



**MINUTES OF INAUGURAL BOARD MEETING NO. 01/2020
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

DATE OF MEETING: January 9, 2020

TIME OF MEETING: 10:10 AM

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
Brian Hamilton
Kevin Holland
Rebecca Johnson
Lucy Kloosterhuis
Aldo Ruberto
Wendy Wright

REGRETS:
James Foulds
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
Diana Hennel, Administrative Assistant

GUESTS:
Kristyn Lovato-Day, Acting Supervisor, Communications & Engagement
Shari Mackenzie, Acting Manager, Human Resources
Keri Greaves, Manager, Finance
Crystal Simeoni, Manager, Property Management

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

William Bradica, CAO opened the meeting and advised the Board Members that as this was the Inaugural Meeting of the Board he would Chair the meeting until the Board Chair was elected.

DISCLOSURES OF INTEREST

NEW BUSINESS

CONFIRMATION OF BOARD MEETING AGENDA

A discussion was held regarding having the letter from Richard Steele, ADM listed under Correspondence moved to the beginning of the Agenda for discussion prior to any other agenda items.

Resolution No. 20/01

Moved by: Kim Brown
Seconded by: Wendy Wright

THAT with respect to the agenda for the Inaugural Board meeting of The District of Thunder Bay Social Services Administration Board for January 9, 2020, we approve the agenda as amended;

AND THAT we approve any additional information and new business.

CARRIED

CORRESPONDENCE

Letter from Richard Steel, Assistant Deputy Minister, dated December 20, 2019 relative to the *DSSAB Act* review conducted by John Fleming, C. Dir, John Fleming Occasional Consulting Inc., was presented to the Board for information and discussion. A copy of the attachments to the correspondence were provided under separate cover prior to the meeting and provided on desk.

William Bradica, CAO provided an overview of the correspondence and attachments.

At 10:30 a.m. Brian Hamilton, Board Member left the meeting.

A discussion was held regarding the content of the letter and attachments.

CONFIRMATION OF BOARD MEETING AGENDA cont'd

Resolution No. 20/02

Moved by: Wendy Wright
Seconded by: Kevin Holland

THAT with respect to the January 9, 2020 and the remainder of the 2020 agendas, we approve:

1. that in accordance with Section 4.(1)(iv) of the TBDSSAB Governance & Procedural By-law, the structure of the Board Meeting Agenda for 2020 be as follows:

DISCLOSURES OF CONFLICTS OF INTEREST
NEW BUSINESS
APPROVAL OF AGENDA
DEPUTATIONS / PRESENTATIONS
MINUTES OF PREVIOUS MEETING
REPORTS OF ADMINISTRATION
(RED FLAG ISSUES)
CORRESPONDENCE
BY-LAWS
NEXT MEETING
ADJOURNMENT

2. that any matters discussed or resolutions passed which relate to the business of The District of Thunder Bay Social Services Administration Board (TBDSSAB) shall be deemed to have been discussed by the Directors of TBDSSAB.
3. that any matters discussed or resolutions passed which relate to the business of the Thunder Bay District Housing Corporation (TBDHC) shall be deemed to have been discussed by the Directors of TBDHC.

CARRIED

ELECTION OF OFFICERS

The first order of business was to elect a Chair and Vice-Chair in accordance with the *DSSAB Act*, for the term ending on December 31, 2020.

Election of Chair

William Bradica, CAO called for nominations for the position of Chair of TBDSSAB for the above noted term.

Lucy Kloosterhuis was nominated and accepted the nomination. Jody Davis was nominated but did not accept the nomination. There were no further nominations.

Lucy Kloosterhuis was acclaimed as the Board Chair.

Resolution No. 20/03

Moved by: Kim Brown
Seconded by: Albert Aiello

THAT the position of Chair of The District of Thunder Bay Social Services Administration Board for the term ending December 31, 2020, be filled by Lucy Kloosterhuis.

CARRIED

Election of Vice-Chair

Lucy Kloosterhuis, Chair called for nominations for the position of Vice-Chair.

Kim Brown was nominated and accepted the nomination. There were no further nominations.

Kim Brown was acclaimed as Vice-Chair.

Resolution No. 20/04

Moved by: Wendy Wright
Seconded by: Kevin Holland

THAT the position of Vice-Chair of The District of Thunder Bay Social Services Administration Board for the term ending December 31, 2020, be filled by Kim Brown.

CARRIED

TBDSSAB COMMITTEE AND TABLE APPOINTMENTS

TBDSSAB Audit Committee Appointments – 2020

Memorandum from William Bradica, CAO dated December 11, 2019 was presented to the Board regarding the appointments to the Audit Committee, for consideration.

Resolution No. 20/05

Moved by: Kevin Holland
Seconded by: Kim Brown

THAT the following Members of The District of Thunder Bay Social Services Administration Board be appointed to the Audit Committee, for the term ending December 31, 2020:

Albert Aiello
Kevin Holland
Rebecca Johnson
Aldo Ruberto
Wendy Wright

AND THAT the Committee Chair be appointed at the first Committee meeting of the year.

CARRIED

TBDSSAB Child Care & Early Years
Advisory Table Appointments – 2020

Memorandum from William Bradica, CAO dated December 11, 2019 was presented to the Board regarding the appointments to the Child Care and Early Years Advisory Table, for consideration.

Resolution No. 20/06

Moved by: Albert Aiello
Seconded by: Andrew Foulds

THAT the following Members of The District of Thunder Bay Social Services Administration Board be appointed to the Child Care and Early Years Advisory Table, for the term ending December 31, 2020:

Kim Brown
Wendy Wright

CARRIED

**TBDSSAB Community Homelessness
Prevention Initiative Advisory Table
Appointments – 2020**

Memorandum from William Bradica, CAO dated December 11, 2019 was presented to the Board regarding the appointments to the Community Homelessness Prevention Initiative Advisory Table, for consideration.

Resolution No. 20/07

Moved by: Albert Aiello
Seconded by: Shelby Ch'ng

THAT the following Members of The District of Thunder Bay Social Services Administration Board be appointed to the Community Homelessness Prevention Initiative Advisory Table, for the term ending December 31, 2020:

Shelby Ch'ng
Jody Davis

CARRIED

CONFIRMATION OF MEETING DATES

**TBDSSAB 2019 Board Meeting Dates and
Next Inaugural Meeting Date**

Memorandum from William Bradica, CAO dated December 13, 2019 was presented to the Board regarding scheduling of the 2020 Board Meeting dates and the next Inaugural Meeting date, for consideration.

A discussion was held regarding revising the proposed February Board Meeting date of February 20, 2020 due to a conflict with a conference being held the week of February 17, 2020. On consensus the Board determined that the meeting should be held on the second Thursday of the month of February.

Resolution No. 20/09

Moved by: Andrew Foulds
Seconded by: Wendy Wright

THAT the regularly scheduled meetings of The District of Thunder Bay Social Services Administration Board for the year 2020 be held at the TBDSSAB Headquarters, in the City of Thunder Bay, beginning at 10:00 a.m. on the following dates:

February 13, March 19, April 16, May 21, June 18, July 16,
September 17, October 15, November 19, December 17;

AND THAT the next Inaugural Meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, January 14, 2021;

AND THAT any changes to the meeting schedule can be made by resolution of the Board.

CARRIED

MINUTES OF PREVIOUS MEETINGS

Board Meetings

Minutes of Meeting No. 24/2019 (Regular Session) and 25/2019 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on December 12, 2019, were presented for confirmation.

Resolution No. 20/10

Moved by: Jody Davis
Seconded by: Wendy Wright

THAT the Minutes of Meeting No. 24/2019 (Regular Session) and Meeting No. 25/2019 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on December 12, 2019, respectively, be confirmed.

CARRIED

CLOSED SESSION

Administration recommended that the Board adjourn to a closed meeting relative to solicitor – client privilege regarding a legal opinion obtained from the TBDSSAB solicitor of record.

Resolution No. 20/11

Moved by: Wendy Wright
Seconded by: Kim Brown

THAT the Board adjourns to Closed Session relative to the receipt of information with respect to solicitor – client privilege regarding the legal opinion obtained from the TBDSSAB solicitor of record.

CARRIED

At 11:25 a.m. the meeting reconvened in regular session with all Board Members except Brian Hamilton in attendance and all members of Administration in attendance with the exception of Keri Greaves, Manager Finance.

REPORTS OF ADMINISTRATION

Code of Conduct & Integrity Obligations

The following resolution was proposed arising from the discussion held in Closed Session.

Resolution No. 20/08

Moved by: Andrew Foulds
Seconded by: Albert Aiello

THAT we, The District of Thunder Bay Social Services Administration Board establish an Ad Hoc Committee to review the Board Code of Conduct further to recommended changes made by the Board solicitor;

AND THAT Aldo Ruberto, Jody Davis, Kim Brown and Lucy Kloosterhuis be appointed to the Ad Hoc Committee;

AND THAT the Ad Hoc Committee bring a recommendation to a future Board meeting on any suggested changes.

CARRIED

At 11:30 a.m. Wendy Wright, Board Member left the meeting.

PRESENTATION

Regulatory Changes Under the Housing Services Act, 2011

A presentation relative to the above noted was provided by Ken Ranta, Director - Housing Services Division and Crystal Simeoni, Property Manager, for the information of the Board. A copy of the presentation was distributed at the meeting.

Ken Ranta responded to questions, provided further information and advised the Board that Administration would be bringing a report with proposed additions and changes to the Local Rules to the Board in February for their consideration.

Crystal Simeoni provided information, responded to questions and clarified information.

William Bradica, CAO responded to questions.

At 11:56 a.m. Crystal Simeoni, Manager, Property Management left the meeting room and Keri Greaves, Manager, Finance entered the meeting room.

REPORTS OF ADMINISTRATION cont'd

Year 2020 Weighted Assessment Calculation and 2020 Levy Apportionment

Report No. 2020-01 (Corporate Services Division), was presented to the Board to provide the 2020 weighted assessment calculation and 2020 levy apportionment, for information only.

At 11:57 a.m. Keri Greaves, Manager, Finance left the meeting room.

Employee Political Neutrality Policy

Report No. 2020-02 (CAO Division), was presented to the Board to provide a draft Employee Political Neutrality policy, for consideration.

Resolution No. 20/12

Moved by: Jody Davis
Seconded by: Kevin Holland

THAT with respect to Report No. 2020-02 (CAO Division) we, The District of Thunder Bay Social Services Administration Board approve the Employee Political Neutrality 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

BY-LAWS

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, February 13, 2020 at 10:00 a.m., in the 3rd Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

ADJOURNMENT

Resolution No. 20/13

Moved by: Albert Aiello
Seconded by: Kevin Holland

THAT the Inaugural Board Meeting No. 01/2020 of The District of Thunder Bay Social Services Administration Board, held on January 9, 2020, be adjourned at 12:00 p.m.

CARRIED



Chair



Chief Administrative Officer