



**MINUTES OF BOARD MEETING NO. 12/2019**

**OF**

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

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**DATE OF MEETING:** June 20, 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  
Wendy Wright

**OFFICIALS:**

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

**GUESTS:**

Brook Latimer, Supervisor, Communications &  
Engagement  
Roxanne Brunelle, Manager, Human Resources  
Jennifer Lible, Manager, Client Services

**REGRETS:**

Andrew Foulds  
Rebecca Johnson  
Aldo Ruberto

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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

Kevin Holland, Board Member, requested to provide the Board with an update relative to the 2019 Northern Ontario Service Deliverers Association (NOSDA) 2019 Annual General Meeting.

On consensus, this item was added to the Agenda.

### CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 19/59

Moved by:           Kim Brown  
Seconded by:       Elaine Mannisto

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 June 20, 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. 10/2019 (Regular Session) and 11/2019 (Closed Session) of TBDSSAB, held on May 16, 2019, were presented for confirmation.

Resolution No. 19/60

Moved by:           Jody Davis  
Seconded by:       Wendy Wright

THAT the Minutes of Meeting No. 10/2019 and 11/2019 (Regular and Closed Session) of The District of Thunder Bay Social Services Administration Board, held on May 16, 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 the property of the Board regarding the Post Budget Funding Reductions and relative to the receipt of information with respect to identifiable individuals.

Resolution No. 19/61

Moved by: Wendy Wright  
Seconded by: Kevin Holland

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 relative to the receipt of information with respect to identifiable individuals.

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, left the meeting room and the Board Meeting went into Closed Session.

At 10:21 a.m. Sarah Strey, Recording Secretary, left the meeting room for the remainder of Closed Session.

At 10:47 a.m. the meeting reconvened in Regular Session with all Board Members and all members of Administration in attendance, with the exception of Jennifer Lible, Manager – Client Services.

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**REPORTS OF ADMINISTRATION**

**2020 Budget Schedule**

Report No. 2019-27, (Corporate Services Division) was presented to the Board outlining the proposed 2020 Budget Schedule, for consideration.

Resolution No. 19/62

Moved by:           Kim Brown  
Seconded by:       Jody Davis

THAT with respect to Report No. 2019-27 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the 2020 Budget Schedule as presented.

CARRIED

**TBDSSAB Mortgage Renewal – Picton/Tamarack**

Report No. 2019-28 (Corporate Services Division), was presented to the Board to provide information related to the upcoming mortgage renewal arrangements for the various properties located in the City of Thunder Bay on Picton Avenue and Tamarack Place, for consideration.

Resolution No. 19/63

Moved by:           Elaine Mannisto  
Seconded by:       Ray Lake

THAT with respect to Report No. 2019-28 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board (the Board), approve the Ministry Resolution as attached, to be duly signed in accordance with TBDSSAB By-Law No. 01-2017 (Governance and Procedural);

AND THAT we authorize the Board Chair and Chief Administrative Officer to execute the mortgage financing documents related thereto.

CARRIED

TBDSSAB 2019 1st Quarter Financial Report

Memorandum from Georgina Daniels, Director – Corporate Services Division, dated June 3, 2019, was presented to the Board to provide information regarding the deferral of the 1<sup>st</sup> Quarter Financial report.

Georgina Daniels, Director – Corporate Services Division responded to a question regarding the memo.

At 11:00 a.m. Jennifer Lible, Manager – Client Services, and Diane Atkinson, Manager – Client Services, entered the meeting.

Memorandum of Understanding with Nishnawbe  
Aski Nation

Report No. 2019-29 (CAO Division), was presented to the Board to provide information related to a request from Nishnawbe Aski Nation to enter into a Memorandum of Understanding, for consideration.

William Bradica, CAO responded to questions and provided further information relative to signing the Memorandum.

Resolution No. 19/64

Moved by: Elaine Mannisto  
Seconded by: Kevin Holland

THAT with respect to Report No. 2019-29 (CAO Division), we the District of Thunder Bay Social Services Administration Board, support the Memorandum of Understanding (MOU) with Nishnawbe Aski Nations;

AND that the Chair is directed to sign the MOU on behalf of the organization.

CARRIED

TBDSSAB Representation on the City of  
Thunder Bay Crime Prevention Advisory Council

Memorandum from William Bradica, Chief Administrative Officer, dated June 3, 2019, was presented to the Board to provide information related to TBDSSAB representation on the City of Thunder Bay Crime Prevention Advisory Council, for consideration.

William Bradica, CAO responded to questions.

Resolution No. 19/65

Moved by: Ray Lake  
Seconded by: Wendy Wright

THAT further to the Memorandum dated June 3, 2019 from William Bradica, Chief Administrative Officer regarding appointment to the City of Thunder Bay Crime Prevention Council;

THAT we the District of Thunder Bay Social Services Administration Board appoint William Bradica as the Board representative to provide input into the City of Thunder Bay Community Safety Plan;

AND THAT the term of this appointment shall be from June 20, 2019 until the completion of the Community Safety Plan.

CARRIED

Replacement of Elevator Governor and Hoist  
Rope Systems – Mclvor Court

Report No. 2019-30 (Housing Services Division), was provided to the Board with information and a recommendation regarding the replacement of the elevator governor and hoist rope systems at Mclvor Court, for consideration.

Resolution No. 19/66

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

THAT with respect to Report No. 2019-30 (Housing Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) approve the financing from the Direct-Owned Housing Portfolio Capital Replacement Reserve Fund of up to \$30,000 to cover the costs of the elevator governor and hoist rope systems replacement for Mclvor Court.

CARRIED

Employment Ontario Service Delivery

Report No. 2019-31 (Client Services Division) provided the Board with information regarding TBDSSAB to advocate to become an Employment Ontario Service Delivery Site, for consideration.

Diane Atkinson, Manager – Client Services Division, gave a brief summary of the report and responded to questions.

A discussion was held regarding the responsibilities of Employment Ontario Service Managers.

William Bradica, CAO, responded to questions.

Resolution No. 19/67

Moved by: Kim Brown  
Seconded by: Wendy Wright

WHEREAS the District of Thunder Bay Social Services Administration Board (TBDSSAB), is the service system manager in the District of Thunder Bay for Ontario Works, Social and Affordable Housing, and Child Care and Early Years;

AND WHEREAS the TBDSSAB serves clients, applicants and tenants using an integrated approach at its seven offices located throughout its service area;

AND WHEREAS many of the people served by TBDSSAB face barriers to employment and already have a relationship with TBDSSAB;

AND WHEREAS becoming an EO Service Delivery Site would align with Recommendation 3, from the Office of the Auditor General of Ontario's Annual Report 2017 on Social Housing;

AND WHEREAS becoming an EO Service Delivery Site would align with Recommendation 18, from the Office of the Auditor General of Ontario's Annual Report 2018 on Ontario Works;

THEREFORE BE IT RESOLVED THAT with respect to Report No. 2019-31 (Client Services) we, The District of Thunder Bay Social Services Administration Board (TBDSSAB), call upon the Minister of Training Colleges and Universities to designate TBDSSAB as an Employment Ontario Service Delivery Site;

AND THAT a copy of this Resolution and Board Report No. 2019-31 be sent to the Minister of Training Colleges and Universities, the Minister of Children, Community and Social Services, the Minister of Education and the Minister of Municipal Affairs and Housing.

CARRIED

Ontario Works Service Plan 2019-2020

Report No. 2019-32 (Client Services Division), provided the Board with a draft Ontario Works Service Plan, for review and consideration.

Resolution No. 19/68

Moved by: Kevin Holland

Seconded by: Jody Davis

THAT with respect to Report No. 2019-32 (Client Services Division) we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the draft TBDSSAB Ontario Works (OW) Service Plan: 2019-2020, as presented;

AND THAT we direct the Chief Administrative Officer (CAO) to submit the approved TBDSSAB OW Service Plan: 2019-2020 to the Ministry of Community and Social Services.

CARRIED

2019 NOSDA AGM Update

Kevin Holland, Board Member, and William Bradica, CAO, provided the Board with feedback from the 2019 NOSDA AGM Conference.

After discussion it was decided, on consensus that a letter from the Board, will be sent to NOSDA Administration requesting that Resolutions, and Reports be sent in April, prior to the conference.

CORRESPONDENCE

BY-LAWS

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, July 18, 2019 at 10:00 a.m., in the 3rd Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.



ADJOURNMENT

Resolution No. 19/69

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

THAT the Board Meeting No. 12/2019 of The District of Thunder Bay Social Services Administration Board, held on June 20, 2019, be adjourned at 11:45 a.m.

CARRIED

  
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Chair

  
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Chief Administrative Officer

