



**MINUTES OF BOARD MEETING NO. 08/2018  
OF**

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

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**DATE OF MEETING:** April 19, 2018

**TIME OF MEETING:** 10:27 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  
Kevin Holland  
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  
Brook Latimer, Communications and Engagement Officer  
Glenda Flank, Recording Secretary

**GUESTS:**

Jason Mychasiw, CFA, Investment Advisor, TD Wealth  
Private Investment Advice  
Saku Pinta, Senior Social Policy Analyst  
Louise Piercy, Manager, Child Care and Early Years  
Jennifer Libble, Manager, Client Services  
Sarah Schoales, Administrative Assistant

**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 items; references to TBDHC or the Board refers to the Directors of Thunder Bay District Housing Corporation as relevant to specific agenda items. 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

### CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 18/41

Moved by: Joe Virdiramo  
Seconded by: Robert Katajamaki

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 April 19, 2018, we approve the agendas as printed;

AND THAT we approve any additional information and new business.

CARRIED

### MINUTES OF PREVIOUS MEETINGS

#### Board Meetings

Minutes of Meeting No. 06/2018 (Regular Session) and 07/2018 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on March 15, 2018, were presented for confirmation.

Resolution No. 18/42

Moved by: Joe Virdiramo  
Seconded by: Robert Katajamaki

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 March 15, 2018, be confirmed.

CARRIED

#### Committee Meetings

##### Audit Committee

Draft Minutes of the Audit Committee meeting held on March 22, 2018 were presented for information only.

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REPORTS OF ADMINISTRATION

TBDSSAB 2017 4<sup>th</sup> Quarter Financial Report  
and Program Levy Operating Surplus  
Disposition

Report No. 2018-21 (Corporate Services Division), was presented to provide the Board with the fourth quarter financial report and to provide a recommendation regarding the disposition of the 2017 program levy operating surplus, for consideration.

Resolution No. 18/43

Moved by: Kevin Holland

Seconded by: Eric Pietsch

THAT with respect to Report No. 2018-21 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the 2017 program levy operating surplus of \$556,754 be distributed to member municipalities and Territories without Municipal Organization, based on the 2017 weighted assessment calculation.

CARRIED

Year 2017 Investment Portfolio Performance

Report No. 2018-22 (Corporate Services Division), providing the Board with information regarding the year 2017 performance of investments, was presented for consideration.

William Bradica, CAO provided a brief introduction.

Georgina Daniels, Acting Director, Client Services provided further information and introduced Jason Mychasiw, Investment Advisor, TD Wealth.

Jason Mychasiw, Investment Advisor, TD Wealth provided a thorough review of the investment portfolio performance and responded to questions.

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

At 10:50 a.m. Jason Mychasiw and Aldo Ruberto left the meeting room and Jennifer Lible, Manager, Client Services, Louise Piercey, Manager, Child Care and Early Years Programs and Saku Pinta, Senior Social Policy Analyst entered the meeting room.

Resolution No. 18/44

Moved by: Andrew Foulds  
Seconded by: Wendy Landry

THAT with respect to Report No. 2018-22 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the Phillips, Hager & North Investment Funds Ltd. Investment Services Resolution as attached, to be duly signed in accordance with TBDSSAB By-Law Number 01-2017 (Governance & Procedural).

CARRIED

TBDSSAB Program Costs – 2017  
Operating Results by Municipality

Report No. 2018-23 (Corporate Services Division) was presented to the Board providing the 2017 Operating Results by Municipality and recommending distribution based on the hybrid cost allocation methodology, for consideration.

Resolution No. 18/45

Moved by: Andrew Foulds  
Seconded by: Aldo Ruberto

THAT with respect to Report 2017-23 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, direct Administration to distribute the 2017 Operating Results, based on the hybrid cost allocation methodology, to its fifteen (15) Member Municipalities.

CARRIED

TBDSSAB 2017 Annual Report

Report No. 2018-24 – 2017 Annual Report (CAO's Office) was presented to the Board for their review and approval.

William Bradica, CAO provided a brief introduction to the Annual Report.

Resolution No. 18/46

Moved by: Peter Ruel  
Seconded by: Shelby Ch'ng

THAT with respect to The District of Thunder Bay Social Services Administration Board 2017 Annual Report, we approve the 2017 Annual Report, as presented, for printing;

AND THAT the 2017 Annual Report be posted to the TBDSSAB website.

CARRIED

Northern Ontario Service Deliverers' Association

A memorandum from William Bradica, CAO dated April 3, 2018 was presented to the Board to select the Board Members to attend the 2018 Northern Ontario Service Deliverers' Association Annual General Meeting (NOSDA AGM) being held in Timmins.

William Bradica, CAO provided a brief background and a discussion was held to select the Board Members to attend the NOSDA AGM.

Resolution No. 18/47

Moved by: Shelby Ch'ng  
Seconded by: Peter Ruel

THAT with respect to the Northern Ontario Service Deliverers' Association 2018 Annual General Meeting, to be held on June 12, 13 and 14, 2018, in Timmins, Ontario, the following Members of the Board are selected to attend:

1. Lucy Kloosterhuis
2. Iain Angus
3. Bob Katajamaki
4. Kevin Holland
5. Peter Ruel

AND THAT in the event that any of the above Board Members are unable to attend the following Members will be contacted to attend in their place:

1. Eric Pietsch
2. Mark Figliomeni

AND THAT the voting delegates are:

1. Lucy Kloosterhuis
2. Bob Katajamaki

CARRIED

10 Year Housing and Homelessness Plan  
– Housing Targets Update

Report No. 2018-26 (Housing Services Division) providing the Board with updated information regarding the TBDSSAB 10 year social and affordable housing targets was presented for information only.

William Bradica, CAO provided a brief introduction.

Ken Ranta, Director – Housing Services responded to questions.

At 10:58 a.m., Saku Pinta, Senior Social Policy Analyst left the meeting room.

Child Care Expansion Funding – Update

Report No. 2018-26 (Client Services Division) was presented to provide the Board with updated information regarding the next phase of plans to utilize the Child Care Expansion Funding, the Canada-Ontario Early Learning and Child Care Expansion Funding and to request the Boards approval to carry out the Expansion plans.

Georgina Daniels, Acting Director – Client Services provided an overview of the steps taken and the progress made relative to the proposed Expansion Plans and responded to questions.

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

Resolution No. 18/48

Moved by: Peter Ruel  
Seconded by: Mark Figliomeni

THAT with respect to Report No. 2018-26 (Client Services Division), we, The District of Thunder Bay Social Services Administration Board approve the 2018 Preliminary Expansion Funding, and the Canada Ontario Early Learning and Child Care Funding Work Plan, as presented;

AND THAT the Board authorizes the Director – Client Services to commence negotiations with the selected proponents to expand child care services in accordance with the Expansion Plan funding;

AND THAT the Chair and Chief Administrative Officer are authorized to sign any required documentation upon completion of the negotiations;

AND THAT Administration provide an information Report to the Board after the final confirmed Child Care Expansion Plan results are determined.

CARRIED

At 11:08 a.m. Louise Piercey, Manager, Child Care and Early Years Programs left the meeting room.

French Language Services Plan Update

Report No. 2018-27 (Client Services Division), was presented to provide the Board with an overview of the French Language Services Plan (FLS Plan) and approval to submit the Plan to the Ministry of Community and Social Services.

William Bradica, CAO provided a brief introduction of the Plan, advised that there would be two other FLS plans that need to be submitted to other Ministries.

Resolution No. 18/49

Moved by: Mark Figliomeni  
Seconded by: Shelby Ch'ng

THAT with respect to Report No. 2018-27 (Client Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the updated French Language Services (FLS) Compliance Report for 2018/2019, as presented;

AND THAT the Board directs the Chief Administrative Officer to submit the approved French Language Services (FLS) Compliance Report for 2018/2019 to the Ministry of Community and Social Services.

CARRIED

At 11:10 a.m. Jennifer Lible, Manager Client Services left the meeting room.

Contract Award – Exterior Wall Panel and Window Replacement – Andras Court

Report No. 2018-28, (Corporate Services Division), was presented to the Board to provide information relative to awarding the contract for the exterior wall panel and window replacement at Andras Court, for consideration.

William Bradica, CAO provided a brief introduction.

Resolution No. 18/50A

Moved by: Mark Figliomeni  
Seconded by: Peter Ruel

THAT with respect to Report No. 2018-28 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve that the contract for exterior wall panel and window replacements totaling \$749,500 (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 replacements, as required.

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. 18/50

Moved by: Iain Angus  
Seconded by: Wendy Landry

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 11:11 a.m. all members of Administration left the meeting room.

At 11:57 a.m. the meeting reconvened in Regular Session with the remaining Board Members, William Bradica, CAO, Glenda Flank, Recording Secretary and Sarah Schoales, Administrative Assistant in attendance.

### CORRESPONDENCE



BY-LAWS

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, May 17, 2018 at 10:00 a.m., in the 3rd Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

ADJOURNMENT

Resolution No. 18/51

Moved by:           Iain Angus  
Seconded by:       Wendy Landry

THAT the Board Meeting No. 06/2018 of The District of Thunder Bay Social Services Administration Board, held on April 19, 2018, be adjourned at 12:01 p.m.

CARRIED

  
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Chair

  
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Chief Administrative Officer