



MINUTES OF BOARD MEETING NO. 16/2018  
OF

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

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**DATE OF MEETING:** October 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  
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:**

Brook Latimer, Supervisor, Communications & Engagement  
Saku Pinta, Supervisor, Research & Social Policy

**REGRETS:**

Andrew Foulds

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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. 18/90

Moved by: Eric Pietsch  
Seconded by: Kim Brown

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 October 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. 14/2018 (Regular Session) and 15/2018 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on September 18, 2018, were presented for confirmation.

Resolution No. 18/91

Moved by: Eric Pietsch  
Seconded by: Kim Brown

THAT the Minutes of Meeting No. 14/2018 (Regular Session) and Meeting No. 15/2018 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on September 18, 2018, respectively, be confirmed.

CARRIED

Committee Meetings

Community Homelessness Prevention  
Advisory Table

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Draft Minutes of the Community Homelessness Prevention Advisory Table held on September 24, 2018 were presented to the Board, for information only.

Audit Committee

Draft Minutes from the Audit Committee Meeting held on October 10, 2018 were presented to the Board, for information only.

CLOSED SESSION MEETING

Administration recommended that the Board adjourn to a closed meeting relative to the receipt of information with respect to identifiable individuals regarding the Rent Supplement Program update and 2019 Rent Increases.

Resolution No. 18/92

Moved by: Kevin Holland  
Seconded by: Eric Pietsch

THAT the Board adjourns to Closed Session relative to the receipt of information with respect to identifiable individuals regarding the Rent Supplement Program update and 2019 Rent Increases.

CARRIED

At 10:09 a.m. the Board adjourned to Closed Session and Georgina Daniels, Acting Director – Client Services Division left the meeting room.

At 10:14 a.m. the meeting reconvened in Regular Session with all Board Members and all members of Administration in attendance.

REPORTS OF ADMINISTRATION

Homelessness Enumeration

Report No. 2018-60 (Housing Services Division), was presented to the Board to provide an overview of the findings of the 2018 Homelessness Enumeration resulting from an analysis of the data and to seek the Board's endorsement of the recommendations, for consideration.

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

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

Saku Pinta, Supervisor, Research & Social Policy provided a presentation relative to the above noted and responded to questions.

At 10:41 a.m. Joe Virdiramo, Board Member left the meeting room.

William Bradica, CAO provided further information.

Resolution No. 18/93

Moved by: Robert Katajamaki  
Seconded by: Wendy Landry

THAT with respect to Report No. 2018-60, (CAO's Office and Housing Services Division) we, The District of Thunder Bay Social Services Administration Board, endorse the recommendations resulting from the analysis of the data collected through the 2018 Homelessness Enumeration.

CARRIED

At 11:09 a.m. Saku Pinta, Supervisor, Research & Social Policy left the meeting room.

Transfer of Investment in Affordable  
Housing (IAH) Agreement –  
410 E. Victoria Avenue, Thunder Bay

Report No. 2018-61 (Housing Services Division), relative to providing the Board with information on the potential sale of an Investment in Affordable Housing funded property, and a recommendation to support the assignment of the IAH Agreement, was presented for consideration.

Resolution No. 18/94

Moved by: Robert Katajamaki  
Seconded by: Wendy Landry

THAT with respect to Report No. 2018-61 (Housing Services Division), The District of Thunder Bay Social Services Administration Board provides consent for the transfer of the Investment in Affordable Housing for Ontario Program - Rental Housing Component Service Manager Contribution Agreement from 1561279 Ontario Ltd. (Habib Enterprises) to 2649700 Ontario Inc.;

AND THAT a copy of the resolution be provided to the Ministry of Municipal Affairs and Housing.

CARRIED

Bertrand Court Highest and Best Use  
Study Update

Memorandum from Ken Ranta, Director - Housing Services Division dated September 28, 2018, was presented to the Board providing an update on the next steps regarding Bertrand Court, for information only.

William Bradica, CAO provided a brief introduction and advised that a further report would be provided in 2019.

Rent Supplement Program Update and  
2019 Rent Increases

A confidential memorandum from Ken Ranta, Director – Housing Services Division, dated October 2, 2018, providing the confidential attachment to Report No. 2018- was presented in Closed Session earlier.

Report No. 2018-62 (Housing Services Division), was presented to the Board to provide an update of subsidy paid to Rent Supplement landlords and to provide the 2019 rent increase for Rent Supplement landlords, for information only.

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

Keri Greaves, Acting Director – Corporate Services Division responded to questions.

On consensus, the Enterprise Risk Management item was presented next to allow Administration time to prepare for the Social Assistance Modernization item.

Enterprise Risk Management

Report No. 2018-64 (Corporate Services Division), relative to providing the Board with an Enterprise Risk Management Policy, was presented for consideration.

William Bradica, CAO provided a brief introduction to the recommended policy.

Georgina Daniels, Acting Director – Client Services Division provided an overview.

Resolution No. 18/95

Moved by: Kim Brown  
Seconded by: Robert Katajamaki

THAT with respect to Report No. 2018-64 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the Enterprise Risk Management Policy, dated August 17, 2018, as presented;

AND THAT we direct Administration to complete an Enterprise Risk Management Framework and resulting strategies;

AND THAT the Chief Administrative Officer be authorized to amend this policy with respect to housekeeping items, as may be required from time to time.

CARRIED

At 11:16 a.m. Aldo Ruberto, Board Member left the meeting room and Jennifer Lible, Manager, Client Services entered the meeting room.

#### Social Assistance Modernization

Report No. 2018-63 (Client Services Division), was presented to the Board providing an update on the provincial social assistance modernization, for information only.

William Bradica, CAO, provided a brief introduction.

Jennifer Lible, Manager, Client Services provided a presentation to the Board regarding the social assistance modernization processes that have been implemented at TBDSSAB and responded to questions.

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

At 11:43 a.m. Jennifer Lible, Manager, Client Services left the meeting room.

#### 2018/19 Property Insurance Contract – Direct-Owned Housing Portfolio

Report No. 2018-65 (Corporate Services Division), was presented to provide the Board with the results of the 2018/19 property insurance quotation process for the TBDSSAB direct-owned housing portfolio, for consideration.

Resolution No. 18/96

Moved by:           Iain Angus  
Seconded by:       Robert Katajamaki

THAT with respect to Report No. 2018-65 (Corporate Services Division) we, The District of Thunder Bay Social Services Administration Board, accept the property insurance quotation provided by Marsh Canada Limited, in the amount of \$485,843.02;

AND THAT the Chief Administrative Officer be authorized to bind coverage, and the Director - Corporate Services Division, be authorized to complete any administrative requirements of the insurance renewal process.

CARRIED

Annual Write-off of Ontario Works  
Overpayments

Memorandum from Keri Greaves, Acting Director - Corporate Services Division dated October 5, 2018, was presented to provide the Board with information regarding the annual write-off of Ontario Works overpayments, for information only.

Social Housing Investment Program –  
Change in Distributor

Memorandum from Keri Greaves, Acting Director – Corporate Services Division dated October 10, 2018 was presented to the Board to provide information and recommendation regarding the appointment of a new distributor, for consideration.

Resolution No. 18/97

Moved by: Wendy Landry  
Seconded by: Kim Brown

THAT with respect to the memorandum from Keri Greaves, Acting Director – Corporate Services Division, dated October 10, 2018, we, The District of Thunder Bay Social Services Administration Board, approve the Worldsource Financial Management Inc. Resolution as attached, to be duly signed in accordance with TBDSSAB By-Law No. 01-2017 (Governance & Procedural);

AND THAT the Chief Administrative Officer and Director – Corporate Services Division be authorized to complete any administrative requirements with respect to opening the new Social Housing Investment Fund account at Worldsource Financial Management Inc.

CARRIED

At 11:45 a.m. Saku Pinta, Supervisor, Research & Social Policy entered the meeting room.

Corporate Complaints Policy

Report No. 2018-66 (Chief Administrative Officer), was presented to provide the Board with a Corporate Complaints Policy, for consideration.

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

Brook Latimer, Supervisor, Communications & Engagement provided further information.

Resolution No. 18/98

Moved by: Wendy Landry  
Seconded by: Kim Brown

THAT with respect to Report No. 2018-66 (CAO's Office), we, The District of Thunder Bay Social Services Administration Board approve the Corporate Complaints Policy, as presented;

AND THAT we authorize the Chief Administrative Officer to make amendments to the Policy with respect to housekeeping items, as may be required from time to time.

CARRIED

At 11:52 a.m. Saku Pinta, Supervisor, Research & Social Policy left the meeting room.

Cancellation of December Board Meeting

Memorandum from William Bradica, CAO, dated October 3, 2018 providing the Board with Administrations recommendation to cancel the December Board Meeting, was presented for consideration.

William Bradica, CAO provided an overview relative to the above noted.

A brief discussion was held regarding the draft Smoke Free Policy to be brought to the November Board Meeting. On consensus, the Board agreed to add the draft Smoke Free Policy to the October Agenda under new business.

Resolution No. 18/99

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

THAT with respect to the Memorandum dated October 3, 2018 from William Bradica, Chief Administrative Officer, we approve the cancellation of the December Board Meeting scheduled for Thursday, December 13, 2018;



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

CARRIED

The Chair called for a lunch break at 12:00 p.m.

At 12:30 p.m. the Meeting reconvened in Regular Session.

### NEW BUSINESS

#### Smoke Free Policy

A copy of the amended Smoke Free Policy was distributed at the meeting. Ken Ranta, Director – Housing Services Division provided an overview of the revisions to the policy along with clarification of the reasons for the amendments.

A discussion was held regarding the amended language in the policy and further changes were made to the policy at the meeting.

Resolution No. 18/99A

Moved by:           Iain Angus  
Seconded by:       Eric Pietsch

THAT the Smoke Free Policy be approved as presented;

AND THAT Administration report back to the Board at the November meeting with any required changes.

CARRIED

### CORRESPONDENCE

#### Association of Municipalities of Ontario Delegation

Letter from The Honourable Lisa MacLeod, Minister of Children, Community and Social Services, dated September 28, 2018 relative to the delegation attended by TBDSSAB Board Members was presented to the Board, for information only.

Social Assistance Modernization

Letter from the Honourable Lisa MacLeod, Minister of Children, Community and Social Services, dated September 12, 2018 requesting input regarding social assistance modernization was presented to the Board for information only.

BY-LAWS

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. 18/100

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

THAT the Board Meeting No. 16/2017 of The District of Thunder Bay Social Services Administration Board, held on October 18, 2018, be adjourned at 12:45 p.m.

CARRIED

  
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Chair

  
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Chief Administrative Officer