



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 20/2020
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

DATE OF MEETING: December 17, 2020

TIME OF MEETING: 10:00 AM

LOCATION OF MEETING: 1st Floor Training Room & Microsoft Teams
TBDSSAB Headquarters
231 May Street South
Thunder Bay, ON

CHAIR: Lucy Kloosterhuis

PRESENT:
Albert Aiello
Kim Brown
Shelby Ch'ng
Jody Davis
Andrew Foulds
James Foulds
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:
Carole Lem, Communications & Engagement Officer
Keri Greaves, Manager, Finance

REGRETS:
Brian Hamilton
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

DISCLOSURES OF INTEREST

None.

NEW BUSINESS

None.

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 20/93

Moved by: Kim Brown
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 December 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. 17/2020 (Regular Session) and Meeting No. 18/2020 and 19/2020 (Regular and Closed Session) of The District of Thunder Bay Social Services Administration Board, held on November 18 and 19, 2020 respectively, were presented for confirmation.

Resolution No. 20/94

Moved by: Kevin Holland
Seconded by: Jody Davis

THAT the Minutes of Board Meeting No. 17/2020 (Regular Session) held on November 18, 2020, and Board Meeting Nos. 18/2020 – 19/2020 (Regular and Closed Session) held on November 19, 2020, of TBDSSAB, be confirmed.

CARRIED

CLOSED SESSION

Administration recommended that the Board adjourn to a closed meeting relative to solicitor-client privilege regarding Legal Matter No. 01-2020.

Resolution No. 20/95

Moved by: James Foulds
Seconded by: Andrew Foulds

THAT the Board adjourns to Closed Session relative to receipt of information with respect to solicitor-client privilege regarding Legal Matter No. 01-2020.

CARRIED

REPORTS OF ADMINISTRATION

TBDSSAB Proposed 2021 Operating
and Capital Budgets

Report No. 2020-51 (Corporate Services Division) was presented to the Board at the November 19, 2020 Board Meeting to provide the proposed 2021 Operating and Capital Budgets for review and discussion.

On consensus, Administration was directed to add additional items to the final proposed budget and re-present the amended budget for consideration at the December meeting.

Report No. 2020-61 (Corporate Services Division), was presented to provide the Board with the final draft of the Proposed 20201 Operating and Capital Budgets for approval.

Bill Bradica, CAO provided a brief introduction and responded to questions.

Resolution No. 20/96

Moved by: Jody Davis
Seconded by: James Foulds

THAT with respect to Report No. 2020-51 and Report No. 2020-61 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the proposed 2021 Operating Budget in the amount of \$99,282,100, as presented in Report No. 2020-61;

AND THAT we, the Board, approve the proposed 2021 Capital Budget in the amount of \$3,845,000, as presented in Report No. 2020-51, with up to \$3,342,100 financed from the Housing Portfolio Capital Reserve Fund, up to \$80,000 financed from the Office Building Capital Reserve Fund, and up to \$422,900 financed from the Canada-Ontario Community Housing Initiative;

AND THAT up to \$35,000 of costs related to the implementation of the Property Portfolio Action Plan, be financed from the Capital Regeneration Reserve Fund;

AND THAT \$195,200 be transferred from Operations to the Office Building Reserve Fund;

AND THAT up to \$49,300 of costs related to Ontario Works Program Delivery Funding in excess of the maximum Provincial funding allocation be financed from the Levy Stabilization 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 income earned on unrestricted funds, in excess of \$100,000, be transferred to the Levy Stabilization Reserve Fund;

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

CARRIED

2021 Rural Ontario Municipal Association Conference Briefings Package

Report No. 2020-62 (CAO Division) was presented to the Board to provide the proposed 2021 Rural Ontario Municipal Association (ROMA) Briefings Package, for review and consideration.

A memorandum from Bill Bradica, CAO dated December 15, 2020 was presented to the Board with an amended resolution for consideration by the Board.

A discussion was held regarding the Briefing related to the need for elementary and secondary student access to technology within the District of Thunder Bay. On consensus, the delegates presenting the briefing paper will stress the importance of students needing access to technology within the District.

Resolution No. 20/97

Moved by: Kim Brown
Seconded by: Jody Davis

THAT with respect to Report No. 2020-62 (CAO Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the 2021 Rural Ontario Municipal Association (ROMA) Briefings Package, as presented;

AND THAT we direct the Chief Administrative Officer (CAO) to submit delegation requests to the appropriate provincial Ministries;

AND THAT a copy of the approved 2020 AMO Briefings Package be sent to Thunder Bay District municipal councils;

AND THAT the CAO attend the 2021 ROMA conference to provide support to the Board Chair and other Board members in their meetings with provincial officials regarding these issues.

CARRIED

Nominations Process for 2021 Board
Officers and Committees

A Memorandum from Bill Bradica, CAO dated December 8, 2020 (CAO Division) was presented to the Board advising of the nomination process for 2021 being recommended by Administration.

Bill Bradica, CAO advised that Administration recommends that the Board make nominations at this meeting following the approval the Resolution No. 20/98.

Resolution No. 20/98

Moved by: Rebecca Johnson
Seconded by: Albert Aiello

THAT with respect to the nomination process for Board Executive, Committee and Table positions, the Board directs the Chief Administrative Office as Secretary to prepare a secret electronic ballot for any Board positions for the 2021 year that require to be voted on;

AND THAT the electronic ballot be circulated to Board members after January 1, 2021 with a return date prior to the January Board meeting date;

AND THAT we appoint Georgina Daniels, Director Corporate Services and Ken Ranta, Director Integrated Social Services as scrutineers to count the electronic ballots;

AND THAT in the case where a tie vote results, we direct the Secretary to prepare and circulate electronically to Board members a confidential secret ballot in that case;

AND THAT the results of each required election be presented to the Board at the 2021 Inaugural Board meeting.

CARRIED

William Bradica, Secretary, called for nominations for the position of Chair of TBDSSAB. Lucy Kloosterhuis was nominated and accepted the nomination. There were no further nominations.

William Bradica, Secretary, called for nominations for the position of Vice-Chair of TBDSSAB. Kim Brown was nominated and accepted the nomination. There were no further nominations.

William Bradica, Secretary, called for nominations for the five Audit Committee positions. Rebecca Johnson, Albert Aiello, Kevin Holland, Jody Davis and James Foulds were nominated and accepted the nominations. No further nominations were made.

William Bradica, Secretary, called for nominations for the two Child Care and Early Years Advisory Table Advisory Table positions. Kim Brown and Elaine Mannisto were nominated and accepted the nominations. No further nominations were made.

William Bradica, Secretary, called for nominations for the two Community Homelessness Prevention Initiative Advisory Table positions. Kevin Holland and Aldo Ruberto were nominated and accepted the nominations. No further nominations were made.

CORRESPONDENCE

None.

BY-LAWS

First and Final Reading

Resolution No. 20/99

Moved by: Kevin Holland
Seconded by: Jody Davis

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:

A By-law to adopt The District of Thunder Bay Social Services Administration Board Operating and Capital Budgets for the year 2021.

Explanation: A By-law to adopt The District of Thunder Bay Social Services Administration Board Operating and Capital Budgets for the year 2021.

Authorization: Board Meeting 2020Dec17.

BY-LAW NUMBER 07-2020

CARRIED

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, January 14, 2021, in the 1st Floor training room and via Microsoft Teams.

Lucy Kloosterhuis, Chair thanked all Administration, Staff and Board members for their hard work through this difficult year.

ADJOURNMENT

Resolution No. 20/100

Moved by: Shelby Ch'ng
Seconded by: Wendy Wright

THAT Board Meeting No. 20/2020 of The District of Thunder Bay Social Services Administration Board, held on December 17, 2020, be adjourned at 11:23 a.m.

CARRIED


CHAIR / VICE-CHAIR


Chief Administrative Officer