



**MINUTES OF BOARD MEETING NO. 14/2018
OF**

THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD

DATE OF MEETING: September 18, 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
Eric Pietsch
Paul Pugh
Aldo Ruberto
Joe Virdiramo

REGRETS:

Kevin Holland
Wendy Landry
Peter Ruel

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:

Roxanne Brunelle, Manager, Human Resources
Barry Caland, Manager Facilities
Brook Latimer, Supervisor, Communications & Engagement
Aaron Park, Manager, Housing & Homelessness Programs
Louise Piercey, Manager, Child Care & Early Years
Saku Pinta, Supervisor, Research & Social Policy
Crystal Simeoni, Manager, Property Management

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

A moment of silence was observed in recognition of the passing of former Board Member, Armand Giguere.

DISCLOSURES OF INTEREST

None.

NEW BUSINESS

Aldo Ruberto, Board Member requested that an item be added to the Agenda regarding the request that Grace Place for funding made to the City of Thunder Bay. A thorough discussion was held regarding this issue.

William Bradica, CAO advised the Board of the procedure for requesting funding, responded to questions and advised that Ken Ranta, Director – Housing Services Division would contact the organization regarding their request for funding.

Aldo Ruberto withdrew his request to add the item to the Agenda and left the meeting room at 10:14 a.m.

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 18/80

Moved by: Kim Brown
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 September 18, 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. 12/2018 (Regular Session) and 13/2018 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on June 28, 2018, were presented for confirmation.

Resolution No. 18/81

Moved by: Kim Brown
Seconded by: Mark Figliomeni

THAT the Minutes of Meeting No. 12/2018 (Regular Session) and Meeting No. 13/2018 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on June 28, 2018, be confirmed.

CARRIED

Committee Meetings

Governance and Procedural Review Committee

Draft Minutes from the Governance and Procedural Review Committee held on July 17, 2018 relative to the review of the Code of Conduct were presented to the Board, for information only.

CLOSED SESSION MEETING

Administration recommended that the Board adjourns to a closed meeting relative to the receipt of information with respect to labour relations regarding the 2019 Collective Agreement Mandate and with respect to identifiable individuals regarding the 2019 Market Rent Increase.

Resolution No. 18/82

Moved by: Eric Pietsch
Seconded by: Iain Angus

THAT the Board adjourns to Closed Session relative to the receipt of information with respect to labour relations regarding the 2019 Collective Agreement Mandate and with respect to identifiable individuals regarding the 2019 Market Rent Increase.

CARRIED

At 10:30 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, Aaron Park, Manager, Housing & Homelessness Programs, Louise Piercey, Manager, Child Care & Early Years Programs and Saku Pinta, Supervisor, Research & Social Policy.

REPORTS OF ADMINISTRATION

2019 Collective Bargaining Mandate

A memorandum from William Bradica, CAO dated September 6, 2018 relative to providing the Board with the recommended 2019 Collective Bargaining Mandate was presented in Closed Session earlier, for consideration in Regular Session.

Resolution No. 18/83

Moved by: Paul Pugh
Seconded by: Andrew Foulds

THAT with respect to the Closed Session Memorandum regarding the Collective Bargaining Framework from William Bradica, Chief Administrative Officer, dated September 6, 2018, we recommend that Administration proceed as directed in Closed Session.

CARRIED

At 10:31 a.m. Roxanne Brunelle, Manager, Human Resources left the meeting room.

Review of Code of Conduct

A memorandum from William Bradica, CAO dated September 7, 2018 providing the revised code of conduct was presented to the Board, for consideration.

William Bradica, CAO provided a brief introduction relative to the above noted.

Resolution No. 18/84

Moved by: Andrew Foulds
Seconded by: Paul Pugh

THAT with respect to the Memorandum dated September 7, 2018 from William Bradica, Chief Administrative Officer, we, The District of Thunder Bay Social Services Administration Board approve the amended Code of Conduct 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

At 10:34 a.m. Saku Pinta, Supervisor, Research & Social Policy entered the meeting room.

TBDSSAB 2018 2nd Quarter Operational Report

Report No. 2018-50 (Chief Administrative Office) was presented to the Board providing information containing the trends within TBDSSAB programs and services, for information only.

Saku Pinta, Supervisor, Research & Social Policy provided a brief overview of changes from the previous quarter report.

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

At 10:36 a.m. Saku Pinta, Supervisor, Research & Social Policy left the meeting room and Barry Caland, Manager, Facilities entered the meeting room.

2019 Market Rent Increase

A confidential memorandum from Ken Ranta, Director – Housing Services Division dated September 6, 2018 was presented in Closed Session to provide the confidential attachment to Report No. 2018-51.

Report No. 2018-51 (Housing Services Division) was presented to the Board providing information relative to the 2019 market rent increase being recommended, for consideration.

Resolution No. 18/85

Moved by: Robert Katajamaki
Seconded by: Andrew Foulds

THAT with respect to Report No. 2018-51 (Housing Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the 2019 market rents as outlined in Confidential Attachment #1 of Report No. 2018-51, presented in Closed Session;

AND THAT any approved market rent increase be effective February 1, 2019.

CARRIED

At 11:11 a.m. Aaron Park, Manager, Housing and Homelessness Programs entered the meeting room.

2018 Tenant Satisfaction Survey Results

Report No. 2018-52, (Housing Services Division) providing the Board with summary results from the 2018 Tenant Satisfaction Survey, was presented for information only.

Ken Ranta, Director – Housing Services Division provided an overview of the results of the survey, provided clarification and responded to questions.

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

Crystal Simeoni, Manager, Property Management also responded to questions.

A discussion was held regarding the issue of safety within several neighbourhoods and the possible ways to help deal with the issue.

At 11:12 a.m. Crystal Simeoni, Manager, Property Management and Barry Caland, Manager, Facilities, left the meeting room.

Portable Housing Benefit Policy

Report No. 2018-53, (Housing Services Division) relative to providing the Board with information related to the implementation of a Portable Housing Benefit Policy, was presented for consideration.

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

Resolution No. 18/86

Moved by: Kim Brown
Seconded by: Andrew Foulds

THAT with respect to Report No. 2018-53 (Housing Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the Portable Housing Benefit Policy as presented.

CARRIED

Projects in Difficulty - Thunder Bay Deaf
Housing and Greek Orthodox Community of the
Holy Trinity Non Profit Housing Corporation

Report No. 2018-54 (Housing Services Division), relative to information regarding the classification of Thunder Bay Deaf Housing and Greek Orthodox Community of the Holy Trinity Non Profit Housing Corporation as Projects In Difficulty (PID), was presented for information only.

William Bradica provided a brief introduction and responded to questions.

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

Aaron Park, Manager, Housing & Homelessness Programs provided further information and responded to questions.

At 11:24 a.m. Aaron Park, Manager, Housing & Homelessness Programs left the meeting room.

Contract Award – Exterior Renovations 120/122
South Cumberland Street, Andras Court

Report No. 2018-55 (Corporate Services Division), relative to providing the Board with information regarding the award of a contract for the provision of labour, material and equipment for the replacement of roofing decks and cover materials at 120 and 122 South Cumberland Street, as well as the parking garage, was presented for information only.

At 11:25 a.m. Louise Piercey, Manager, Child Care & Early Years Programs entered the meeting room.

TBDSSAB 2018 2nd Quarter Financial Report

Report No. 2018-56 (Corporate Services Division), was presented to the Board to provide the 2018 Second Quarter Financial Report, and projection to year-end, for information only.

William Bradica, CAO provided a brief introduction and advised the Board that there was additional information added to this report to confirm that the obligations of The District of Thunder Bay Social Services Administration Board have been met.

Child Care Expansion Update

Report No. 2018-57 (Client Services Division), was presented to the Board to provide an update on the 2018 Preliminary Expansion Funding, and the Canada Ontario Early Learning and Child Care Funding Work Plan, for consideration.

William Bradica, CAO provided a brief introduction and responded to questions.

Georgina Daniels, Acting Director – Client Services Division provided background and an overview of the expansion and responded to questions.

Louise Piercey, Manager, Child Care and Early Years Programs provided further information.

Resolution No. 18/87

Moved by: Aldo Ruberto
Seconded by: Iain Angus

THAT with respect to Report No. 2018-57 (Client Services Division), we, The District of Thunder Bay Social Services Administration Board (the Board), approve Phase 3 of the 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 Division to commence negotiations with the proponent of Phase 3 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

Closure of Little Lions Waldorf Child
and Family Centre Clarke Street Location

Report No. 2018-58 (Client Services Division), was presented to the Board relative to the closure of Little Lions Waldorf Child and Family Centre Clarke Street location, for information only.

At 11:48 a.m. Louise Piercey, Manager, Child Care & Early Years Programs left the meeting room.

Video Camera Security System Upgrade
288 Windsor Street

Report No. 2018-59 (Housing Services Division) was presented to the Board to provide information regarding an additional 2018 capital budget request to upgrade the video camera security system at the property located at 288 Windsor Street, for consideration.

William Bradica, CAO provided an overview of the requirement for the project and responded to questions.

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

Resolution No. 18/87A

Moved by: Aldo Ruberto
Seconded by: Iain Angus

THAT with respect to Report No. 2018-59 (Housing Services Division) we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve an additional 2018 capital project to upgrade the video camera security system at 288 Windsor Street;

AND THAT we approve the cancellation of the 2018 capital projects to upgrade the electrical system at Legion Houses, domestic water system at Clark Tower, and the parking lot at Spence Court.

CARRIED

CORRESPONDENCE

Appointment of New Provincial Ministers

A letter from The Honourable Lisa Thompson, Minister of Education dated July 27, 2018 regarding recent appointment as Minister, was presented to the Board for information only.

A letter from The Honourable Lisa MacLeod, Minister of Children, Community and Social Services dated July 30, 2018 regarding recent appointment as Minister, was presented to the Board for information only.

A letter from The Honourable Steve Clark, Minister of Municipal Affairs and Housing dated August 1, 2018 regarding recent appointment as Minister, was presented to the Board for information only.

Conditional Letters of Commitment Approval

A letter from The Honourable Steve Clark, Minister Municipal Affairs and Housing dated August 9, 2018 regarding the approval for conditional letters of commitment for several different housing project, was presented to the Board for information only.

BY-LAWS

First and Final Reading

Resolution No. 18/88

Moved by: Aldo Ruberto

Seconded by: Paul Pugh

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

A By-law to authorize the execution of a Transfer Payment Agreement for the delivery of Portable Housing Benefit – Special Priority Policy program.

Authorization: Board Meeting 2018June28

BY-LAW NUMBER 06-2018

CARRIED

NEXT MEETING

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

ADJOURNMENT

Resolution No. 18/79

Moved by: Aldo Ruberto
Seconded by: Paul Pugh

THAT the Board Meeting No. 14/2017 of The District of Thunder Bay Social Services Administration Board, held on September 18, 2018, be adjourned at 11:57 a.m.

CARRIED



Chair



Chief Administrative Officer