



**MINUTES OF BOARD MEETING NO. 16/2019
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

DATE OF MEETING: September 26, 2019

TIME OF MEETING: 10:03 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
Jody Davis
Andrew Foulds
James Foulds
Kevin Holland
Lucy Kloosterhuis
Elaine Mannisto
Aldo Ruberto
Wendy Wright

REGRETS:

Shelby Ch'ng
Brian Hamilton
Rebecca Johnson
Ray Lake

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
Diana Hennel, Administrative Assistant

GUESTS:

Kristyn Lovato-Day, Acting Supervisor, Communications &
Engagement
Crystal Simeoni, Manager, Property Management
Diane Atkinson, Manager, Client Services
Roxanne Brunelle Crupi, Manager, Human Resources
Shari Mackenzie, Senior Human Resources Officer
Louise Piercey, Manager, Child Care & Early Years Programs

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

It was noted that in the Agenda on page 2 the date under the Child Care and Early Years Advisory Table should be July 18 and the date under the Community Homelessness Prevention Initiative Advisory Table should be July 16, 2019.

Resolution No. 19/79

Moved by: James Foulds
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 September 26, 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. 14/2019 (Regular Session) and 15/2019 (Closed Session) of TBDSSAB, held on July 18, 2019, were presented for confirmation.

It was noted that Ray Lake appears under Present and Regrets for both the Regular and Closed Session Minutes and should be removed from the Present column.

Resolution No. 19/80

Moved by: Kim Brown
Seconded by: Kevin Holland

THAT the Minutes of Meeting No. 14/2019 and 15/2019 (Regular and Closed Session) of The District of Thunder Bay Social Services Administration Board, held on July 18, 2019, respectively, be confirmed as corrected.

CARRIED

Committee Meetings

Child Care and Early Years Advisory Table

Draft Minutes of the Child Care and Early Years Advisory Table meeting held on July 18, 2019, were presented for information only.

Community Homelessness Prevention Initiative Advisory Table

Draft Minutes of the Community Homelessness Prevention Initiative Advisory Table meeting held on July 16, 2019, were presented for information only.

CLOSED SESSION MEETING

Administration recommended that the Board adjourn to a closed meeting relative to identifiable individuals regarding the 2020 Market Rent Increase and Rent Supplement Program Update and 2020 Annual Increases.

Resolution No. 19/82

Moved by: Kevin Holland
Seconded by: Kim Brown

THAT the Board adjourn to Closed Session relative to the receipt of information with respect to identifiable individuals regarding the 2020 Market Rent Increase and Rent Supplement Program Update and 2020 Annual Increases.

CARRIED

At 10:06 a.m. the Board Meeting went into Closed Session.

At 10:09 a.m. the Regular Session reconvened following the end of Closed Session.

REPORTS OF ADMINISTRATION

FIRST REPORT: TBDSSAB 10 Year Housing & Homelessness Plan - 5 Year Update

Report No. 2019-40 (Housing Services Division) was presented to the Board to provide Administrations new recommendations for the TBDSSAB's 10 Housing & Homelessness Plan - 5 Year Update, for consideration.

Ken Ranta, Director – Housing Services Division provided a brief background and overview of the 5 Year Update and responded to questions.

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

Lucy Kloosterhuis, Board Chair suggested that a Special Board Meeting be set to discuss this document in detail in order to ensure all questions are answered.

On consensus, a meeting was set for October 16, 2019 starting at 5:00 p.m. Administration will incorporate all consensus changes made by the Board into the 5 Year Update Report and then provide the revised draft to the Board for consideration at the November 2019 Board meeting.

Resolution No. 19/81

Moved by: James Foulds
Seconded by: Kevin Holland

THAT with respect to Report No. 2019-40, (Housing Services Division) we, The District of Thunder Bay Social Services Administration Board (the Board), approve the receipt of the First Report – TBDSSAB 10 Year Housing and Homelessness Plan – 5 Year Update;

AND THAT any consensus changes to the proposed Plan resulting from the Board discussion be included in a revised draft for the Board's consideration prior to December 2019.

CARRIED

2020 Market Rent Increase

Report No. 2019-41 (Housing Services Division) relative to requesting the Board's approval of the 2020 market rent increases for TBDSSAB units, was presented for consideration.

Resolution No. 19/83

Moved by: Elaine Mannisto
Seconded by: Kim Brown

THAT with respect to Report No. 2019-41 (Housing Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the 2020 market rents as outlined in Confidential Attachment #1 of Report No. 2019-41, presented in Closed Session.

AND THAT any approved market rent increase be effective February 1, 2020.

CARRIED

Rent Supplement Program Update &
2020 Rent Increases

Report No. 2019-42 (Housing Services Division) was presented to the Board to provide an update of subsidy paid to Rent Supplement landlords and to provide notify the Board of the 2020 rent increases for Rent Supplement landlords, for consideration.

Resolution No. 19/84

Moved by: Kevin Holland
Seconded by: Albert Aiello

THAT with respect to Report No. 2019-42 (Housing Services Division) we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the discontinuation of the annual Rent Supplement Program Update & 2020 Rent Increases report through the repeal of TBDSSAB Resolution No. 11/42(A);

AND THAT requests for rental increases in excess of the allowable guideline amount as determined annually by the Ministry of Municipal Affairs and Housing be brought to the Board for consideration.

CARRIED

At 10:50 a.m. Diane Atkinson, Manager, Client Services entered the meeting room and Crystal Simeoni, Manager, Property Management left the meeting room.

Sault Ste. Marie DSSAB Home
Ownership Pilot

Memorandum from Aldo Ruberto, Board Member, dated August 29, 2019 providing an article regarding the above noted, was presented to the Board for information and discussion.

Aldo Ruberto, Board Member provided a brief background of his reasons for presenting the article to the Board, responded to questions and provided clarification.

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

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

At 10:52 a.m. Roxanne Brunelle Crupi, Manager Human Resources and Shari Mackenzie, Senior Human Resources Officer entered the meeting room.

A discussion was held regarding the option of proceeding with this type of a project or developing other creative solutions for housing, the different costs and the various funding possibilities.

On consensus, Administration was directed to research the different possibilities for developing housing to fill some of the need for single housing units and report back to the Board in the spring of 2020.

Provincial Funding Changes

William Bradica, Chief Administrative Officer, provided a verbal update relative to provincial funding changes that have occurred including the changes outlined in the letter from The Honourable Todd Smith, Minister of Children, Community and Social Services, dated September 19, 2019 regarding the 2020 Ontario Works Program Delivery Funding Allocation (OWPDF), which was presented for information and discussion.

William Bradica, CAO responded to questions and provided clarification with respect to the changes that are expected to the OWPDF and Child Care and Early Years program delivery and expansion funding for 2019 through to 2022. Mr. Bradica explained that approximately \$450,000 in reductions from the 2019 Board approved OW program delivery have already been made by Administration.

On consensus, the Board directed that given the timing of the provincial announcement on funding changes, Administration could exceed the 50/50 provincial municipal cost share for OWPDF for the 2019 year only.

At 11:50 a.m. Louise Piercey, Manager, Child Care & Early Years Programs, entered the meeting room and Diane Atkinson left the meeting room.

2019 Ontario Works Client Satisfaction Survey

Report No. 2019-43 (CAO Division) relative to providing the Board with the results from the 2019 Ontario Works Client Satisfaction Survey, was presented for information.

William Bradica introduced Kristyn Lovato-Day, Acting Supervisor, Communications and Engagement and Diane Atkinson, Manage Client Services to answer any questions regarding the Satisfaction Survey.

Kristyn Lovato-Day, Acting Supervisor, Communications and Engagement responded to questions.

TBDSSAB 2019 Second Quarter
Operational Report

Report No. 2019-44 (CAO Division) provided under separate cover, was presented to the Board outlining the trends within TBDSSAB programs and services, for information.

Kristyn Lovato-Day, Acting Supervisor, Communications & Engagement provided a high level overview of the new charts and graphs provided in the Report and responded to questions.

William Bradica, CAO provided clarification and responded to questions.

Diane Atkinson, Manager, Client Services also responded to questions.

The Board Chair called for a lunch break at 12:00 noon.

The meeting reconvened at 12:35 pm with all Board Members and remaining members of Administration in attendance.

Workplace Diversity and Inclusion Policy

Report No. 2019-45 (CAO Division) relative to presenting the Board with information related to the implementation of a Workplace Diversity and Inclusion Policy, was presented for consideration.

Resolution No. 19/85

Moved by: Elaine Mannisto
Seconded by: Kim Brown

THAT with respect to Report No. 2019-45 (CAO Division), we, The District of Thunder Bay Social Services Administration Board approve the Workplace Diversity and Inclusion 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 12:40 p.m. Roxanne Brunelle Crupi, Manager, Human Resources and Shari Mackenzie, Senior Social Policy Analyst left the meeting room.

Increase to Maximum Daily Rates for
Child Care Codes

Report No. 2019-46 (Client Services Division) was presented to the Board to provide background on the request for approval for an increase to the maximum per diem rates TBDSSAB pays for child care fee subsidy.

Resolution No. 19/86

Moved by: Kim Brown
Seconded by: James Foulds

THAT with respect to Report No. 2019-46 (Client Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the increase in the maximum child care rates for fee subsidy recipients effective January 1, 2020 as presented in Report No. 2019-46.

CARRIED

December 2019 Mortgage Renewal –
Lendrum Court

Report No. 2019-47 (Corporate Services Division) was provided to advise the Board of the upcoming mortgage renewal arrangements for the Lendrum Court Property, for consideration.

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

Resolution No. 19/87

Moved by: Wendy Wright
Seconded by: Andrew Foulds

THAT with respect to Report No. 2019-47 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or 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

Review of the Approval and Signing
Authorization Policy and the TBDSSAB
Initiated Agreement Templates

Administration was directed to review the language of the Approval and Signing Authorization Policy and the TBDSSAB Initiated Agreement Templates for any language regarding actions taken by TBDSSAB funded agencies that undermine other TBDSSAB funded agencies at the July 4, 2019 meeting.

A memorandum from Georgina Daniels, Director – Corporate Services Division, dated September 8, 2019 was presented to the Board providing the results of the review of the language in the documents referred to in the Memorandum from Shelby Ch'ng dated July 4, 2019.

Georgina Daniels, Director – Corporate Services Division responded to questions.

CORRESPONDENCE

TBDSSAB Annual Report

A letter from The Honourable Parry Hajdu, P.C., dated July 11, 2019 and a letter from Mr. Michael Gravelle, MPP, dated July 12, 2019 regarding receipt of The District of Thunder Bay Social Services Administration Board Annual Report for 2018, were presented to the Board for their information.

Community Homelessness Prevention
Initiative

A letter from Assistant Deputy Minister, Janet Hope, dated July 31, 2019 regarding The District of Thunder Bay Social Services Administration Board 2019-20 Investment Plan Approval, was presented for information.

City of Thunder Bay Resolution

A letter from Mayor Bill Mauro, City of Thunder Bay, dated September 17, 2019 relative to making a request regarding the above noted, was presented for discussion.

A brief discussion was held regarding the letter and Lucy Kloosterhuis, Board Chair advised that in a the Mayor had informed her, in a telephone conversation, that this request was made to let the residents of Thunder Bay know that the City of Thunder Bay has no control over TBDSSAB's budget.

BY-LAWS

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, October 17, 2019, in the 3rd Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

ADJOURNMENT

Resolution No. 19/88

Moved by: Wendy Wright
Seconded by: Andrew Foulds

THAT Board Meeting No. 16/2019 of The District of Thunder Bay Social Services Administration Board, held on September 26, 2019, be adjourned at 12:50 p.m.

CARRIED



Chair



Chief Administrative Officer