



MINUTES OF BOARD MEETING NO. 19/2019
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD

DATE OF MEETING: October 17, 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
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, 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
Shari Mackenzie, Acting Manager, Human Resources
Aurel Malo, Area Vice President, Human Resources,
Gallagher Benefit Services (Canada) Group Inc.

REGRETS:

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

William Bradica, CAO declared a perceived conflict of interest relative to the TBDSSAB Annual Insurance Renewal Report due to his position as Board Chair of the Housing Services Corporation.

NEW BUSINESS

None.

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 19/91

Moved by: Kim Brown
Seconded by: Andrew 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 October 17, 2019, we approve the agendas as printed;

AND THAT we approve any additional information and new business.

CARRIED

At 10:04 a.m. Brian Hamilton, Board Member, entered the meeting room.

MINUTES OF PREVIOUS MEETINGS

Board Meetings

Minutes of Meeting No. 16/2019 and Meeting No. 17/2019 (Regular and Closed Session) of TBDSSAB, held on September 26, 2019 respectively, were presented for confirmation.

Resolution No. 19/92

Moved by: Elaine Mannisto
Seconded by: James Foulds

THAT the Minutes of Meeting No. 16/2019 and Meeting No. 17/2019 (Regular and Closed Session) of The District of Thunder Bay Social Services Administration Board, held on September 26, 2019, respectively, be confirmed.

CARRIED

CLOSED SESSION MEETING

Administration recommended that the Board adjourn to a closed meeting relative to receipt of information with respect to security of the property of the Board and labour relations regarding potential impacts of funding changes.

Resolution No. 19/93

Moved by: Kim Brown
Seconded by: Jody Davis

THAT the Board adjourns to Closed Session relative to receipt of information with respect to security of the property of the Board and labour relations regarding the potential impacts to TBDSSAB operations resulting from funding changes.

CARRIED

At 10:08 a.m. the Board Meeting went into Closed Session and Ken Ranta, Director – Housing Services Division, Georgina Daniels, Director – Corporate Services Division, Kristyn Lovato-Day, Diana Hennel, Administrative Assistant and Glenda Flank, Recording Secretary left the meeting room.

At 11:24 a.m. Regular Session reconvened with all members of Administration and guests in attendance with the exception of Shari Mackenzie, Acting Manager, Human Resources and Aurel Malo, Area Vice President, Human Resources, Gallagher Benefit Services (Canada) Group Inc.

REPORTS OF ADMINISTRATION

Bertrand Court Regeneration Strategy Update

Memorandum from Ken Ranta, Director – Housing Services Division, dated October 8, 2019 relative to providing the Board with information regarding the above noted was presented, for information only.

Strategic Plan 2020 – 2023

Report No. 2019-48 (CAO Division) relative to providing the Board with the revised 2020-2023 TBDSSAB Strategic Plan, was presented for review and consideration.

William Bradica, CAO responded to questions.

Resolution No. 19/94

Moved by: Jody Davis
Seconded by: Andrew Foulds

THAT with respect to Report No. 2019-48 (CAO's Division), we, The District of Thunder Bay Social Services Administration Board, adopt the Strategic Plan for the years 2020 through 2023 as presented;

AND THAT Reports to the Board will include reference to strategic directions and objectives when applicable;

AND THAT a Report be presented to the Board within sixty days of each calendar year-end covered by the Strategic Plan to identify the previous year's progress in achieving the strategic directives.

CARRIED

At 12:20 p.m. Keri Greaves, Manager, Finance entered the meeting room.

Financial Context for the 2020 Budget Process

William Bradica, CAO delivered the financial context presentation to the Board, responded to questions and provided clarification. A copy of the presentation was provided at the meeting.

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

A point of order was raised regarding the type of questions being asked of Administration in relation to this presentation. Lucy Kloosterhuis, Board Chair ruled that the type of questions were not appropriate at this time.

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

At 1:19 p.m. James Foulds, Board Member left the meeting.

2019 Reserve and Reserve Fund Strategy Update

Report No. 2019-49 (Corporate Services Division) was presented to the Board to provide the annual update to the Reserve and Reserve Fund Strategy, for consideration.

Resolution No. 19/95

Moved by: Elaine Mannisto
Seconded by: Shelby Ch'ng

THAT with respect to Report No. 2019-49 (Corporate Services Division) we, The District of Thunder Bay Social Services Administration Board (Board), approve the 2019 Reserve Fund Strategy provided within the Report;

AND THAT we approve the renaming of the Direct-Owned Housing Portfolio Capital Replacement Reserve Fund to the Housing Portfolio Capital Reserve Fund;

AND THAT we approve the renaming of the Social Housing Reserve Fund to the Community Housing Reserve Fund;

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

CARRIED

Procurement Practices and Policy Update

Report No. 2019-50 (Corporate Services Division) was presented to provide an update on the procurement practices and housekeeping changes made to the Procurement of Goods, Services and Construction Policy, for information only.

William Bradica, CAO and Georgina Daniels, Director – Corporate Services Division responded to questions and provided clarification.

January 2020 Mortgage Renewal – Walkover

Report No. 2019-51 (Corporate Services Division) relative to providing the Board with the upcoming mortgage renewal arrangements for the Walkover property, was presented for consideration.

Resolution No. 19/96

Moved by: Albert Aiello
Seconded by: Kevin Holland

THAT with respect to Report No. 2019-51 (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

At 1:41 p.m. William Bradica, CAO left the meeting room.

TBDSSAB Annual Insurance Renewal

Report No. 2019-52 (Corporate Services Division) was presented to the Board providing the annual insurance renewal information, for consideration.

Resolution No. 19/97

Moved by: Kevin Holland
Seconded by: Ray Lake

THAT with respect to Report No. 2019-52 (Corporate Services Division) we, The District of Thunder Bay Social Services Administration Board, accept the property insurance quotation provided by Marsh Canada Limited, in the amount of \$547,287.70;

AND THAT the Director – Corporate Services Division be authorized to bind coverage and complete any administrative requirements of the insurance renewal process.

CARRIED

At 1:46 p.m. William Bradica, CAO entered the meeting room.

Certificate of Incumbency

A Memorandum from Keri Greaves, Manager, Finance, dated October 8, 2019 was presented to the Board providing background information relative to the requirements for signing the certificate of incumbency.

CORRESPONDENCE

2019 Association for Municipalities of Ontario
(AMO) Conference

A letter received from The Honourable Steve Clark, dated September 30, 2019 regarding the presentation provided to Parliamentary Assistant Parm Gill at the AMO Conference was presented to the Board, for information only.

BY-LAWS

NEXT MEETING

A discussion was held regarding what time the meeting should be held. On consensus the Board determined that the next meeting of The District of Thunder Bay Social Services Administration Board will be held on Wednesday, November 20, 2019, starting at 5:00 p.m. in the 3rd Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

ADJOURNMENT

Resolution No. 19/98

Moved by: Andrew Foulds
Seconded by: Jody Davis

THAT Board Meeting No. 16/2019 of The District of Thunder Bay Social Services Administration Board, held on October 17, 2019, be adjourned at 1:52 p.m.

CARRIED



Chair



Chief Administrative Officer