



**MINUTES OF BOARD MEETING NO. 12/2018
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

DATE OF MEETING: June 28, 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 (Via teleconference)
Shelby Ch'ng
Andrew Foulds (Via teleconference)
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
Georgina Daniels, Acting Director-Client Services Division
Keri Greaves, Acting Director-Corporate Services Division
Ken Ranta, Director – Housing Services Division
Glenda Flank, Recording Secretary
Sarah Schoales, Administrative Assistant

GUESTS:

Barry Caland, Manager, Facilities
Brook Latimer, Communication & Engagement Officer
Aaron Park, Manager-Housing & Homelessness Programs

REGRETS:

Mark Figliomeni

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.

PRESENTATION

Ontario Municipal Social Services Association (OMSSA) – Local Municipal Champion Award

At the OMSSA Leadership Symposium held in Windsor, Ontario in May 2018, The District of Thunder Bay Social Services Administration Board (TBDSSAB) was awarded the OMSSA Local Municipal Champion Award for the High Needs Homeless Initiative team project.

William Bradica, CAO provided background information relative to the Award received, introduced and thanked the staff and management in attendance, for their dedication in the implementation of this initiative:

Kathie Miller, Maureen Scalzo & Sharon Johnston – Intake Worker
Ashley Borek, Supervisor, Intake
Stephanie Veneruzzo, Tenant Support Outreach Worker
Rachel Boland, Caseworker
Kathy McKay, Supervisor, Client Services
Paula Marin & Jackie Livingston, Tenant Support Coordinator
Jennifer Lible & Diane Atkinson, Manager, Client Services
Georgina Daniels, Acting Director – Client Services Division
Crystal Simeoni, Manager, Property Management
Aaron Park, Manager, Housing and Homelessness Programs
Ken Ranta, Director – Housing Services Division
Kristyn Lovato-Day, Data & Research Analyst
Saku Pinta, Senior Social Policy Analyst

Lucy Kloosterhuis, Chair congratulated the staff and management for their hard work and dedication to this initiative.

NEW BUSINESS

None.

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 18/65

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 June 28, 2018, we approve the agendas as amended;

AND THAT we approve any additional information and new business.

CARRIED

MINUTES OF PREVIOUS MEETINGS

Board Meetings

Minutes of Meeting No. 10/2018 (Regular Session) and 11/2018 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on May 17, 2018, were presented for confirmation.

Resolution No. 18/66

Moved by: Joe Virdiramo
Seconded by: Robert Katajamaki

THAT the Minutes of Meeting No. 10/2018 (Regular Session) and Meeting No. 11/2018 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on May 17, 2018, respectively, be confirmed.

CARRIED

CLOSED SESSION MEETING

Administration recommends that the Board adjourns to a closed meeting relative to the receipt of information with respect to solicitor-client privilege regarding Legal File 001-2018, and Legal File 002-2018 and relative to security of the property of the Board regarding Paterson Court Parking Lot.

Resolution No. 18/77

Moved by: Kevin Holland
Seconded by: Eric Pietsch

THAT the Board adjourns to Closed Session relative to the receipt of information with respect to solicitor-client privilege regarding Legal File 001-2018 and Legal File 002-2018 and security of the property of the Board relative to Paterson Court Parking Lot.

CARRIED

At 10:34 a.m. the meeting reconvened in Regular Session with all Board Members and All members of Administration in attendance with the exception of Barry Caland, Manager, Facilities, Brook Latimer, Communication & Engagement Officer, and Aaron Park, Manager-Housing & Homelessness Programs.

REPORTS OF ADMINISTRATION

FIRST REPORT - Bertrand Court Highest and Best Use Study Results

At the February 23, 2017 Board Meeting, the Board approved Administration to issue an Expression of Interest for consulting services to determine the current market value of Bertrand Court and to identify the 'highest and best use' for the property. Housing Services Corporation was the successful proponent.

At 10:37 a.m. Iain Angus and Joe Virdiramo, Board Members left the meeting room.

Report No. 2018-38 (Housing Services Division) relative to providing the Board with the Draft Highest and Best Use Study – Bertrand Court Results, was presented for review and consideration.

Judy Lightbound, Chief Operating Officer, and Doreen Khatchadourian, P. Eng., Manager, Asset Management of Housing Services Corporation (HSC) attended to make a presentation relative to the Bertrand Court Highest and Best Use Study.

William Bradica, CAO introduced the representatives in attendance from Housing Services Corporation.

Ken Ranta, Director – Housing Services provided an introduction setting out the background for the Bertrand Court Study.

Judy Lightbound, Chief Operating Officer, and Doreen Khatchadourian, P.Eng., Manager, Asset Management from HSC presented the Bertrand Court Highest and Best Use Study, answered questions and provided further clarification.

At 11:00 a.m., Andrew Foulds, Board Member, in attendance via teleconference, left the meeting.

Ken Ranta, Director – Housing Services responded to questions.

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

Lucy Kloosterhuis, Chair thanked the HSC representatives for their presentation.

At 11:17 a.m., Judy Lightbound and Doreen Khatchadourian left the meeting.

Resolution No. 18/67

Moved by: Robert Katajamaki
Seconded by: Wendy Landry

THAT with respect to Report No. 2018-38, (Housing Services Division), we, The District of Thunder Bay Social Services Administration Board (the Board), approve the receipt of the Draft Highest and Best Use Study – Bertrand Court Results;

AND THAT the Board direct Administration to prepare a report with recommended direction for the property to be presented at the October 2018 Board meeting.

CARRIED

At 11:18 a.m. Aldo Ruberto and Eric Pietsch, Board Members and Sarah Schoales, Administrative Assistant left the meeting room.

Alternative Energy Sources

Report No. 2018-39 (Housing Services Division) relative to providing the Board with information identifying alternative sources of heating in its multi-unit apartment buildings, was provided for information only.

At 11:19 a.m. Barry Caland, Manager, Facilities entered the meeting room.

Ken Ranta, Director – Housing Services provided an introduction.

Barry Caland, Manager, Facilities provided an overview.

At 11:24 a.m. Eric Pietsch, Board Member entered the meeting room.

Tenant Laundry Systems – Request for Expression of Interest

At the October 26, 2017 Board meeting, Administration presented information regarding having a third-party vendor supply and maintain laundry equipment in TBDSSAB owned properties and the Board requested that Administration bring back a final recommendation.

Report No. 2018-40 (Housing Services Division) was provided to the Board with further information and a recommendation regarding engaging a third-party for the provision of tenant laundry systems within specific TBDSSAB owned buildings, for consideration.

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

Barry Caland, Manager, Facilities provided further information.

Resolution No. 18/68

Moved by: Shelby Ch'ng
Seconded by: Kevin Holland

THAT with respect to Report No. 2018-40 (Housing Services Division) we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) authorize Administration to proceed with an Expression of Interest for the provision of third-party laundry equipment and service in specific TBDSSAB owned buildings in 2018;

AND THAT the Board authorizes the Chief Administrative Officer to execute any required Agreements with Service Deliverers.

CARRIED

At 11:28 a.m. Aaron Park, Manager, Housing and Homelessness Programs entered the meeting room and Barry Caland, Manager, Facilities, left the meeting room.

FIRST REPORT – Project in Difficulty –
Thunder Bay Deaf Housing

Report No. 2018-41, (Housing Services Division) providing the Board with information and direction relative to the classification of Thunder Bay Deaf Housing Inc. as a Project In Difficulty, was presented for consideration.

Ken Ranta, Director – Housing Services provided an overview.

Resolution No. 18/69

Moved by: Kevin Holland
Seconded by: Eric Pietsch

THAT with respect to Report No. 2018-41, (Housing Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the classification of Thunder Bay Deaf Housing Inc. as a Project in Difficulty (PID);

AND THAT the Board directs Administration to prepare a report with a remediation plan to be presented at the September 2018 Board meeting.

CARRIED

At 11:30 a.m. Aldo Ruberto, Board Member and Sarah Schoales, Administrative Assistant entered the meeting room.

Portable Housing Benefit – Special
Priority Policy

Report No. 2018-42, (Housing Services Division) regarding the Portable Housing Benefit – Special Priority Policy (PHB-SPP) program, and requesting authorization for execution of the Transfer Payment Agreement, was presented for consideration.

Ken Ranta, Director – Housing Services provided an overview.

William Bradica, CAO provided further information.

Resolution No. 18/70

Moved by: Kevin Holland
Seconded by: Eric Pietsch

THAT with respect to Report No. 2018-42 (Housing Services Division), we, The District of Thunder Bay Social Services Administration Board, authorize the Chair to execute a Transfer Payment Agreement with the Ministry of Housing and with the Ministry of Finance for the delivery of the Portable Housing Benefit – Special Priority Policy program;

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

CARRIED

National Housing Co-Investment Fund –
Application Submission

Report No. 2018-43 (Housing Services Division), was presented to the Board to provide information regarding the National Housing Co-Investment Fund, and to request authorization to submit an Application for the Program.

William Bradica, CAO provided a brief introduction.

Ken Ranta, Director – Housing Services provided an overview and responded to questions.

Resolution No. 18/71

Moved by: Eric Pietsch
Seconded by: Kevin Holland

THAT with respect to Report No. 2018-43 (Housing Services Division), we, The District of Thunder Bay Social Services Administration Board, authorize the Chief Administrative Office to submit the National Housing Co-Investment Fund Application to Canada Mortgage and Housing Corporation by June 29, 2018;

AND THAT Administration provide the Board with a further report following review and response from Canada Mortgage and Housing Corporation.

CARRIED

Contract Award – Pest Control Services

Report No. 2018-44 (Corporate Services Division), was presented to the Board providing a recommendation to award the contract for provision of pest control services in The District of Thunder Bay Social Services Administration Board direct-owned properties, for consideration.

William Bradica, CAO, Keri Greaves, Acting Director – Corporate Services and Ken Ranta, Director – Housing Services responded to questions.

Resolution No. 18/72

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

THAT with respect to Report No. 2018-44 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the contract for pest control services to be awarded to Toodaloo Pest and Wildlife Services;

AND THAT the Chief Administrative Officer and Director - Corporate Services Division be authorized to complete any administrative requirements for the award of the pest control services contract, as required.

CARRIED

Impact of Decrease in Federal Funding
for Social Housing

Report No. 2018-45 (Corporate Services Division), relative to the decrease in Federal funding for Social Housing as mortgages mature and operating agreements expire, and the anticipated financial impact on TBDSSAB from 2019 to 2032, was presented for information only.

Keri Greaves, Acting Director – Corporate Services provided an overview and responded to questions.

William Bradica, CAO provided clarification and responded to questions.

2019 Budget Schedule

Report No. 2018-46 (Corporate Services Division), relative to providing the Board with the proposed 2019 Budget Schedule, was presented for consideration.

Resolution No. 18/73

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

THAT with respect to Report No. 2018-46 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the 2019 Budget Schedule as presented.

CARRIED

Working Group on Child Care Funding in Rural and Remote Communities

Report No. 2018-47 (Corporate Services Division), pertaining to the Working Group on Child Care Funding in Rural and Remote Communities, was presented to the Board for information only.

Addiction Services Initiative Service Plan: 2018-2019

Report No. 2018-48 (Client Services Division), relative to providing the Board with the Addiction Services Initiative Service Plan: 2018-2019, was presented for review and consideration.

Resolution No. 18/74

Moved by: Shelby Ch'ng
Seconded by: Robert Katajamaki

THAT with respect to Report No. 2018-48 (Client Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the draft TBDSSAB Addiction Services Initiative Service Plan: 2018-2019, as presented;

AND THAT we direct the Chief Administrative Officer to submit the approved TBDSSAB Addiction Services Initiative Service Plan: 2018-2019 to the Ministry of Community and Social Services in accordance with the prescribed process.

CARRIED

Cancellation of July Board Meeting

Memorandum from William Bradica, CAO dated June 12, 2018, recommending the cancellation of the July 19, 2018 Board Meeting, was presented for consideration.

William Bradica, CAO provided an explanation regarding the reason for cancelling the July Board Meeting.

Resolution No. 18/75

Moved by: Peter Ruel

Seconded by: Paul Pugh

THAT with respect to the Memorandum dated June 12, 2018 from William Bradica, Chief Administrative Officer, we approve the cancellation of the July Board Meeting scheduled for Thursday, July 19, 2018;

AND THAT notice of the cancellation be posted on The District of Thunder Bay Social Services Administration Board website.

CARRIED

Signing Authority for Summer Months

A memorandum from William Bradica, CAO dated June 12, 2018, requesting interim arrangements for signing authority, was presented for consideration.

Resolution No. 18/76

Moved by: Paul Pugh

Seconded by: Peter Ruel

THAT with respect to the recommendation of Administration relative to any urgent items that require signing authority for the months of July, August and the beginning of September, we authorize the Chief Administrative Officer and the Chair or Vice Chair to sign any required documents with respect to items included in the approved 2018 Budget that exceed \$350,000;

AND THAT we authorize the Board Chair and Vice-Chair to review and approve for signing, any items outside of the approved 2018 Budget that are time sensitive;

AND THAT a Report be presented to the Board at the September Board meeting outlining any such items for the Board's information.

CARRIED

Association of Municipalities of Ontario
- Briefing Submission

Report No. 2018-49 (CAO's Office), providing a Briefing Package being recommended by Administration for submission at the Association of Municipalities of Ontario Conference, was presented under separate cover for review and consideration.

Resolution No. 18/76A

Moved by: Peter Ruel
Seconded by: Paul Pugh

THAT with respect to Report No. 2018-49 (CAO's Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve of the 2018 Association of Municipalities of Ontario (AMO) Briefings Package, as presented;

AND THAT we direct the Chief Administrative Officer (CAO) to submit deputation requests to the appropriate provincial Ministries;

AND THAT the CAO attend the 2018 AMO conference to provide support to the Board Chair and other Board members in their meetings with provincial officials regarding these issues;

Resolution No. 18/76(i) – Amendment

Moved by: Robert Katajamaki
Seconded by: Eric Pietsch

THAT Resolution No 18/76A be amended by adding the following paragraph:

AND THAT the Briefing Package be circulated to all member municipalities, the Northern Ontario Service Deliverers' Association, the Ontario Municipal Social Services Association, the Northwestern Ontario Municipal Association, the Rural Ontario Municipal Association and the Association of Municipalities of Ontario.

CARRIED

Resolution No. 18/76A

Moved by: Peter Ruel
Seconded by: Paul Pugh

THAT with respect to Report No. 2018-49 (CAO's Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve of the 2018 Association of Municipalities of Ontario (AMO) Briefings Package, as presented;

AND THAT we direct the Chief Administrative Officer (CAO) to submit deputation requests to the appropriate provincial Ministries;

AND THAT the CAO attend the 2018 AMO conference to provide support to the Board Chair and other Board members in their meetings with provincial officials regarding these issues;

AND THAT the Briefing Package be circulated to all member municipalities, the Northern Ontario Service Deliverers' Association, the Ontario Municipal Social Services Association, the Northwestern Ontario Municipal Association, the Rural Ontario Municipal Association and the Association of Municipalities of Ontario.

CARRIED

Paterson Court Parking Lot

Confidential Report No. 2018CS-50, (Housing Services Division) was presented in Closed Session, to provide information to the Board relative to the expiry of the lease on the Paterson Court parking lot, for consideration.

William Bradica, CAO provided a brief introduction.

Resolution No. 18/78

Moved by: Paul Pugh
Seconded by: Aldo Ruberto

THAT with respect to Report No. 2018CS-50 (Housing Services Division), we, The District of Thunder Bay Social Services Administration Board direct Administration to proceed as directed in Closed Session.

CARRIED

CORRESPONDENCE

BY-LAWS

NEXT MEETING

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

ADJOURNMENT

Resolution No. 18/79

Moved by: Paul Pugh
Seconded by: Aldo Ruberto

THAT the Board Meeting No. 12/2017 of The District of Thunder Bay Social Services Administration Board, held on June 28, 2018, be adjourned at 11:58 a.m.

CARRIED



Chair

Chief Administrative Officer