



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 13/2020
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

DATE OF MEETING: September 17, 2020

TIME OF MEETING: 10:15 AM

LOCATION OF MEETING: 1st Floor Training Room
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
Aldo Ruberto
Wendy Wright

OFFICIALS:
William (Bill) Bradica, Chief Administrative Officer
Georgina Daniels, Director, Corporate Services Division
Ken Ranta, Director, Integrated Social Services Division
Glenda Flank, Recording Secretary

GUESTS:
Keri Greaves, Manager, Finance
Shari Mackenzie, Acting Manager, Human Resources
Crystal Simeoni, Manager, Housing Programs
Louise Piercey, Manager, Child Care & Early Years Programs
Aaron Park, Supervisor, Research & Social Policy

REGRETS:
Andrew Foulds
Ray Lake

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

Bill Bradica, CAO introduced Carole Lem to the Board Members as the new Communications and Engagement Officer.

DISCLOSURES OF INTEREST

None.

NEW BUSINESS

None.

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 20/60

Moved by: Albert Aiello
Seconded by: Elaine Mannisto

THAT with respect to the agenda for the Board Regular and Closed Session meetings of The District of Thunder Bay Social Services Administration Board for September 17, 2020, 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 Meeting No. 11/2020 and 12/2020 (Regular and Closed Session) of The District of Thunder Bay Social Services Administration Board, held on July 16, 2020, were presented for confirmation.

Resolution No. 20/61

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

THAT the Minutes of Meeting No. 11/2020 and 12/2020 (Regular and Closed Session) of The District of Thunder Bay Social Services Administration Board, held on July 16, 2020, be confirmed.

CARRIED

REPORTS OF ADMINISTRATION

2021 Budget Update

Bill Bradica, CAO provided the Board with an update on the preparation being done for the 2021 Budget, and the impact it will have on the levy. Background was provided regarding the funding allocations and the steps that Administration has taken in preparing the budget to mitigate the shortfall.

Bill Bradica, CAO and Georgina Daniels, Director, Corporate Services Division responded to questions.

CLOSED SESSION

Administration recommended that the Board adjourn to a closed meeting relative to receipt of information with respect to employee negotiations and personal matters about identifiable individuals regarding the TBDSSAB budget and with respect to identifiable individuals including employees of the Board regarding the Chief Administrative Officer evaluation.

Resolution No. 20/62

Moved by: Jody Davis
Seconded by: Albert Aiello

THAT the Board adjourns to Closed Session relative to receipt of information with respect to employee negotiations and personal matters about identifiable individuals regarding the TBDSSAB budget and with respect to identifiable individuals including employees of the Board regarding the Chief Administrative Officer evaluation.

CARRIED

At 10:45 a.m., Carole Lem, Communications and Engagement Officer left the meeting.

At 11:23 a.m., the meeting reconvened in regular session with all members of the Board and Administration in attendance.

REPORTS OF ADMINISTRATION

Chief Administrative Officer Evaluation

Resolution No. 20/62A

Moved by: Kevin Holland
Seconded by: Jody Davis

THAT the Chair to proceed as directed in Closed Session.

CARRIED

At 11:25 a.m., Crystal Simeoni, Manager, Housing Programs and Louise Piercey, Manager, Child Care & Early Years Programs joined the meeting.

Social Services Relief Fund Phase 2

Report No. 2020-35 (Integrated Social Services Division) was presented to the Board to provide information regarding the Ministry of Municipal Affairs and Housing Social Services Relief Fund Phase 2, for consideration.

Ken Ranta, Director, Integrated Social Services and Bill Bradica, CAO responded to questions.

Resolution No. 20/63

Moved by: Albert Aiello
Seconded by: Kevin Holland

THAT with respect to Report No. 2020-35 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board (the Board), authorize the Chair and Chief Administrative Officer to execute any required Agreement under the Community Homelessness Prevention Initiative with the Ministry of Municipal Affairs and Housing for the delivery of the Social Services Relief Fund Phase 2 Funding program, and any other documents related thereto provided there are no significant changes;

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

CARRIED

Social Services Relief Fund,
Emergency Discretionary Benefits &
Child Care Update

Report No. 2020-36 (Integrated Social Services Division) was presented to provide the Board with updated information regarding the Ontario Social Services Relief Fund, Emergency Discretionary Benefits and the re-opening of child care centres and the EarlyON programs in the District of Thunder Bay during the COVID-19 pandemic.

Ken Ranta, Director, Integrated Social Services Division responded to questions.

Bill Bradica, CAO provided clarification and responded to questions.

Revised Housing Security Fund Policy

Report No. 2020-37 (Integrated Social Services Division) was presented to provide information regarding the revised Housing Security Fund (HSF) Policy being recommended by Administration, for consideration by the Board

Ken Ranta, Director, Integrated Social Services Division responded to questions.

Resolution No. 20/64

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

THAT with respect to Report No. 2020-37 (Integrated Social Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the revised Housing Security Fund Policy as presented;

AND THAT we authorize the Chief Administrative Officer to amend the policy with respect to housekeeping items, as may be required from time to time;

AND THAT any necessary by-law be presented to the Board.

CARRIED

At 11:43 a.m. Crystal Simeoni, Manager, Housing Programs left the meeting.

Federal Safe Restart Funding

Report No. 2020-38 (Integrated Social Services Division) was presented to provide the Board with an overview of the Federal Safe Restart Funding, a shared commitment by the Ontario and Federal governments, for information only.

Louise Piercey, Manager, Child Care & Early Years Programs responded to questions.

Maximum Daily Rates for Child
Care Fee Subsidy

Report No. 2020-39 (Integrated Social Services Division) was presented to the Board to provide information and rationale for Administration's recommendation for maintaining the maximum child care fee subsidy rates at the 2020 level for the 2021 budget year, for consideration.

Louise Piercey, Manager, Child Care & Early Years Programs responded to questions.

Resolution No. 20/65

Moved by: Rebecca Johnson
Seconded by: Wendy Wright

THAT with respect to Report No. 2020-39 (integrated Social Services Division) we, the District of Thunder Bay Social Services Administration Board, approve maintaining the maximum child care fee subsidy rates for 2021 at the 2020 rates.

CARRIED

At 11:47 a.m., the Chair called for a break for lunch and Louise Piercey, Manager, Child Care & Early Years Programs left the meeting.

At 12:20 p.m. the meeting reconvened and Aaron Park, Supervisor, Research & Social Policy and Keri Greaves, Manager, Finance joined the meeting.

TBDSSAB 2nd Quarter Operational Report

Report No. 2020-40 (Integrated Social Services Division) was to provide the Board with information relative to the trends within TBDSSAB programs and services

Aaron Park, Supervisor, Research & Social Policy responded to questions.

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

At 12:23 p.m. Aaron Park Supervisor, Research & Social Policy left the meeting.

Budget Policy Update

Report No. 2020-41 (Corporate Services Division) was to provide the Board with a revised budget policy for consideration.

Bill Bradica, CAO provided an overview of the recommended changes to the budget policy.

Resolution No. 20/66

Moved by: Kevin Holland
Seconded by: Jody Davis

THAT with respect to Report No. 2020-41 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the revised Budget Policy No. CS-02:83 as presented.

CARRIED

Enterprise Risk Management Reporting

Report No. 2020-42 (Corporate Services Division) was to provide the Board with an update on the organization's Enterprise Risk Management (ERM) Framework and the reporting template recommended by Administration, for consideration

Georgina Daniels, Director, Corporate Services Division and Bill Bradica, CAO responded to questions.

Resolution No. 20/67

Moved by: Kim Brown
Seconded by: Albert Aiello

THAT with respect to Report No. 2020-42 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, accept the annual reporting template and cycle for the Residual Heat Map and Risk Trajectory Dashboard.

CARRIED

At 12:48 p.m. Keri Greaves, Manager, Finance left the meeting and Steven Melnichuk, Manager, Information Services joined the meeting

Records Retention Schedule By-law
Updates

Report No. 2020-43 (Corporate Services Division) was presented to provide the Board with Administrations recommended amendments to the Board's record retention schedule, for consideration.

Resolution No. 20/68

Moved by: Jody Davis
Seconded by: Elaine Mannisto

THAT with respect to Report No. 2020-43 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the updated Retention Schedules as presented;

AND THAT any necessary by-law be presented to the Board.

CARRIED

CORRESPONDENCE

AMO – OPP Detachments Boards
Discussion Paper

At the May 21, 2020 Board Meeting, the Board passed Resolution #20/45A directing the Board Chair to send correspondence to AMO and the Solicitor General for Ontario indicating that the Board is not in agreement with TBDSSAB becoming a Police Detachment Board.

The letter from the Solicitor General of Ontario dated July 3, 2020 to the Board Chair acknowledging receipt of the above noted correspondence was presented to the Board for information.

Encasa Change of Auditors

Letter from Derek Ballantyne, CEO of Encasa dated July 17, 2020 regarding notice to Unitholders of the change of Auditors, was presented to the Board for their information.

Additional Support for Mental Health,
Addictions and Housing

A letter from Dana Earle, Deputy City Clerk, City of Thunder Bay dated July 28, 2020 advocating for additional provincial and federal supports for mental health, addiction, and homeless prevention initiatives, was presented to the Board for their information.

A letter from George Pirle, Chair, CDSSAB dated August 19, 2020 relative to advocating for additional provincial supports for addiction and homeless prevention initiatives, was presented to the Board.

Additional Provincial Support for
Child Care

A letter from Ann-Marie Norio, Regional Clerk, Region of Niagara dated September 1, 2020 relative to advocating for additional supports for child care, was presented to the Board for their information.

BY-LAWS

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, October 15, 2020, in the 1st Floor training room, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

ADJOURNMENT

Resolution No. 20/69

Moved by: Wendy Wright
Seconded by: Kevin Holland

THAT Board Meeting No. 13/2020 of The District of Thunder Bay Social Services Administration Board, held on September 17, 2020, be adjourned at 1:06 p.m.

CARRIED



Chair



Chief Administrative Officer