



MINUTES OF BOARD MEETING NO. 06/2019  
OF

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

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**DATE OF MEETING:** March 21, 2019

**TIME OF MEETING:** 10:00 a.m.

**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  
Jody Davis  
James Foulds  
Brian Hamilton  
Kevin Holland  
Lucy Kloosterhuis  
Ray Lake  
Elaine Mannisto  
Aldo Ruberto  
Wendy Wright

**REGRETS:**  
Rebecca Johnson

**ABSENT:**  
Andrew Foulds

**OFFICIALS:**

William (Bill) Bradica, Chief Administrative Officer, Acting  
Director-Client Services Division  
Georgina Daniels, Director-Corporate Services Division  
Ken Ranta, Director-Housing Services Division  
Shari Mackenzie, Senior Human Resources Officer  
Glenda Flank, Recording Secretary  
Sarah Schoales, Administrative Assistant

**GUESTS:**

Aaron Park, Manager, Housing & Homelessness Programs  
Barry Caland, Manager, Facilities  
Brook Latimer, Supervisor, Communications & Engagement  
Keri Greaves, Manager, Finance  
Louise Piercey, Manager, Child Care & Early Years  
Programs

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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. 19/27

Moved by: Jody Davis  
Seconded by: James Foulds

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 March 21, 2019, 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. 02/2019 and 03/2019 (Regular and Closed Session) of TBDSSAB, held on February 20, 2019, were presented for confirmation.

Resolution No. 19/28

Moved by: Kim Brown  
Seconded by: Jody Davis

THAT the Minutes of Meeting No. 02/2019 and 03/2019 (Regular and Closed Session) of The District of Thunder Bay Social Services Administration Board, held on February 20, 2019, be confirmed.

CARRIED

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Minutes of Meeting No. 04/2019 and 05/2019 (Regular and Closed Session) of TBDSSAB, held on February 21, 2019, were presented for confirmation.

Resolution No. 19/29

Moved by: Kim Brown  
Seconded by: Jody Davis

THAT the Minutes of Meeting No. 04/2019 and 05/2019 (Regular and Closed Session) of The District of Thunder Bay Social Services Administration Board, held on February 21, 2019, be confirmed.

CARRIED

### CLOSED SESSION MEETING

Administration recommended that the Board adjourn to a closed meeting relative to the receipt of information with respect to security of property of the Board regarding the Non-Union Managerial Economic and Vision Care Increases.

Resolution No. 19/30

Moved by: Kim Brown  
Seconded by: Wendy Wright

THAT the Board adjourns to Closed Session relative to the receipt of information with respect to security of property of the Board regarding the Non-Union Managerial Economic and Vision Care Increases.

CARRIED

### REPORTS OF ADMINISTRATION

#### Non-Union Managerial Economic and Vision Care Increases

Report No. 2019CS-02 (CAO Division), relative to providing the Board with information regarding the above noted was, presented in Closed Session earlier.

The following resolution is presented to the Board, for consideration.

Resolution No. 19/31

Moved by: Elaine Mannisto  
Seconded by: Albert Aiello

THAT with respect to Report No. 2019CS-02 (CAO Division), we The District of Thunder Bay Social Services Administration Board authorize Administration to proceed as directed in Closed Session.

CARRIED

Non-Mandated Programs – Resolution  
for March 2019 Board Meeting

A discussion was held at the February Board Meeting regarding the continuation and funding of the Community Social Reinvestment Program (CSRP). The Board approved through Resolution No. 19/23 to fund the CSRP for the 2019 year.

Memorandum from Kevin Holland, Board Member, dated March 13, 2019 was presented to the Board, recommending that the CSRP program be funded through the Levy Stabilization Reserve Fund.

A discussion was held regarding, the ability of TBDSSAB to choose to provide non mandated programs, the levy increase percentages resulting from the proposed budget for each municipality and the impact of those increases, the reason for starting the CSRP program and the possibility of discontinuing the program after the 2019 year.

William Bradica, CAO provided clarification and responded to questions.

On consensus, Administration was directed to seek clarification from the Ministry of Children, Community and Social Services regarding the Board's authority to provide non-mandated programs with a report back to the Board, and to advise the 2019 CSRP allocation recipients that the CSRP program will be reviewed to determine if it will be continued in the future.

A further discussion was held regarding the amount held in the levy stabilization reserve fund and the ability to deposit levy surpluses to this fund. William Bradica, CAO provided clarification.

Resolution No. 19/32

Moved by: Kevin Holland  
Seconded by: Elaine Mannisto

WHEREAS the Ministry of Finance informed municipalities for 2019 the administration of the Ontario Municipal Partnership Fund (OMPF) will remain unchanged from 2018, which means many municipalities will experience funding cuts of up to 10%;

WHEREAS the Provincial Government has announced it is closely reviewing its expenditures including its grants to municipalities including the OMPF and notified further cuts in 2020 are possible in efforts to reduce the provincial deficit;

THEREFORE, be it resolved that the Board approves funding the cost of the 2019 Community Social Reinvestment Program (CSRP) from the Levy Stabilization Reserve Fund;

AND THAT the 2019 municipal levies be recalculated after the cost of the 2019 CSRP is removed;

AND THAT organizations receiving funding from the CSRP in 2019 be cautioned that the funding for non-mandated programs may not be provided in 2020.

CARRIED

Year 2019 Proposed Budget – Community  
Social Reinvestment Funding Financing

Memorandum from Georgina Daniels, Director – Corporate Services Division, dated March 15, 2019 was presented to the Board to provide further information regarding the financing of the Community Social Reinvestment Program allocations for 2019.

The District of Thunder Bay Social Services  
Administration Board Year 2019 Proposed  
Budget – Revised

On February 20, 2019, Administration presented the Board with Report No. 2019-03 TBDSSAB Year 2019 Proposed Budget. The Board directed Administration to provide a revised budget including and excluding the Community Social Reinvestment Program, and any other possible reductions.

Report No. 2019-11 (Corporate Services Division), was presented to provide the Board with the Year 2019 Proposed Budget, as amended, for their consideration.

Georgina Daniels, Director – Corporate Services Division provided an overview on the changes and correction made to the amended 2019 Proposed Budget and responded to questions.

William Bradica, CAO responded to questions and provided clarification relative to staff vacancies and revenue increases.

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

Resolution No. 19/33

Moved by: James Foulds  
Seconded by: Elaine Mannisto

THAT with respect to Report No. 2019-03 and Report No. 2019-11 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the Year 2019 Proposed Operating Budget in the amount of \$100,048,900, as presented in Report No. 2019-03 and amended in Report No. 2019-11;

AND THAT we, the Board, approve the Year 2019 Proposed Capital Budget in the amount of \$3,657,000, as presented in Report No. 2019-03 and in Report No. 2019-11, to be financed from the Direct-Owned Housing Portfolio Capital Replacement Reserve Fund;

AND THAT up to \$50,000 of costs related to implementation of the Property Portfolio Action Plan be financed from the Capital Regeneration Reserve Fund;

AND THAT \$2,591,000 be transferred from Operations to the Direct-Owned Housing Portfolio Capital Replacement Reserve Fund, and up to \$385,000 of move-out repairs be financed from the Direct-Owned Housing Portfolio Capital Replacement Reserve Fund;

AND THAT up to \$28,800 of costs related to the upgrade of the email server, up to \$10,600 of costs related to the development of the TBDSSAB strategic plan, and up to \$161,900 of social housing costs be financed from the Levy Stabilization Reserve Fund;

AND THAT any actual unrestricted interest revenue earned, in excess of \$175,000, be transferred to the Levy Stabilization Reserve Fund;

AND THAT \$187,600 be transferred from Operations to the Office Building Reserve Fund, and up to \$116,000 of the office building capital costs be financed from the Office Building Reserve Fund;

AND THAT up to \$10,000 of costs related to end of social housing operating agreements be financed from the Social Housing Reserve Fund;

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

CARRIED

### Carryforward of Capital Projects

Report No. 2019-12 (Corporate Services Division), was presented to the Board with the list of budgeted capital projects that the Chief Administrative Officer has approved to be carried forward and completed in the 2019 year.

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

### Year 2019 Weighted Assessment Calculation and 2019 Levy Apportionment

Report No. 2019-13 (Corporate Services Division), was presented to the Board to provide the year 2019 weighted assessment calculation and the 2019 levy apportionment.

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

William Bradica, CAO responded to questions.

A discussion was held regarding the weighted assessment calculation. On consensus, Administration was directed to provide the Board with an explanation of the weighted assessment calculation.

### Green Energy Initiatives Annual Report 2018

Report No. 2019-14 (Housing Services Division), was presented to the Board outlining the green energy initiatives that were undertaken in 2018.

Barry Caland, Manager, Facilities Ken Ranta, Director – Housing Services Division, Georgina Daniels, Director – Corporate Services Division and William Bradica, CAO, all responded to questions.

On consensus of the Board, Administration will update the information provided to the Board in 2017 regarding the comparison of natural gas costs and provide the updated information to the Board.

**10 Year Housing and Homelessness Plan  
Annual Progress Report**

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Report No. 2019-15 (Housing Services Division), presented the Board with the Annual Progress Report of the 10 Year Housing and Homelessness Plan, recommended that the Board approve combining the Annual Progress Report and the Biennial Report, and to authorize Administration to submit the Annual Progress Report to the Ministry of Municipal Affairs and Housing.

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

Ken Ranta, Director – Housing Services Division provided information regarding the rent-geared to income program, and responded to questions.

William Bradica, CAO advised the Board Members that the presentation regarding Abbeyfield was scheduled to take place on the evening before the start of the Northern Ontario Municipal Association conference.

A discussion was held regarding the Point-in-Time count on homelessness done within the district of Thunder Bay and the issues regarding the results that were reported. The Board was advised that Administration was reviewing programs to assist in coordinating the homelessness count.

Aaron Park, Manager, Housing and Homelessness Programs responded to questions.

Resolution No. 19/34

Moved by: Elaine Mannisto  
Seconded by: Albert Aiello

THAT with respect to Report No. 2019-15 (Housing Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the TBDSSAB 10 Year Housing and Homelessness Plan Annual Progress Report as presented.

AND THAT the Board approves Administration's recommendation to combine the 10 Year Housing and Homelessness Plan Annual Progress Report and the 10 Year Housing and Homelessness Plan Biennial Update Report;

AND THAT the Board authorizes the Chief Administrative Officer, to submit the TBDSSAB 10 Year Housing and Homelessness Annual Progress Report to the Ministry of Municipal Affairs and Housing (MMAH).

CARRIED



10 Year Housing and Homelessness Plan  
- Housing Targets Update

Report No. 2019-16 (Housing Services Division), was presented to the Board with Administrations recommendation regarding revised housing targets and to amend the time period of the revised housing targets.

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

Resolution No. 19/35

Moved by: Shelby Ch'ng  
Seconded by: James Foulds

THAT with respect to Report No. 2019-16 (Housing Services Division), we recommend The District of Thunder Bay Social Services Administration Board approve and adopt the Ten Year Housing and Homelessness Plan – Revised Housing Targets as presented;

AND THAT Administration provide an update of the Housing Targets every 3 years, superceding Resolution No. 16/35 requiring annual updates of the housing targets.

CARRIED

Child Care Expansion Funding Update

Report No. 2019-17 (Client Services Division), was presented to the Board to provide the final update regarding the 2018 Expansion Funding, and the Canada Ontario Early Learning and Child Care Funding Work Plan.

Resolution No. 19/36

Moved by: Shelby Ch'ng  
Seconded by: James Foulds

THAT with respect to Report No. 2019-17 (Client Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the final report of the Expansion Funding, and the Canada Ontario Early Learning and Child Care Funding as presented.

CARRIED

Northern Ontario Service Deliverers'  
Association Annual General Meeting  
Attendance 2019

Memorandum from William Bradica, CAO, dated March 11, 2019, was presented to the Board relative to appointing Board Members to attend the Northern Ontario Service Deliverers' Association Annual General Meeting for 2019

Resolution No. 19/37

Moved by: Shelby Ch'ng  
Seconded by: James Foulds

THAT with respect to the Northern Ontario Service Deliverers Association 2019 Annual General Meeting, to be held on June 5, 6 and 7, 2019, in Sault Ste. Marie, Ontario, the following Members of the Board are selected to attend:

1. Lucy Kloosterhuis
2. Kim Brown
3. Kevin Holland
4. James Foulds

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. Wendy Wright
2. Jody Davis

AND THAT the voting delegates are:

1. Lucy Kloosterhuis and 2. Kim Brown

CARRIED

Ontario Municipal Social Services  
Association Annual General Meeting  
Attendance 2019

Memorandum from William Bradica, CAO, dated March 11, 2019, was presented to the Board relative to appointing Board Members to attend the Ontario Municipal Social Services Association Annual General Meeting for 2019.

Resolution No. 19/38

Moved by: Ray Lake  
Seconded by: Kevin Holland

THAT with respect to the Ontario Municipal Social Services Association 2019 Annual General Meeting, to be held on May 13, 14 and 15, 2019, in Thunder Bay, Ontario, the following Members of the Board are selected to attend:

1. Lucy Kloosterhuis
2. Kim Brown
3. Shelby Ch`ng

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. Wendy Wright

CARRIED

CORRESPONDENCE

The District of Thunder Bay Social  
Services Administration Board  
Advocacy Issues

A copy of letter from the Honourable Patty Hajdu, PC, MP to The Honourable Jean-Yves Duclos, PC, MP, Minister of Families, Children, and Social Development dated February 19, 2019 relative to TBDSSAB's advocacy regarding a coordinated access system was presented to the Board, for information only.

A letter from Carol Latimer, Director, Ministry of Municipal Affairs and Housing dated February 21, 2019 relative to TBDSSAB's advocacy regarding homelessness and support for addictions treatment was presented, for information only.

A letter from the Honourable Steve Clark, Minister of Municipal Affairs and Housing dated February 25, 2019 relative to TBDSSAB's advocacy regarding coordinated access system, mental health and addictions and homelessness was presented, 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, April 18, 2019 at 10:00 a.m., in the 3rd Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

ADJOURNMENT

Resolution No. 19/39

Moved by:           Ray Lake  
Seconded by:       Kevin Holland

THAT the Board Meeting No. 06/2019 of The District of Thunder Bay Social Services Administration Board, held on March 21, 2019, be adjourned at 11:55 a.m.

  
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Chair

  
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Chief Administrative Officer