



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 15/2021
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

DATE OF MEETING: October 21, 2021

TIME OF MEETING: 10:00 a.m.

LOCATION OF MEETING: Microsoft Teams &
3rd Floor Boardroom
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
Brian Hamilton
Kevin Holland
Rebecca Johnson
Lucy Kloosterhuis
Ray Lake
Elaine Mannisto
Aldo Ruberto
Wendy Wright

OFFICIALS:

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

GUESTS:

Crystal Simeoni, Manager, Housing Programs
Keri Greaves, Manager, Finance
Jennifer Lible, Manager, Social Assistance Programs
Michelle Wojciechowski, Manager, Intake and Eligibility
Roxanne Brunelle-Crupi, Manager, Human Resources
Carole Lem, Communications & Engagement Officer
Larissa Jones, Communications Assistant

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 regarding the 2021/22 Housing Portfolio Insurance Contract as he is the Board Chair of Housing Services Insurance Incorporated.

NEW BUSINESS

None.

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 21/60

Moved by: Andrew Foulds
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 October 21, 2021, 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. 13/2021 (Regular Session) and Meeting No. 14/2021 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on September 16, 2021, were presented for confirmation.

Resolution No. 21/61

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

THAT the Minutes of Board Meeting No. 13/2021 (Regular Session) and Meeting No. 14/2021 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on September 16, 2021, be confirmed.

CARRIED

PRESENTATIONS

Homelessness

A presentation regarding Housing and Homelessness was presented for the information of the Board. A copy of the presentation was provided to the Board prior to the meeting.

Ken Ranta, Director, Integrated Social Services Division introduced the Integrated Social Services Team that would be presenting, presented the introduction to the Homelessness presentation and responded to questions.

Crystal Simeoni, Manager, Housing Programs, provided an overview of the Community Homelessness Prevention Initiative and the Sheltering System and responded to questions.

On consensus, the Board directed Administration to provide a report to the Board relative to the Operational Review on Shelter House Thunder Bay.

William Bradica, CAO responded to questions and provided clarification.

Michelle Wojciechowski, Manager, Intake and Eligibility presented information regarding the Service Prioritization Decision Assistance Tool and various Tables that TBDSSAB is a part of and responded to questions.

Crystal Simeoni, Manager, Housing Programs provided information relative to the Home For Good Program and the Lodge on Dawson.

Jennifer Lible, Manager, Social Assistance Programs presented information regarding life stabilization and the Housing Security Fund and responded to questions.

Ken Ranta, Director, Integrated Social Services provide information on Reaching Home Rural and Remote and responded to questions.

William Bradica, CAO provided further information regarding the federal Rapid Housing Initiative and responded questions.

On consensus, the Board directed Administration to prepare an advocacy position for Board approval relative to requesting more funding for homeless prevention within our District.

Financial Context for 2022 Budget Process

A copy of the presentation regarding the Financial Context for the 2022 Budget Process was provided to the Board prior to the meeting.

Due to limited time and on consensus of the Board, Administration only responded to questions regarding the Financial Context for 2022 Budget Process.

At 11:55 a.m. Georgina Daniels, Director, Corporate Services, Crystal Simeoni, Manager, Housing Programs, Keri Greaves, Manager, Finance, Jennifer Lible, Manager, Social Assistance Programs, Michelle Wojciechowski, Manager, Intake and Eligibility and Carole Lem, Communications & Engagement Officer left the meeting and the Board Chair called for a break for lunch.

At 12:20 p.m. the meeting reconvened in regular session with the remaining members of Administration in attendance.

CLOSED SESSION

Administration recommended that the Board adjourn to a closed meeting relative to receipt of information with respect to labour relations regarding CUPE Collective Bargaining and with respect to personal matters regarding identifiable individuals including Board employees and with respect to the sale of property by a funded agency.

Resolution No. 21/62

Moved by: Kevin Holland
Seconded by: Kim Brown

THAT the Board Adjourn to a closed meeting relative to the receipt of information with respect to labour relations regarding the CUPE Collective Bargaining and with respect to personal matters regarding identifiable individuals including Board employees and with respect to the sale of property by a funded agency.

CARRIED

The Meeting reconvened in regular Session with William Bradica, CAO, Ken Ranta, Director, Integrated Social Services, Georgina Daniels, Director, Corporate Services, Keri Greaves, Manager, Finance, Roxanne Brunelle-Crupi, Manager, Human Resources, Carole Lem, Communication and Engagement Officer, Larissa Jones, Communications Assistant and Glenda Flank Executive Assistant in attendance.

REPORTS OF ADMINISTRATION

CUPE Collective Bargaining Mandate

Report No. 2021CS-08 (CAO Division) was presented in Closed Session providing information relative to the CUPE Collective Bargaining Mandate, for consideration in Regular Session.

Resolution 21/62A

Moved by: Brian Hamilton
Seconded by: Kevin Holland

THAT with respect to Report No. 2021CS-08 (CAO Division), we recommend that Administration proceed as directed in Closed Session.

CARRIED

2021 Reserve and Reserve Fund Strategy Update

Report No. 2021-44 (Corporate Services Division) providing the annual update to the Reserve and Reserve Fund Strategy, was presented for consideration of the Board.

Georgina Daniels, Director, Corporate Services responded to questions.

Resolution No. 21/63

Moved by: Andrew Foulds
Seconded by: Jody Davis

THAT with respect to Report No. 2021-44 (Corporate Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the 2021 Reserve Fund Strategy provided within the Report;

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

CARRIED

At 1:04 p.m. William Bradica, CAO and Roxanne Brunelle-Crupi left the meeting and Ken Ranta, Director, Integrated Social Services assumed the position as secretary of the meeting.

2021/22 Housing Portfolio Insurance
Contract

Report No. 2021-45 (Corporate Services Division) was presented to the Board to provide the results of the 2021/22 property insurance quotation process for TBDSSAB direct-owned housing portfolio for consideration.

At 1:13 p.m. Crystal Simeoni, Manager, Housing Programs joined the meeting.

At 1:19 p.m. Aldo Ruberto, Board Member rejoined the meeting.

Georgina Daniels, Director, Corporate Services responded to questions.

Resolution No. 21/64

Moved by: Andrew Foulds
Seconded by: James Foulds

THAT with respect to Report No. 2021-45 (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 \$637,816.37;

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

CARRIED

At 1:39 p.m. William Bradica, CAO returned to the meeting.

December 2021 Mortgage Renewal
1200 Jasper Drive

Report No. 2021-46 (Corporate Services Division) was presented to the Board to provide the upcoming mortgage renewal arrangements for the property located at 1200 Jasper Drive for consideration.

Resolution No. 21/65

Moved by: Andrew Foulds
Seconded by: Kim Brown

THAT with respect to Report No. 2021-46 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB), 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

Ruskin Crescent Direct-Owned Housing
Properties

Report No. 2021-47, (Corporate Services Division) relative to providing the Board with an update on the Ruskin Crescent direct-owned housing property destroyed by fire in January 2021 and providing Administration's recommendation, was presented for consideration.

Georgina Daniels, Director Corporate Services confirmed that Administration was recommending Option Number 1.

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

Resolution No. 21/66

Moved by: Kevin Holland
Seconded by: Jody Davis

THAT with respect to Report No. 2021-47, (Corporate Services / Integrated Social Services Divisions), we, The District of Thunder Bay Social Services Administration Board, approve the rebuild of the Ruskin Crescent Direct-Owned Housing Property, to be financed in accordance with the insurance claim process;

AND THAT should the cost to rebuild exceed the insurance proceeds, the Chief Administrative Officer is directed to finance the difference from the Capital Regeneration Reserve Fund in an amount not to exceed \$50,000;

AND THAT a Report be prepared and presented to the Board upon project completion.

CARRIED

Modernization of Elevator Cars – Jasper Place

Report No. 2021-48, (Corporate Services Division) relative to providing the Board with information regarding the modernization of the elevator systems at Jasper Place in Thunder Bay, and to outline the strategy to finance this unplanned capital project in 2021, was presented to the Board for consideration.

Resolution No. 21/67

Moved by: Andrew Foulds
Seconded by: Kim Brown

THAT with respect to Report No. 2021-48 (Corporate Services Division) we, The District of Thunder Bay Social Services Administration Board approve the capital project to modernize the elevator system at Jasper Place, and financing in the amount up to \$157,000, from the Housing Portfolio Capital Reserve Fund.

CARRIED

Non-Profit Housing Provider Expiry of Mortgages

Report No. 2021-49 (Corporate Services Division) was presented to the Board to provide information related to upcoming legislation changes, the potential impact on contractual relationships and support of non-profit housing providers post mortgage expiry and Administration's recommendation for consideration.

Resolution No. 21/68

Moved by: Brian Hamilton
Seconded by: Ray Lake

THAT with respect to Report No. 2021-49 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board, approve, on an interim basis, a continued subsidy relationship with Part VII non-profit housing providers whose mortgages have expired, as presented;

AND THAT as the new regulations for the Housing Services Act are developed and released, a full review and recommendation on the future status of non-profit housing provider relationships will be developed and presented.

CARRIED

Social Services Relief Fund Phase 3
Update

Report No. 2021-50 (Integrated Social Services Division) was presented to the Board providing updated information regarding the Ministry of Municipal Affairs and Housing Social Services Relief Fund Phase 3 for information only.

Emergency Shelter Funding Policy Revision

Report No. 2021-51 (Integrated Social Services Division) relative to providing a revised Emergency Shelter Funding Policy for the Board's review and consideration.

Resolution No. 21/69

Moved by: James Foulds
Seconded by: Elaine Mannisto

THAT with respect to Report No. 2021-51 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the draft revised Emergency Shelter Funding 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.

CARRIED

District of Sault Ste. Marie Social Services
Administration Board Home Ownership Pilot
Project Update

Report No. 2021-52 (Integrated Social Services Division) was presented to the Board with information concerning the District of Sault Ste. Marie Social Services Administration Board Home Ownership Pilot Project, for information only.

At 1:38 p.m. Jennifer Lible, Manager, Social Assistance Programs and Michelle Wojciechowski, Manager, Intake and Eligibility joined the meeting.

2021 Client Satisfaction Survey Results

Report No. 2021-53 (CAO Division) was presented to provide the Board with the results from the 2021 Ontario Works Client Satisfaction Survey, for information only.

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

Transfer of Thunder Bay Deaf Housing Inc.

Report No. 2021CS-09 (Integrated Social Services) was presented to the Board in Closed Session.

Resolution No. 21/69A

Moved by: Ray Lake
Seconded by: Kevin Holland

THAT with respect to Report No. 2021CS-08 (Integrated Social Services Division) the Chief Administrative Officer proceed as directed in Closed Session with respect to Thunder Bay Deaf Housing Inc. transfer.

CARRIED

CORRESPONDENCE

BY-LAWS

First and Final Reading

Resolution No. 21/70

Moved by: Andrew Foulds

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 repeal By-law Number 04-2020 and to adopt amended Records Retention Schedules for The District of Thunder Bay Social Services Administration Board.

Explanation: A By-law to repeal By-law Number 04-2020 and replace with By-law number 01-2021.

Authorization: Board Meeting 2021Oct21

BY-LAW NUMBER 01-2021

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, November 17 and 18, 2021, in the 3rd Floor Main Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

ADJOURNMENT

Resolution No. 21/71

Moved by: Kevin Holland
Seconded by: Brian Hamilton

THAT Board Meeting No. 15/2021 of The District of Thunder Bay Social Services Administration Board, held on October 21, 2021, be adjourned at 1:41 p.m.

CARRIED



Chair



Chief Administrative Officer