



*District of Timiskaming Social Services Administration Board*  
*Conseil d'administration des services sociaux du district de Timiskaming*

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**Minutes of the Regular and Budget Meeting of the Board**  
**held Thursday, October 9, 2008**  
**at 40 Third Street, Englehart**

**PRESENT:** Norm Menard, Chair  
Jim Whipple, Vice-Chair  
Dan Côté  
Bob Hobbs  
Linda Cunningham  
Norm Mino  
Nina Wallace  
Arla West  
Melissa Harrison, Chief Administrative Officer (A)  
Isabelle Rhéaume, Executive Assistant to CAO (Recorder)

**GUESTS:** Janice Loranger, Director of Finance  
Anna McGonigal, Social Housing Manager

**REGRETS:** Tom Wells

**CALL TO ORDER:**

The Regular and Budget Meeting of the Board was called to order at 5:35 p.m.

**1.0 DISCLOSURE OF PECUNIARY INTEREST**

None.

**2.0 PETITIONS AND DELEGATIONS**

None.

**3.0 ADDITIONS TO AGENDA / ACCEPTANCE OF AGENDA**

Adding **5.0.1** Questions regarding 7.3, **5.0.2** Clarification of 7.4 and **6.2** Letters from David Ramsay and Ministry RE: Best Start Gala and Demo Tour to the agenda.

MOVED BY: Jim Whipple  
SECONDED BY: Dan Coté

**Motion # 1**

THAT the agenda of the October 9, 2008, regular and budget meeting of the Board be accepted as amended.

**CARRIED**

#### **4.0 ADOPTION OF PREVIOUS MINUTES**

MOVED BY: Nina Wallace  
SECONDED BY: Bob Hobbs

**Motion # 2**

THAT the minutes of the September 17, 2008 meeting of the Board be approved as amended.

**CARRIED**

#### **5.0 BUSINESS ARISING FROM PREVIOUS MINUTES**

##### **5.0.1 7.3 Social Housing Poverty Reduction Strategy Questions**

Bob Hobbs presented some further information for the Board's consideration and information. Questions were raised regarding the purchasing of energy efficient appliances and the Social Housing Manager confirmed that as a standard practice they only purchase Energy Star appliances.

##### **5.0.2 7.4 Clarification of NCB Reinvestment Strategy**

Linda Cunningham requested some clarification regarding decisions made for this item.

##### **5.1 Board Honorarium Policy**

Jim Whipple, Board Vice-Chair reviewed the last changes with the Board. There were some questions and clarification sought out. Some changes were proposed, discussed and agreed to. The Recording Secretary will amend, update and return to the Board at the next meeting.

**Motion # 3**

THAT the Board approve the revised Board Honorarium Policy as (presented or amended).

**TABLED**

MOVED BY: Linda Cunningham  
SECONDED BY: Bob Hobbs

**Motion # 4**

THAT the Board approve sending 3 Board Members each as delegates to attend the NOSDA AGM and ONPHA Annual Conference in 2009.

**CARRIED**

## **6.0 CORRESPONDENCE**

### **6.1 Letter to MCYS Minister Deb Matthews RE: Best Start (Sept. 15/08)**

Jim Whipple, Board Vice Chair and Melissa Harrison, CAO (A) presented this information to the Board.

### **6.2 Letters from both MPP David Ramsay and from the Ministry RE: Best Start Gala and Demo Tour**

Norm Menard, Board Chair took the time to read these two letters to the Board. Both letters contained very positive messages regarding the events hosted by the Best Start team. Norm Menard took a moment to commend the Best Start staff on a job well done and spoke briefly of the events he attended. Direction was given to staff to prepare a letter of recognition and appreciation to the Best Start staff on behalf of the Board, for the Board Chair's signature.

MOVED BY: Nina Wallace

**Motion # 5**

SECONDED BY: Norm Mino

THAT the Board receive the Correspondence as presented, for information.

## **CARRIED**

## **7.0 OTHER BUSINESS**

### **7.1 CAO Report: 2008 Work Plan Update**

Melissa Harrison, CAO (A) presented a report and provided the Board with an overview of what's happening within the different programs and departments of the DTSSAB at this time. Updates were also provided with regard to office renovations and accommodations, and recent recruitment activities. Discussion was held by the Board and Management.

MOVED BY: Arla West

**Motion # 6**

SECONDED BY: Dan Coté

THAT the Board accept the CAO Report: 2008 Work Plan Update, for information.

## **CARRIED**

### **7.2 NOSDA AGM Update**

Jim Whipple and Linda Cunningham provided the Board with an overview of the NOSDA AGM that took place in Thunder Bay from September 29<sup>th</sup> to October 1<sup>st</sup>, which was discussed.

### **7.3 Insurance Renewal**

Janice Loranger, Director of Finance presented the background, report and recommendation for this item to the Board, which was discussed.

MOVED BY: Nina Wallace  
SECONDED BY: Bob Hobbs

**Motion # 7**

THAT the Board approve the annual renewal of the Insurance Policy for the period of September 30, 2008 to September 30, 2009, with Jardine Lloyd Thompson Canada Inc, brokered by Municipal Insurance Services, in accordance with the Board's purchasing policy.

AND Furthermore, that payment be issued in the amount of \$56,295.36 for this period.

**CARRIED**

**7.4 Overview: Proposed Budgets 2009**

Janice Loranger, Director of Finance presented this report to the Board explaining the considerations given in the 2009 budgeting process, which was discussed by the Board and Management.

**7.5 Board – Proposed Budget 2009**

Melissa Harrison, CAO (A) presented this budget to the Board, which was discussed. The Board had some minor amendments regarding some of the amounts, with agreement in principle.

**7.6 Social Housing Revenue**

Janice Loranger, Director of Finance presented this item, which was discussed in length by Board and Management. Janice explained that \$696,230 is held back by the federal government for mortgage debentures. Since these were not budgeted as an offsetting expense, the federal revenue of \$1,616,782 was overstated by \$696,230. It was noted that there were issues on how this was recorded historically, as well as its inclusion in the audited financial statements. Linda Cunningham noted that this was a very serious matter and should not go un-noted. Direction was given to Social Housing staff to cut down on spending where it could be and to be tighter with budgeting for the remainder of the year.

**7.7 Social Housing – Proposed Budget & Capital Plan 2009**

Janice Loranger, Director of Finance and Anna McGonigal, Social Housing Manager presented the Social Housing proposed 2009 budget to the Board, which was discussed. Jim Whipple inquired about the breakdown and designation of the federal funding allocation, which was discussed by the Board and Management. An inquiry was made to the Ministry of Municipal Affairs and Housing on this day; and staff will provide further clarification to the Board once received from the ministry.

Direction was given to staff to bring back the remainder of the Proposed 2009 Capital Plan for the Board's consideration, once the results of the Building Condition Assessments and Energy Audits were received and incorporated.

MOVED BY: Norm Mino  
SECONDED BY: Jim Whipple

**Motion # 8**

THAT the Board accepts the 2009 Proposed Budgets, in principle, subject to the approval of the Budget as a Whole, including:

- the Board Budget; and
- the Social Housing Program Budget & Capital Plan.

AND, furthermore that the total amount of the Capital Plan be approved; and that Projects A and B proceed as approved.

**CARRIED**

**8.0 IN CAMERA SESSION**

MOVED BY: Bob Hobbs **Motion # 9**  
SECONDED BY: Linda Cunningham

THAT the Board resolves to move into closed session to discuss Human Resources, Finance, and Legal matters.

**CARRIED**

**9.0 RETURN TO REGULAR MEETING**

MOVED BY: Dan Coté **Motion # 10**  
SECONDED BY: Bob Hobbs

THAT the Board resolves to rise from the in camera session and reconvene with the regular and budget meeting of the Board with report at 10:05 pm.

**CARRIED**

MOVED BY: Linda Cunningham **Motion # 11**  
SECONDED BY: Jim Whipple

THAT the Board approve the allocation of \$7600 to the Elk Lake Fire Department for exemplary service at an emergency call out.

**CARRIED**

MOVED BY: Arla West **Motion # 12**  
SECONDED BY: Norm Mino

THAT the Board approve the transfer of funds from the Social Housing Restructuring Reserve and Statutory Entitlement Reserve as presented; in order to offset appropriate costs incurred in past years and in 2009 and/or 2010; pending the approval of the Social Housing Staffing/ Succession Plan for 2008 to 2010.

**CARRIED**

**Motion #13**

THAT the Board approve the Social Housing Staffing/ Succession Plan for 2008 to 2010 as (presented or amended).

**TABLED**

**10.0 ADJOURNMENT/ NEXT MEETING**

MOVED BY: Bob Hobbs  
SECONDED BY: Dan Coté

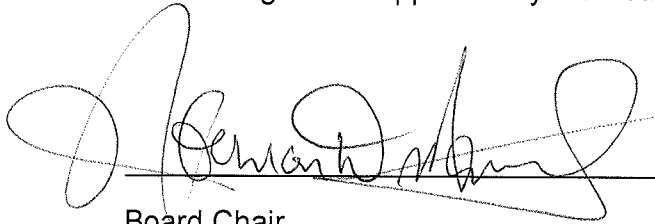
**Motion # 14**

THAT the Board meeting be hereby adjourned at 10:08 pm.

AND that the next meeting will be held on October 23, 2008, in Englehart, or at the call of the Chair.

**CARRIED**

Minutes signed as approved by the Board:



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Board Chair



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Date