



MINUTES OF BOARD MEETING NO. 01/2019  
OF

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

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**DATE OF MEETING:** January 10, 2019

**TIME OF MEETING:** 11:02 AM

**LOCATION OF MEETING:** TBDSSAB Headquarters  
231 May Street South, 3rd Floor Boardroom  
Thunder Bay, ON

**CHAIR:** Lucy Kloosterhuis

**PRESENT:**

Albert Aiello  
Kim Brown  
Shelby Ch'ng  
Andrew Foulds  
James Foulds  
Brian Hamilton  
Kevin Holland  
Rebecca Johnson  
Lucy Kloosterhuis  
Ray Lake  
Elaine Mannisto  
Aldo Ruberto  
Wendy Wright

**OFFICIALS:**

William (Bill) Bradica, Chief Administrative Officer  
Georgina Daniels, Director-Corporate Services Division  
Ken Ranta, Director – Housing Services Division  
Glenda Flank, Recording Secretary  
Sarah Schoales, Administrative Assistant

**GUESTS:**

Keri Greaves, Manager, Finance  
Roxanne Brunelle, Manager, Human Resources  
Brook Latimer, Supervisor, Communications & Engagement

**REGRETS:**

Jody Davis

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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**

William Bradica, CAO opened the meeting and advised the Board Members that as this was the Inaugural Meeting of the Board he would Chair the meeting until the Board Chair was elected.

DISCLOSURES OF INTEREST

Elaine Mannisto, Board Member noted that there was a possible conflict regarding the Child Care and Early Years Advisory Table. This item was discussed later during the elections.

NEW BUSINESS

Aldo Ruberto, Board Member requested that a presentation from Lakehead Social Planning Council to the Board regarding the Small Homes initiative be scheduled for the February Board Meeting. William Bradica, CAO advised that the Lakehead Social Planning Council should contact Administration to request a deputation.

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 19/01

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

THAT with respect to the agenda for the Inaugural Board meeting of The District of Thunder Bay Social Services Administration Board for January 10, 2019, we approve the agenda as printed;

AND THAT we approve any additional information and new business.

CARRIED

Resolution No. 19/02

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

THAT with respect to the January 10, 2019 and the remainder of the 2019 agendas, we approve:

1. that in accordance with Section 4.(1)(iv) of the TBDSSAB Governance & Procedural By-law, the structure of the Board Meeting Agenda for 2019 be as follows:

DISCLOSURES OF INTEREST  
NEW BUSINESS  
APPROVAL OF AGENDA  
DEPUTATIONS / PRESENTATIONS

MINUTES OF PREVIOUS MEETING  
REPORTS OF ADMINISTRATION  
(RED FLAG ISSUES)  
CORRESPONDENCE  
BY-LAWS  
NEXT MEETING  
ADJOURNMENT

2. that any matters discussed or resolutions passed which relate to the business of The District of Thunder Bay Social Services Administration Board (TBDSSAB) shall be deemed to have been discussed by the Directors of TBDSSAB.
3. that any matters discussed or resolutions passed which relate to the business of the Thunder Bay District Housing Corporation (TBDHC) shall be deemed to have been discussed by the Directors of TBDHC.

CARRIED

ELECTION OF OFFICERS

The first order of business was to elect a Chair and Vice-Chair in accordance with the DSSAB Act, for the term ending on December 31, 2019.

Election of Chair

William Bradica, CAO called for nominations for the position of Chair of TBDSSAB for the above noted term.

Lucy Kloosterhuis was nominated and accepted the nomination. There were no further nominations.

At 11:09 a.m., Brian Hamilton, Board Member entered the meeting.

Resolution No. 19/03

Moved by: Kim Brown  
Seconded by: Aldo Ruberto

THAT the position of Chair of The District of Thunder Bay Social Services Administration Board for the term ending December 31, 2019, be filled by Lucy Kloosterhuis.

CARRIED

Election of Vice-Chair

Lucy Kloosterhuis, Chair called for nominations for the position of Vice-Chair.

Kim Brown was nominated and accepted the nomination. There were no further nominations.

Resolution No. 19/04

Moved by: Albert Aiello  
Seconded by: Elaine Mannisto

THAT the position of Vice-Chair of The District of Thunder Bay Social Services Administration Board, for the term ending December 31, 2019, be filled by Kim Brown.

CARRIED

TBDSSAB COMMITTEE AND TABLE APPOINTMENTS

TBDSSAB Audit Committee Appointments – 2019

Memorandum from William Bradica, CAO dated December 20, 2019 was presented to the Board regarding the appointments to the Audit Committee Members, for consideration.

Resolution No. 19/05

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

THAT the following Members of The District of Thunder Bay Social Services Administration Board be appointed to the Audit Committee, for the term ending December 31, 2019:

Rebecca Johnson  
Aldo Ruberto  
Albert Aiello  
Kevin Holland  
Wendy Wright

AND THAT the Committee Chair be appointed at the first Committee meeting of the year.

CARRIED

TBDSSAB Child Care & Early Years  
Advisory Table Appointments – 2019

Memorandum from William Bradica, CAO dated December 20, 2019 was presented to the Board regarding the appointments to the Child Care and Early Years Advisory Table (CC&EY), for consideration.

A brief discussion was held regarding a possible conflict with being appointed to the CC&EY Advisory Table.

Resolution No. 19/06

Moved by: Aldo Ruberto  
Seconded by: Kim Brown

THAT the following Members of The District of Thunder Bay Social Services Administration Board be appointed to the Child Care and Early Years Advisory Table, for the term ending December 31, 2019:

Elaine Mannisto  
Lucy Kloosterhuis

CARRIED

TBDSSAB Community Homelessness  
Prevention Initiative Advisory Table  
Appointments – 2019

Memorandum from William Bradica, CAO dated December 20, 2019 was presented to the Board regarding the appointments to the Community Homelessness Prevention Initiative Advisory Table, for consideration.

Resolution No. 19/07

Moved by: James Foulds  
Seconded by: Andrew Foulds

THAT the following Members of The District of Thunder Bay Social Services Administration Board be appointed to the Community Homelessness Prevention Initiative Advisory Table, for the term ending December 31, 2019:

Brian Hamilton  
Kevin Holland

CARRIED

Resolution No. 19/08

Moved by: James Foulds  
Seconded by: Andrew Foulds

THAT with respect to the appointment of the Board Chair, Vice-Chair, Committee and Advisory Table members, we approve the destruction of any and all written ballots.

CARRIED

### CONFIRMATION OF MEETING DATES

#### TBDSSAB 2019 Board Meeting Dates and Next Inaugural Meeting Date

Memorandum from William Bradica, CAO dated December 20, 2019 was presented to the Board regarding scheduling of the 2019 Board Meeting dates and the next Inaugural Meeting date, for consideration.

A discussion was held regarding revising the time that the Board Meetings are held to accommodate Board Members who had conflicts with the recommended meeting dates and time.

Resolution No. 19/06

Moved by: Albert Aiello  
Seconded by: Shelby Ch'ng

THAT the regularly scheduled meetings of The District of Thunder Bay Social Services Administration Board for the year 2019 be held at the TBDSSAB Headquarters, in the City of Thunder Bay, beginning at 10:00 a.m. on the following dates:

February 21, March 21, April 18, May 16, June 20, July 18, September 26, October 17, November 21, December 12;

AND THAT the next Inaugural Meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, January 9, 2020;

AND THAT any changes to the meeting schedule can be made by resolution of the Board.

CARRIED

## MINUTES OF PREVIOUS MEETINGS

### Board Meetings

Minutes of Meeting No. 18/2018 (Regular Session) and 19/2018 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on November 15, 2018, were presented for confirmation.

A request was made for the link to the Thunder Bay Anti-racism and Inclusion Accord Board Report. On consensus, the link is to be sent to the entire Board.

Resolution No. 19/10

Moved by: Kevin Holland  
Seconded by: Aldo Ruberto

THAT the Minutes of Meeting No. 18/2018 (Regular Session) and Meeting No. 19/2018 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on November 15, 2018, respectively, be confirmed.

CARRIED

## REPORTS OF ADMINISTRATION

### Community Homelessness Prevention Initiative Advisory Table – Revised Terms of Reference

Report No. 2019-01 (Housing Services Division), was presented to the Board to provide information regarding Administrations recommendation to amend the CHPI Advisory Table Terms of Reference, for consideration.

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

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

William Bradica, CAO clarified Administration's reasoning for changing the term and the connection to the DSSAB Act appointing requirements.

Resolution No. 19/11

Moved by: Kevin Holland  
Seconded by: Aldo Ruberto

THAT with respect to Report No. 2019-01 (Housing Services Division), we approve the revised Term of Reference for the Community Homelessness Prevention Initiative (CHPI) Advisory Table as presented;

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;

AND THAT any necessary by-law be presented to the Board for approval.

CARRIED

TBDSSAB Long Term Financial Overview

William Bradica, CAO provided a detailed overview of the presentation regarding the TBDSSAB Long Term Financial Overview and responded to questions. The presentation was distributed at the meeting.

Ken Ranta, Director – Housing Services Division provided a brief overview of the Housing and Homelessness section of the Overview presentation and responded to questions.

Georgina Daniels, Director – Corporate Services Division provided an overview of the Corporate Services section of the Overview and also responded to questions.

A discussion was held regarding the employment program and on consensus, the link to the Consultant Report on the Review of Employment Programs to be sent to all Board Members.

At 1:33 p.m. Rebecca Johnson left the meeting.

William Bradica, CAO continued with the review of the presentation and responded to questions.

2018 Reserve and Reserve Fund Strategy Update

Report No. 2019-02 (Corporate Services Division) was presented to the Board to provide an update on the TBDSSAB Reserve and Reserve Fund Strategy, for consideration.

Georgina Daniels provided an overview of the Report and responded to questions.



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

At 2:10 p.m. Kevin Holland left the meeting.

Resolution No. 19/12

Moved by: James Foulds  
Seconded by: Ray Lake

THAT with respect to Report No. 2019-02 (Corporate Services Division) we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the 2018 Reserve Fund Strategy provided within the report;

AND THAT \$3,000,000 be transferred from the Social Housing Reserve Fund to the Direct-Owned Housing Portfolio Capital Replacement Reserve Fund;

AND THAT \$3,400,000 be transferred from the Social Housing Reserve Fund to the Capital Regeneration Reserve Fund;

AND THAT the priority repayment of \$649,228 to the Social Housing Reserve Fund be removed;

AND THAT the Community Social Reinvestment Reserve Fund be closed;

AND THAT the Ontario Works Client Benefits Reserve Fund be closed;

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

CARRIED

### Statement of Board Remuneration

Memorandum from Keri Greaves, Manager, Finance, dated January 2, 2019 was presented to the Board to provide the Statement of Remuneration for the Board Members for 2018, for information only.

### CORRESPONDENCE

District Social Services Administration  
Board Act Review Delegation

Letter from The Honourable Lisa MacLeod, Minister of Children, Community and Social Services, dated December 20, 2018 relative to the DSSAB Act Review was presented to the Board, for information only.

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Letter from Akililu Tefera, Interim Assistant Deputy Minister, Social Policy Development Division and Richard Steele, Assistant Deputy Minister, Social Assistance Operations Division, Ministry of Community and Social Services, dated December 21, 2018, relative to the DSSAB Act Review 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 Thursday, February 21, 2019 at 11:00 a.m., in the 3rd Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

ADJOURNMENT

Resolution No. 19/13

Moved by: Andrew Foulds  
Seconded by: Ray Lake

THAT the Board Meeting No. 01/2019 of The District of Thunder Bay Social Services Administration Board, held on January 10, 2019, be adjourned at 2:21 p.m.

CARRIED

  
Chair

  
Chief Administrative Officer