



**MINUTES OF BOARD MEETING NO. 10/2019  
OF**

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

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**DATE OF MEETING:** May 16, 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  
Rebecca Johnson  
Lucy Kloosterhuis  
Ray Lake  
Elaine Mannisto

**OFFICIALS:**

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

**GUESTS:**

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

**REGRETS:**

Andrew Foulds  
Aldo Ruberto  
Wendy Wright

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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

None.

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 19/50

Moved by: Kim Brown

Seconded by: Jody Davis

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 May 16, 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. 08/2019 (Regular Session) and 09/2019 (Closed Session) of TBDSSAB, held on April 18, 2019, were presented for confirmation.

Resolution No. 19/51

Moved by: Kevin Holland

Seconded by: James Foulds

THAT the Minutes of Meeting No. 08/2019 and 09/2019 (Regular and Closed Session) of The District of Thunder Bay Social Services Administration Board, held on April 18, 2019, be confirmed.

CARRIED

Annual General Meeting

Draft Minutes of the Sixteenth Annual General Meeting (Regular and Closed Session) of TBDSSAB, held on April 18, 2019, were presented to the Board for information only.

### Committee Meetings

Confirmed Minutes of the Audit Committee Meeting held on April 2, 2019, were provided for information only.

Draft Minutes of the Audit Committee Meeting held on April 18, 2019, were provided to the Board for information only.

Draft Minutes of the Community Homelessness Prevention Initiative Advisory Table Meeting held on April 18, 2019, were provided to the Board for information only.

William Bradica, CAO and Ken Ranta, Director – Housing Services Division responded to questions regarding the CHPI Advisory Table Meeting Minutes.

At 10:04 a.m. Shelby Ch'ng and Brian Hamilton, Board Members, entered the meeting room.

### CLOSED SESSION MEETING

Administration recommended that the Board adjourn to a closed meeting relative to the receipt of information with respect to security of the property of the Board regarding the Post Budget Funding Reductions and relative to identifiable individuals regarding the Chief Administrative Officer Performance Evaluation.

Resolution No. 19/52

Moved by: Elaine Mannisto  
Seconded by: Rebecca Johnson

THAT the Board adjourns to Closed Session relative to the receipt of information with respect to security of the property of the Board regarding the Post Budget Funding Reductions and with respect to identifiable individuals regarding the Chief Administrative Officer Performance Evaluation.

CARRIED

At 10:06 a.m. Ken Ranta, Director – Housing Services Division, Georgina Daniels, Director – Corporate Services Division, Brook Latimer, Supervisor, Communications and Engagement, Diana Hennel, Administrative Assistant, Sarah Strey, Administrative Assistant and Glenda Flank, Recording Secretary left the meeting room and the Board Meeting went into Closed Session.

At 11:56 a.m. the Regular Session meeting reconvened following the end of Closed Session and the break for lunch.

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REPORTS OF ADMINISTRATION

TBDSSAB 2019 1<sup>st</sup> Quarter Operational Report

Report No. 2019-23, (CAO Division) was presented to the Board outlining the trends within TBDSSAB programs and services.

Saku Pinta, Supervisor, Research and Social Policy provided an overview of the 1<sup>st</sup> Quarter Operational Report and responded to questions.

William Bradica, CAO provided clarification and responded to questions.

Post Budget Provincial Funding Reductions

Memorandum from William Bradica, Chief Administrative Officer, dated May 8, 2019, was presented to the Board to provide further information on the reduction to the provincial funding for Child Care and Ontario Works.

William Bradica, CAO advised that a more comprehensive report will be brought back to the Board once all guidelines have been reviewed, and responded to questions.

Declaration of Pecuniary Interest - Policy

Resolution 19/43 was passed at the April 18, 2019 Board meeting directing Administration to provide the Board with a Policy relative to the Declaration of Pecuniary Interest, at the May 16, 2019 Board Meeting.

Memorandum from William Bradica, Chief Administrative Officer, dated May 8, 2019, providing the Board with a recommended policy for the Registry of Pecuniary Conflict of Interest declarations was presented for consideration.

Administration to revise the Declaration of Pecuniary Interest form to include a signature line for the declaring Board Member.

Resolution No. 19/53

Moved by: Kim Brown  
Seconded by: Elaine Mannisto

THAT with respect to the Memorandum from William Bradica, Chief Administrative Officer dated May 8, 2019, we approve the Policy on the registry declaration of pecuniary as attached;

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

Not-For-Profit Housing Provider Surplus  
Sharing Policy

Report No. 2019-24 (Housing Services Division), was presented to the Board to provide information related to the implementation of a Not-for-Profit Housing Provider Surplus Sharing Policy.

Ranta, Director – Housing Services Division and William Bradica, CAO responded to questions regarding the policy.

Resolution No. 19/54

Moved by: Jody Davis  
Seconded by: Ray Lake

THAT with respect to Report No. 2019-24 (Housing Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the Not for Profit Housing Provider Surplus Sharing Policy as presented.

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

Long-Term Vacancies Policy

Report No. 2019-25 (Housing Services Division), was presented to the Board to provide information related to the implementation of a Long-Term Vacancies policy.

A discussion was held regarding the method of filling chronic vacancies in the municipalities outside of Thunder Bay.

Ken Ranta, Director – Housing Services Division and William Bradica, CAO responded to questions.

Resolution No. 19/55

Moved by: Kevin Holland  
Seconded by: Rebecca Johnson

THAT with respect to Report No. 2019-25 (Housing Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the Long-Term Vacancies Policy as presented;

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

#### Retention Schedule By-law Update

Report No. 2019-26 (Corporate Services Division), was presented to the Board to provide Administration's recommended amendments to the Record Retention Schedule, for consideration.

Georgina Daniels, Director – Corporate Services responded to questions.

Resolution No. 19/56

Moved by: Ray Lake  
Seconded by: James Foulds

THAT with respect to Report No. 2019-26 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board (the Board) approve the updated Records Retention Schedules as presented.

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

CARRIED

#### CORRESPONDENCE

#### BY-LAWS

##### First and Final Reading

Resolution No. 19/57

Moved by: Albert Aiello  
Seconded by: Kevin Holland

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:

1. A By-law to repeal By-law Number 01-2014 and to adopt amended Records Retention Schedule for The District of Thunder Bay Social Services Administration Board.

Explanation: A By-law to repeal By-law Number 01-2014 and replace with By-law Number 04-2019.

Authorization: Board Meeting 2019May16

BY-LAW NUMBER 04-2019

CARRIED

#### NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, June 20, 2019 at 10:00 a.m., in the 3rd Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

#### ADJOURNMENT

Resolution No. 19/58

Moved by: Elaine Mannisto  
Seconded by: Jody Davis

THAT the Board Meeting No. 10/2019 of The District of Thunder Bay Social Services Administration Board, held on May 16, 2019, be adjourned am 12:44 p.m.

CARRIED

Chair

Chief Administrative Officer

