuation of Member Service

A memorandum from Ken Ranta, (Housing Services Division) dated January 20, 2018, was presented to the Board to provide information regarding the appointment of the Members of the CHPI Advisory Table, for consideration.

William Bradica, CAO provided a brief introduction.

Resolution No. 18/23

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

THAT with respect to the Memorandum from Ken Ranta, dated January 20, 2018, we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the current terms of appointment to the CHPI Advisory Table for Lucy Kloosterhuis and Iain Angus be extended through December 31<sup>st</sup>, 2018;

AND THAT all other sitting members of the CHPI Advisory Table have their terms extended until December 31<sup>st</sup>, 2018;

AND THAT the TBDSSAB Board approve the continuation of the CHPI Advisory Table until December 31<sup>st</sup>, 2018;

AND THAT the Board determine the further continuation of the Table at the January 2019 Board meeting.

CARRIED

Social Housing Apartment Improvement  
Program (SHAIP) – Program Delivery  
and Fiscal Plan (PDFP)

Report No. 2018-10, (Housing Services Division), relative to the background information and allocation proposal for the SHAIP funding provided by the Ministry of Housing, was presented to the Board for consideration.

Resolution No. 18/24

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

That with respect to Report No. 2018-10 (Housing Services Division) we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the Social Housing Apartment Improvement Program (SHAIP) Program Delivery and Fiscal Plan (PDFP) 2017/18 – 2021/22 as presented;

AND THAT the Board authorizes the Chief Administrative Officer to submit the approved PDFP 2017/18 – 2021/22 to the Ministry of Housing (MHO).

CARRIED

GreenON Social Housing Program –  
Green Ontario Fund

A Memorandum from Ken Ranta, Director – Housing Services Division dated February 14, 2018 was presented to the Board to provide information relative to the upcoming GreenON Social Housing Program.

William Bradica, CAO provided an introduction and advised that Administration would be bringing forward a report to the March 15 Board Meeting relative to this funding. The Board was provided with an overview of the program and William Bradica responded to questions.

A discussion was held regrading different types of green projects that would be suitable under this program.

---

Review of Board Member Code of Conduct

Board Member Aldo Ruberto requested that the above mentioned item be added to the February Agenda for discussion.

William Bradica, CAO provided a brief introduction.

Aldo Ruberto, Board Member provided further information relative to the reasons for requesting that this discussion and possible review of the Board Member Code of Conduct take place.

A discussion was held relative to conducting a review of the Board Member Code of Conduct, issues surrounding language clarification and developing a Committee.

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

Resolution No. 18/24A

Moved by:           Iain Angus  
Seconded by:       Joe Virdiramo

THAT the Board Member Code of Conduct be reviewed by a Committee comprised of the following Board Members:

Iain Angus, Kim Brown, Aldo Ruberto, Lucy Kloosterhuis.

AND THAT the Committee review and amend the Board Member Code of Conduct and bring back to the Board for approval.

CARRIED

CORRESPONDENCE

Changes to Early Years and Child Care  
Legislation

A Resolution received from the Township of Gillies dated February 6, 2018, relative to the above noted position paper, was presented for information only.

Position Paper Towards a Greater Supportive  
Housing System: Housing, Mental Health and  
Addictions in the District of Thunder Bay

A letter from Gil Labine, Chair, North West LHIN Board dated January 30, 2018 relative to the above noted position paper, was presented for information only.

BY-LAWS

First and Final Reading

Resolution No. 18/17

Moved by: Peter Ruel  
Seconded by: Kim Brown

THAT the following By-law be introduced and now be given First and Final Reading, engrossed, signed by the Chair and Secretary, sealed and numbered:

A By-law to amend By-law No. 01-2017, the Governance and Procedural By-law, pertaining to the scheduling of Board Meeting dates.

Explanation: A By-law to amend By-law No. 01-2017 by revising language in Section 4 (3) relating to scheduled meeting dates.

Authorization: Board Meeting 2018February15

BY-LAW NUMBER 01 – 2018

CARRIED

Resolution No. 18/25

Moved by: Peter Ruel  
Seconded by: Joe Virdiramo

THAT the following By-law be introduced and now be given First and Final Reading, engrossed, signed by the Chair and Secretary, sealed and numbered:

A By-law to authorize the form of agreement to be executed by The District of Thunder Bay Social Services Administration Board and approved service providers for the provision of services related to Child Care Program funds.

Explanation: A By-law to authorize the form of agreement to be executed for Child Care Program funds.

Authorization: Board Meeting 2018January18

BY-LAW NUMBER 02 – 2018

CARRIED



Resolution No. 18/26

Moved by:           Iain Angus  
Seconded by:       Shelby Ch'ng

THAT the following By-law be introduced and now be given First and Final Reading, engrossed, signed by the Chair and Secretary, sealed and numbered:

A By-law to authorize the form of agreement to be executed by The District of Thunder Bay Social Services Administration Board and approved service providers for the provision of services related to Community Homelessness Prevention Initiative (CHPI) funds.

Explanation: A By-law to authorize the form of agreement to be executed for the CHPI funds.

Authorization: Board Meeting 2018January18

BY-LAW NUMBER 03 – 2018

CARRIED

Resolution No. 18/27

Moved by:           Iain Angus  
Seconded by:       Kim Brown

THAT the following By-law be introduced and now be given First and Final Reading, engrossed, signed by the Chair and Secretary, sealed and numbered:

A By-law to authorize the form of agreement to be executed by The District of Thunder Bay Social Services Administration Board and approved service providers for the provision of services for general program funding.

Explanation: A By-law to authorize the form of agreement to be executed for the provision of services for general program funding.

Authorization: Board Meeting 2018January18

BY-LAW NUMBER 04 – 2018

CARRIED

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, March 15, 2018 at 10:00 a.m., in the 3rd Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

ADJOURNMENT

Resolution No. 18/28

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

THAT the Board Meeting No. 02/2018 of The District of Thunder Bay Social Services Administration Board, held on February 15, 2018, be adjourned at 11:38 a.m.

CARRIED

  
\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
Chief Administrative Officer