



**MINUTES OF BOARD MEETING NO. 24/2019  
OF  
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

---

**DATE OF MEETING:** December 12, 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  
Kevin Holland  
Lucy Kloosterhuis  
Ray Lake  
Aldo Ruberto  
Wendy Wright

**REGRETS:**

Andrew Foulds  
Brian Hamilton  
Rebecca Johnson  
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  
Diana Hennel, Administrative Assistant

**GUESTS:**

Crystal Simeoni, Manager, Property Management  
Barry Caland, Manager, Facilities  
Aaron Park, Manager, Housing and Homelessness Programs  
Keri Greaves, Manager, Finance  
Kristyn Lovato-Day, Acting Supervisor, Communications &  
Engagement  
Shari Mackenzie, Acting Manager, Human Resources

---

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**

**NEW BUSINESS**

None.

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 19/111

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 December 12, 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 Board Special Meeting No. 21/2019 held on November 20, 2019, Meeting No. 22/2019 and Meeting No. 23/2019 (Regular and Closed Session) of TBDSSAB, held on November 21, 2019 respectively, were presented for confirmation.

Resolution No. 19/112

Moved by: Jody Davis  
Seconded by: Kevin Holland

THAT the Minutes of Board Special Meeting No. 21/2019 held on November 20, 2019, Meeting No. 22/2019 and Meeting No. 23/2019 (Regular and Closed Session) of TBDSSAB, held on November 21, 2019 respectively, to be confirmed.

CARRIED

Committee / Advisory Table Meetings

Draft Minutes of the Audit Committee Meeting held on November 13, 2019, were provided for information only.

William Bradica, CAO advised the Board that the date of the Audit Committee Meeting Minutes was noted incorrectly in the Agenda, and that this has been amended.

Draft Minutes of the Community Homelessness Prevention Initiative Advisory Table Meeting held on October 29, 2019, were provided for information only.

Draft Minutes of the Child Care and Early Years Advisory Table Meeting held on October 31, 2019, were provided for information only.

### CLOSED SESSION MEETING

The Board adjourned to a closed meeting relative to receipt of information with respect to security of property of the Board regarding the TBDSSAB Strategies to Deter Criminal Activity Report.

Resolution No. 19/113

Moved by: Kevin Holland  
Seconded by: James Foulds

THAT the Board adjourns to Closed Session relative to receipt of information with respect to security of property of the Board regarding the TBDSSAB Strategies to Deter Criminal Activity Report.

CARRIED

At 10:07 a.m. the Board Meeting went into Closed Session.

At 10:44 a.m. Regular Session reconvened with all members of Administration and all present Board Members in attendance.

### REPORTS OF ADMINISTRATION

#### TBDSSAB Proposed 2020 Operating and Capital Budgets

At the November 21, 2019 Board Meeting, Report No. 2019-53 and a presentation relative to the Proposed 2020 Operating and Capital Budgets were provided to the Board for their review and discussion.

Report No. 2019-61 (Corporate Services Division) was presented to the Board providing the 2020 Operating and Capital Budgets, for consideration.

At 10:45 a.m. Crystal Simeoni, Manager, Property Management and Barry Caland, Manager, Facilities left the meeting.

Resolution No. 19/114

Moved by: Kim Brown  
Seconded by: Wendy Wright

THAT with respect to Report No. 2019-53 and Report No. 2019-61 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the proposed 2020 Operating Budget in the amount of \$98,011,700, as presented in Report No. 2019-53 and Report No. 2019-61;

AND THAT we, the Board, approve the proposed 2020 Capital Budget in the amount of \$3,573,000, as presented in Report No. 2019-53, to be financed from the Housing Portfolio Capital Reserve Fund;

AND THAT up to \$50,000 of costs related to the implementation of the Property Portfolio Action Plan, and up to \$250,000 of costs related to new rental housing units through the Ontario Priorities Housing Initiative (OPHI) be financed from the Capital Regeneration Reserve Fund;

AND THAT up to \$10,000 of costs related to End of Social Housing Operating Agreements be financed from the Community Housing Reserve Fund;

AND THAT \$2,652,000 be transferred from Operations to the Housing Portfolio Capital Reserve Fund, and up to \$385,000 of move-out repairs be financed from the Housing Portfolio Capital 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 \$191,300 be transferred from Operations to the Office Building Reserve Fund, and up to \$80,000 of the office building capital costs be financed from the Office Building Reserve Fund;

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

CARRIED

#### Enterprise Risk Management – Risk Appetite Statements

The Board was provided with Report No. 2019-57 Enterprise Risk Management Framework the Board Special Meeting held November 20, 2019, for consideration.

Report No. 2019-62 (Corporate Services Division) was presented to the Board with the Enterprise Risk Management – Risk Appetite Statements, for consideration.

Georgina Daniels, Director – Corporate Services Division provided an overview of the report.

Resolution No. 19/115

Moved by: Shelby Ch'ng  
Seconded by: Kim Brown

THAT with respect to Report No. 2019-62 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the Risk Appetite Statements as presented.

CARRIED

### Transfer of Thunder Bay Deaf Housing

Report No. 2019-63 (Housing Services Division) was presented to the Board to provide information relative to obtaining approval for the transfer of social housing assets owned by Thunder Bay Deaf Housing Inc. to Suomi Koti of Thunder Bay Inc., for consideration.

Ken Ranta, Director – Housing Services Division provided an overview of the legislation governing the transfer of the property and responded to questions.

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

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

Ken Ranta, Director – Housing Services Division provided further information and responded to questions.

Resolution No. 19/116

Moved by: Ray Lake  
Seconded by: Shelby Ch'ng

THAT with respect to Report No. 2019-63 (Housing Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the transfer of Thunder Bay Deaf Housing Inc., social housing assets located at 511 Kingsway Avenue, Thunder Bay, Ontario to Suomi Koti of Thunder Bay Inc.;

AND THAT up to \$100,000 of capital repairs costs and up to \$25,000 of administrative and legal costs associated with the transfer be paid by TBDSSAB and financed from the Community Housing Reserve Fund;

AND THAT the TBDSSAB notify the Ministry of Municipal Affairs and Housing (MMAH) of the approval to transfer the assets and request that they facilitate the transfer of mortgage held by Canada Mortgage and Housing Corporation;

AND THAT we authorize the Chair and the Chief Administrative Officer to execute any required agreements with the housing providers as identified in Report No. 2019-63, and any other documents related thereto;

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

CARRIED

At 11:29 a.m. Aaron Park, Manager, Housing and Homelessness Programs and Shari MacKenzie, Acting Manager, Human Resources left the meeting.

### CORRESPONDENCE

#### 2019 Association for Municipalities of Ontario Conference

A letter from The Honourable Ross Romano, Minister of Colleges and Universities, received December 4, 2019 regarding the meeting held with Minister Romano at the above noted conference, was presented to the Board, for information only.

### BY-LAWS

#### First and Final Reading

Resolution No. 19/117

Moved by: Jody Davis  
Seconded by: Ray Lake

THAT the following By-law be introduced and now be given First and Final Reading, engrossed, signed by the Chair and Chief Administrative Officer, sealed and numbered:

1. A By-law to adopt The District of Thunder Bay Social Services Administration Board Operating and Capital Budgets for the year 2020.

Explanation: A By-law to adopt The District of Thunder Bay Social Services Administration Board Operating and Capital Budgets for the year 2020.

Authorization: Board Meeting 2019Dec12.

BY-LAW NUMBER 06-2019

CARRIED

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, January 9, 2020 at 10:00 a.m., in the 3rd Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

ADJOURNMENT

Resolution No. 19/118

Moved by: Kevin Holland  
Seconded by: James Foulds

THAT Board Meeting No. 24/2019 of The District of Thunder Bay Social Services Administration Board, held on December 12, 2019, be adjourned at 11:31 a.m.

CARRIED



Chair



Chief Administrative Officer