



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO.14/2022
OF**

THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD

DATE OF MEETING: September 15, 2022

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
Jody Davis
James Foulds
Brian Hamilton
Rebecca Johnson
Lucy Kloosterhuis
Elaine Mannisto
Aldo Ruberto
Wendy Wright

REGRETS:

Shelby Ch'ng
Andrew Foulds
Ray Lake

OFFICIALS:

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

GUESTS:

Shari Mackenzie, Acting Manager, Human Resources
Marty Farough, Manager, Infrastructure & Asset Management
Crystal Simeoni, Manager, Housing Programs
Keri Greaves, Manager, Finance
Dave Stewart, Supervisor, Purchasing & Inventory Control
Aaron Park, Supervisor, Research & Social Policy
Carole Lem, Communications & Engagement Officer
Larissa Jones, Communications Assistant

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. 22/76

Moved by: Albert Aiello
Seconded by: James Foulds

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 15, 2022, we approve the agendas as presented;

AND THAT we approve any additional information and new business.

CARRIED

MINUTES OF PREVIOUS MEETINGS

Board Meetings

Minutes of Board Meeting No. 12/2022 and Meeting No. 13/2022 (Regular and Closed Session) of The District of Thunder Bay Social Services Administration Board, held on July 21, 2022, were presented for confirmation.

Resolution No. 22/77

Moved by: Elaine Mannisto
Seconded by: Rebecca Johnson

THAT the Minutes of Meeting No. 12/2022 (Regular Session) and Meeting No. 13/2022 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on July 21, 2022, respectively, be confirmed.

CARRIED

CLOSED SESSION

Administration presented a recommendation that the Board adjourns to a closed meeting relative to receipt of information with respect to personal matters regarding identifiable individuals, including members of the Administration relative to the CAO Contract and 2023 TBDSSAB Market Rent Report and relative to receipt of information with respect to a matter of which a council, board, committee or other body may hold a closed meeting under another Act regarding Geraldton Native Housing Corporation Update.

Resolution No. 22/78

Moved by: Albert Aiello
Seconded by: Jody Davis

THAT the Board adjourns to Closed Session relative to receipt of information with respect to personal matters regarding identifiable individuals, including members of the Administration relative to the CAO Contract and 2023 TBDSSAB Market Rent Report and relative to receipt of information with respect to a matter of which a council, board, committee or other body may hold a closed meeting under another Act regarding Geraldton Native Housing Corporation Update.

CARRIED

REPORTS OF ADMINISTRATION

2023 TBDSSAB Market Rent Report

Report No. 2022-50, (Integrated Social Services Division) relative to providing information and recommendation regarding the 2023 market rents for TBDSSAB owned units was presented, for consideration.

Resolution No. 22/79

Moved by: Kim Brown
Seconded by: Elaine Mannisto

THAT with respect to Report No. 2022-50 (Integrated Social Services), we, The District of Thunder Bay Social Services Administration Board, approve the 2023 market rents for TBDSSAB properties as outlined in Confidential Attachment #1 of Report No. 2022-50, presented in Closed Session.

AND THAT any approved market rent increase be effective February 1, 2023.

CARRIED

Community Housing Priority Projects 2022/23

Report No. 2022CS-08 was presented in Closed Session providing information related to the above noted matter.

Memorandum from Ken Ranta, Director, Integrated Social Services Division dated September 13, 2022 was presented to provide Administration's recommendation, for consideration.

Resolution No. 22/79A

Moved by: Elaine Mannisto
Seconded by: James Foulds

THAT with respect to Report No. 2022CS-08 (Integrated Social Services Division), we The District of Thunder Bay Social Services Administration Board, direct that Administration proceeds as directed in Closed Session with the submission of a Community Housing Priority Projects 2022/23 Business Case, in the amount of \$1,652,000.

AND THAT, should the Business Case be successful, a follow-up report be presented to the Board to approve any agreements and obligations.

CARRIED

At 10:35 a.m. Aaron Park, Supervisor, Research and Social Policy joined the meeting.

2022 Market Rent Study

Report No. 2022-51, (Integrated Social Services Division) was presented to the Board providing the results of the TBDSSAB procured 2022 District of Thunder Bay Market Rent Study, and Administration's recommendations, for consideration.

Ken Ranta, Director, Integrated Social Services Division, provided an overview and responded to questions.

Bill Bradica, CAO responded to questions and provided clarification.

Resolution, No. 22/80

Moved by: Albert Aiello
Seconded by: Brian Hamilton

THAT with respect to Report No. 2022-51 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the receipt of the 2022 Market Rent Study as presented;

AND THAT the Board authorizes Administration to submit a request to the Ministry of Municipal Affairs and Housing to use the average rental rates realized from the 2022 Market Rent Study.

CARRIED

TBDSSAB Quarterly Operational Reports

Report No. 2022-52 (Integrated Social Services Division) relative to providing the Board with the 2022 Second Quarter Operational Report was presented for information only.

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

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

Bill Bradica, CAO responded to questions.

Crystal Simeoni, Manager, Housing Programs provided further information.

At 11:04 a.m. Aaron Park, Supervisor, Research and Social Policy left the meeting.

Housing Projects in Difficulty Update

Report No. 2022-53 (Integrated Social Services Division) was presented to the Board providing an update regarding TBDSSAB's housing projects in difficulty, for consideration.

Bill Bradica, CAO responded to questions.

Resolution No. 22/81

Moved by: James Foulds
Seconded by: Elaine Mannisto

THAT with respect to Report No. 2022-53 (Integrated Social Services Division), we The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the removal of the designation of Project in Difficulty for Thunder Bay Deaf Housing Inc.;

AND THAT Red Rock Municipal Non-Profit Housing Corporation be declared as a Project in Difficulty and written notice of this status be provided to the Ministry of Municipal Affairs and Housing.

CARRIED

AT 11:07 a.m. Keri Greaves, Manager, Finance joined the meeting.

Social Services Relief Fund Update.

Report No. 2022-54 (Integrated Social Services Division) was presented to the Board providing an update regarding TBDSSAB's investments under the Social Services Relief Fund.

At 11:08 a.m. Crystal Simeoni, Manager, Housing Programs left the meeting.

Budget Policy Update

Report No. 2022-55, (Corporate Services Division) was presented to the Board providing a revised Budget Policy, for consideration.

Georgina Daniels, Director Corporate Services Division provided an overview of the changes made to the policy and responded to questions.

Bill Bradica, CAO responded to questions.

Resolution No. 22/82

Moved by: Brian Hamilton
Seconded by: Jody Davis

THAT with respect to Report No. 2022-55 (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 Update

Report No. 2022-56, (Corporate Services Division) was presented providing the Board with an update on the organization's Enterprise Risk Management Framework.

Bill Bradica, CAO provided clarification and responded to questions.

Ken Ranta provided further information.

At 11:22 a.m. Marty Farough, Manager, Infrastructure and Asset Management and Dave Stewart, Supervisor, Purchasing and Inventory Control joined the meeting.

Contract Award - Andras Court Elevator
Modernization

At the July 21, 2022 Board meeting the Board passed Resolution #22/65 giving authority for the Chair and Vice-Chair in consultation with the CAO to approve the Andras Court Elevator Upgrade Contract Award.

Report No. 2022-49, (Corporate Services Division) was presented to the Board electronically providing the Chair and Vice-Chair with Administration's recommendation for awarding the above noted Contract was provided via email to the Chair and Vice-Chair, for information.

Report No. 2022-57, (Corporate Services Division) was presented to the Board providing an update on the Contract Award - Elizabeth Court Roof Contract Award.

Georgina Daniels, Director, Corporate Services Division provided a brief overview of the steps taken in awarding the contract and responded to questions.

Elizabeth Court Roof Contract Award

Report No. 2022-48, (Corporate Services Division) was presented to the Board via email on August 8, 2022, providing Administration's recommendation regarding the Elizabeth Court Roof Contract Award. Administration was requesting early consideration and vote on the recommendation to expedite the action required by Administration.

Email responses resulted in the passing of the resolution. The resolution was presented for confirmation and record keeping purposes.

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

Resolution No. 22/83

Moved by: Kim Brown
Seconded by: Rebecca Johnson

THAT with respect to Report No. 2022-48 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the contract for roofing replacement at Elizabeth Court, totaling \$882,258 (taxes extra), be awarded to Rugged Air Industries Limited;

AND THAT the Chief Administrative Officer and Director, Corporate Services Division be authorized to complete any administrative requirements for the award of this contract, as required.

CARRIED

CORRESPONDENCE

BY-LAWS

First and Final Reading

Resolution No. 22/84

Moved by: Elaine Mannisto
Seconded by: Brian Hamilton

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 authorize the form of agreement to be executed by The District of Thunder Bay Social Services Administration Board and approved service providers for the provision of services related to general program funding.

Explanation: A By-law to repeal and replace By-law #04-2018.

Authorization: Board Meeting 2022July21

BY-LAW NUMBER 04 – 2022

CARRIED

Resolution No. 22/85

Moved by: Rebecca Johnson

Seconded by: James Foulds

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 amend By-law No. 03-2021, the Governance and Procedural By-law pertaining to the Board evaluation process.

Explanation: A By-law to amend By-law #03-2021.

Authorization: Board Meeting 2022July21

BY-LAW NUMBER 05 – 2022

CARRIED

Resolution No. 22/86

Moved by: Kim Brown

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 #09-2016 Early Years Reserve Fund and establish the Early Years Reserve Fund pertaining to the funding for the

establishment of new child care spaces, including the physical relocation of existing child care centre spaces, and operating requirements to enhance the child care and early years' system.

Explanation: A By-law to repeal and replace By-law #09-2016.

Authorization: Board Meeting 2022 July 21

BY-LAW NUMBER 06 – 2022

CARRIED

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, October 20, 2022, at 10:00 a.m. via Microsoft Teams and in the 3rd Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

ADJOURNMENT

Resolution No. 22/87

Moved by: Jody Davis
Seconded by: Elaine Mannisto

THAT Board Meeting No. 14/2022 of The District of Thunder Bay Social Services Administration Board, held on September 15, 2022, be adjourned at 11:38 a.m.

CARRIED



Chair



Chief Administrative Officer