



**MINUTES OF BOARD MEETING NO. 06/2018
OF**

THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD

DATE OF MEETING: March 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
Kevin Holland
Robert (Bob) Katajamaki
Lucy Kloosterhuis
Wendy Landry
Eric Pietsch
Paul Pugh
Aldo Ruberto
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:

Major Lori Mitchell, Salvation Army Thunder Bay
Aaron Park, Manager Housing & Homelessness Programs
Saku Pinta, Senior Social Policy Analyst
Sarah Schoales, Administrative Assistant

REGRETS:

Andrew Foulds
Peter Ruel

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

Lucy Kloosterhuis, Board Chair requested that the Board observe a moment of silence in recognition of the passing of Gwen Garbutt, former TBDSSAB Board Member.

DISCLOSURES OF INTEREST

None.

Lucy Kloosterhuis, Chair advised the Board that while attending the Journey Together funding announcement Anishnawbe Mushkiki presented her with a gift and thank you card, in appreciation of TBDSSAB's partnership in the Journey Together project.

NEW BUSINESS

Robert Katajamaki, Board Member requested that Administration provide an update relative to the emails that had recently been circulated on with respect to the Ontario Aboriginal Housing Service Housing Proposal.

On consensus, due to the timing requirement of this issue, this item was added to the Agenda for discussion.

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 18/29

Moved by: Kevin Holland
Seconded by: Mark Figliomeni

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

AND THAT we approve any additional information and new business.

CARRIED

PRESENTATION

Thunder Bay Salvation Army – Journey To Life Centre

Major Lori Mitchell, Executive Director of Thunder Bay Salvation Army was in attendance to provide a presentation regarding the Journey To Life Centre. Copies of the presentation were distributed at the meeting.

William Bradica, CAO introduced Major Lori Mitchell and provided a brief introduction.

Major Lori Mitchell, Executive Director, Thunder Bay Salvation Army provided an in depth presentation on the services provided by the Salvation Army at the present time, statistics relative to their present programming and background relative to the New Journey to Life Centre being developed.

Major Lori Mitchell responded to questions and provided further information.

At 10:41 a.m., Major Lori Mitchell left the meeting room.

MINUTES OF PREVIOUS MEETINGS

Board Meetings

Minutes of Meeting No. 04/2018 (Regular Session) and 05/2018 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on February 15, 2018, were confirmed.

Resolution No. 18/30

Moved by: Mark Figliomeni

Seconded by: Kevin Holland

THAT the Minutes of Meeting No. 04/2018 (Regular Session) and Meeting No. 05/2018 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on February 15, 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 and with respect to security of the property of the Board regarding the GreenON Social Housing Program Business Case.

Resolution No. 18/31

Moved by: Kevin Holland

Seconded by: Mark Figliomeni

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 and with respect to security of the property of the Board regarding the GreenON Social Housing Program Business Case.

CARRIED

At 10:42 a.m. all members of Administration left the meeting room and Margaret Szilassy, Partner, Hicks Morely Hamilton Stewart Storie, LLP entered the meeting room.

At 12:51 a.m. the meeting reconvened in Regular Session with all Board Members, and all members of Administration in attendance, with the exception of Aldo Ruberto, Board Member and Saku Pinta, Senior Social Policy Analyst.

REPORTS OF ADMINISTRATION

10 Year Housing and Homelessness Plan Update

Report No. 2018-11 (Housing Services Division), providing the Board with the TBDSSAB 10 Year Housing and Homelessness Plan Update and Recommendations Report, was presented for consideration.

William Bradica, CAO provided a brief introduction.

Questions were raised and a discussion was held regarding the issue of the youth housing recommendations being removed.

William Bradica, CAO and Ken Ranta, Director - Housing Services Division responded to questions and provided further information.

On consensus, the Recommendations relative to youth housing are to be kept in the Plan.

Resolution No. 18/32

Moved by: Eric Pietsch
Seconded by: Joe Virdiramo

THAT with respect to Report No. 2018-11 (Housing Services Division) we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the TBDSSAB 10 Year Housing and Homelessness Plan Update and Recommendations Report as presented with Recommendations 5.5 and 5.6 added back in;

AND THAT the Board authorizes the Chief Administrative Officer to submit the TBDSSAB 10 Year Housing and Homelessness Plan Update and Recommendations Report to the Ministry of Housing (MHO).

CARRIED

Social Infrastructure Fund – Investment in
Affordable Housing Program Delivery and
Fiscal Plan

Report No. 2018-12 (CAO's Office), providing the Board with information and recommendations with respect to the 2018/19 SIF-IAH allocation, was presented for consideration.

William Bradica, CAO provided a brief introduction.

Resolution No. 18/33

Moved by: Eric Pietsch
Seconded by: Joe Virdiramo

THAT with respect to Report No. 2018-12 (Housing Services Division) we, The District of Thunder Bay Social Services Administration Board (TBDSSAB), approve the Social Infrastructure Fund - Investment in Affordable Housing (SIF-IAH) Program Delivery and Fiscal Plan (PDFP) 2018/19 as presented;

AND THAT the Board authorizes the Chief Administrative Officer, to submit the approved PDFP 2018/19 to the Ministry of Housing (MHO);

AND THAT the Board authorizes the Chair and Chief Administrative Officer, to execute any required Agreements with Service Providers and/or program recipients;

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

CARRIED

At 1:05 p.m. Aaron Park, Manager, Housing and Homelessness Programs left the meeting.

GreenON Social Housing Program –
Business Case Submission

Report No. 2018-13 (Housing Services Division) providing the Board with information regarding a new energy retrofit program, was presented as additional information for consideration.

William Bradica, CAO provided a brief introduction.

Resolution No. 18/34

Moved by: Joe Virdiramo
Seconded by: Eric Pietsch

THAT with respect to Report No. 2018-13 (Housing Services Division) we, The District of Thunder Bay Social Services Administration Board, authorize the Chief Administrative Officer to submit the GreenON Social Housing Program Business Case to Housing Services Corporation by March 28, 2018, as outlined in Confidential Attachment #1 of Report No. 2018-13, presented in Closed Session.

CARRIED

Investment in Affordable Housing –
Rental Housing Component

Report No. 2018-14 (Housing Services Division) providing the Board with funding recommendations for the additional funding under the IAH Rental Housing Component, was presented as additional information for consideration.

William Bradica, CAO provided a brief introduction.

Resolution No. 18/35

Moved by: Joe Virdiramo
Seconded by: Eric Pietsch

That with respect to Report No. 2018-14 (Housing Services Division) we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve Option (A) for the increased allocation to Matawa Non Profit Housing Corporation through the Investment in Affordable Housing (IAH) – Rental Housing Component;

AND THAT the Board authorizes the Chair and Chief Administrative Officer to execute any required Agreements;

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

CARRIED

TBDSSAB Property Mortgage Expiry –
Patterson Court

Report No. 2018-15 (Housing Services Division) providing the Board with information regarding the Paterson Court mortgage maturity, was presented for information only.

At 1:09 p.m. Paul Pugh left the meeting.

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

Ken Ranta, Director – Housing Services Division and Keri Greaves, Manager, Finance also responded to questions.

Social Housing Apartment Improvement
Program (SHAIP) – Increase in Total
Conditional Allocation 2017/18

A memorandum from Ken Ranta, (Housing Services Division) dated February 28, 2018, providing the Board with information regarding the increase in the conditional allocation, was presented for information only.

William Bradica, CAO provided an overview relative to the additional funding.

At 1:10 p.m. Saku Pinta, Senior Social Policy Analyst entered the meeting.

Carryforward of Capital Projects to 2018
– Update

A memorandum from Keri Greaves, (Corporate Services Division) dated February 26, 2018, relative to providing the Board with information regarding the additional carryforward of capital projects to 2018, presented for information only.

William Bradica, CAO provided a brief introduction.

The Effects of Utility Costs on Low
Income Individuals

At the November 23, 2017 Board Meeting, Administration was directed to provide a Board Report on the effects of utility costs on low income individuals.

Report No. 2018-16 (CAO's Office), providing the Board with information regarding the effects that utility costs have on low income individuals, was presented for information only.

William Bradica, CAO provided a brief introduction.

Iain Angus provided information relative to a program being offered by Thunder Bay Hydro that could assist low income individuals.

At 1:15 p.m. Roxanne Brunelle, Manager, Human Resources entered the meeting room and Saku Pinta, Senior Social Policy Analyst left the meeting room.

**FIRST REPORT – Options for Board
Members Remuneration**

Report No. 2018-17, (CAO's Office), providing the Board with information relative to revising the rate structure of the Remuneration for Board Members policy, was presented for consideration.

William Bradica, CAO provided an overview, responded to questions and asked the Board for direction on the issue of remuneration.

A discussion was held and the issue of the compensation for Board Members time for travel to conferences, appropriate remuneration of the Vice-Chair position, and cost of living allowance (COLA) were noted.

Resolution No. 18/36

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

THAT with respect to Report No. 2018-17, (CAO's Office), we, The District of Thunder Bay Social Services Administration Board (the Board), approve the receipt of the First Report – Options for Board Members Remuneration.

AND THAT the Board direct Administration to prepare a report with recommend changes to the existing Remuneration for Board Members Policy to be presented at the May 2018 Board meeting.

CARRIED

**Whistleblower Protection for TBDSSAB
Staff – Policy Review**

Report No. 2018-18, (CAO's Office), providing the Board with the revised Code of Conduct policy, Workplace Harassment Prevention Policy and Workplace Harassment Investigation Procedure, was presented for consideration.

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

A discussion was held relative to items noted in the procedure. On consensus the Board directs that Administration to revise items in the procedure as directed.

Resolution No. 18/37

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

THAT with respect to the Report 2018-18 (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.

CARRIED

TBDHC Twelfth Annual Shareholder's Meeting – Confirmation of Proxy

A memorandum from William Bradica, CAO (CAO's Office) dated March 5, 2018, providing the Board with a recommendation for appointment of a Board Member as proxy, was presented for consideration.

Resolution No. 18/38

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

THAT with respect to the Thunder Bay District Housing Corporation (TBDHC) Twelfth Annual Shareholder's Meeting, to be held on April 19, 2018 at The District of Thunder Bay Social Services Headquarters, we, The District of Thunder Bay Social Services Administration Board appoint the Board Chair, Lucy Kloosterhuis, to be the designated Proxy.

CARRIED

Child Care and Early Years Advisory Table Terms of Reference

Report No. 2018-19, (Client Services Division), providing the Board with the draft Terms of Reference for the Child Care and Early Years Advisory Table, was presented for consideration.

William Bradica, CAO provided a brief introduction.

A discussion was held regarding the addition of language in the Terms of Reference to include a Municipal Representative. On consensus, language will be included in the Terms of Reference.

Resolution No. 18/39

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

THAT with respect to Report No. 2018-19 (Client Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the Terms of Reference for the Child Care and Early Years Advisory Table as amended;

AND THAT the Chief Administrative Officer be authorized to amend the Terms of Reference with respect to housekeeping items as may be required from time to time.

CARRIED

CORRESPONDENCE

Social and Affordable Housing in Ontario

Letter from The Honourable Peter Milczyn, Minister of Housing, dated February 27, 2018 providing information on the review of social and affordable housing in Ontario, was presented for information only.

William Bradica, CAO provided a brief overview and advised the Board that the Ministry will be starting a review of social and affordable housing.

Food for Thought: An Evidence Based Proposal for School-Based Hot Meal Program

Letter from The Honourable Indira Naidoo-Harris, Minister of Education, dated February 28 relative to the Food For Thought position paper provided to her office, was presented for information only.

Ontario Aboriginal Housing Service Housing Proposal

Robert Katajamaki, provided an overview of the issue regarding the proposal previously reviewed by the TBDSSAB Board and forwarded on to The City of Thunder Bay.

A discussion was held relative to the land request of the Ontario Aboriginal Housing Services.

BY-LAWS

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, April 19, 2018 at 10:00 a.m., in the 3rd Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

At 1:45 p.m. Shelby Ch'ng left the meeting and the Board reconvened into closed session to further discuss the Chief Administrative Officer's Employment Contract. All members of Administration left the meeting room.

At 2:21 p.m., the meeting reconvened in Regular Session and William Bradica, CAO, Glenda Flank, Recording Secretary and Sarah Schoales, Administrative Assistant returned to the meeting.

ADJOURNMENT

Resolution No. 18/40

Moved by: Robert Katajamaki
Seconded by: Kevin Holland

THAT the Board Meeting No. 06/2018 of The District of Thunder Bay Social Services Administration Board, held on March 15, 2018, be adjourned at 2:22 p.m.

CARRIED



Chair



Chief Administrative Officer