



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 17/2020  
OF  
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

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**DATE OF MEETING:** November 18, 2020

**TIME OF MEETING:** 1:00 PM

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

**CHAIR:** Lucy Kloosterhuis

**PRESENT:**  
Kim Brown  
Shelby Ch'ng  
Jody Davis  
Andrew Foulds  
James Foulds  
Kevin Holland  
Rebecca Johnson  
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:**  
Jennifer Lible, Manager, Social Assistance Programs  
Keri Greaves, Manager, Finance  
Aaron Park, Supervisor, Research & Social Policy  
Crystal Simeoni, Manager, Housing Programs  
Louise Piercey, Manager, Child Care & Early Years Programs  
Roxanne Brunelle, Manager, Human Resources  
Steve Melnichuk, Manager, Information Services

**REGRETS:**  
Albert Aiello  
Brian Hamilton

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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

Bill Bradica, CAO advised the Board that Administration is looking for input on the method of voting by secret ballot to be used for the Executive and Board Committees during an electronically held Board Meeting in January 2021.

A discussion was held regarding possible solutions to ensure all voting remained anonymous.

### CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 20/82

Moved by:           Kim Brown  
Seconded by:       James Foulds

THAT with respect to the agenda for the Board Regular Session meeting of The District of Thunder Bay Social Services Administration Board for November 18, 2020, we approve the agenda as printed;

AND THAT we approve any additional information and new business.

CARRIED

### MINUTES OF PREVIOUS MEETINGS

#### Board Meetings

Minutes of Board Meeting No. 15/2020 and 16/2020 (Regular and Closed Session) of The District of Thunder Bay Social Services Administration Board, held on October 15, 2020, were presented for confirmation.

Resolution No. 20/83

Moved by:           Kevin Holland  
Seconded by:       Jody Davis

THAT the Minutes of Meeting No. 15/2020 and 16/2020 (Regular and Closed Session) of The District of Thunder Bay Social Services Administration Board, held on October 15, 2020, be confirmed.

CARRIED

Committee / Table Meetings

Community Homelessness Prevention  
Initiative Advisory Table

Minutes of the Community Homelessness Prevention Advisory Table of TBDSSAB, held on October 27, 2020 were presented for information only.

PRESENTATION

Social Assistance Modernization:  
Centralized and Automated Intake

Jennifer Lible, Manager, Social Assistance Programs provided a presentation to the Board regarding Social Assistance Modernization: Centralized and Automated Intake and responded to questions.

A copy of the presentation was distributed at the meeting.

Bill Bradica, CAO provided clarification and responded to questions.

At 11:55 a.m. the Board Chair called for a lunch break. The meeting resumed at 12:15 p.m.

Georgina Daniels, Director, Corporate Services Division provided further financial context for the budget.

Bill Bradica, CAO provided further information, responded to questions and advised that Administration will provide a further report to the Board early in 2021.

At 1:57 p.m. Steven Melnichuk, Manager, Information Services joined the meeting.

REPORTS OF ADMINISTRATION

TBDSSAB Third Quarter Financial  
Report

Report No. 2020-52 (Corporate Services Division) was presented to the Board to provide the 2020 Third Quarter Financial Report, and projection to year end.

Bill Bradica, CAO responded to questions.

Contract Award: Electronic Document  
Management Project

Report No. 2020-53 (Corporate Services Division) was presented to the Board to provide the results of the 2020/21 property insurance quotation process for the TBDSSAB direct-owned housing portfolio for consideration.

Georgina Daniels, Director, Corporate Services Division provided an overview of the annual review process and responded to questions.

Resolution No. 20/84

Moved by: Kevin Holland  
Seconded by: Jody Davis

THAT with respect to Report No. 2020-53 (Corporate Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the 3-year contract for digitizing Ontario Works Records, totaling \$461,000 (taxes excluded), be awarded to Nimble Information Strategies, Inc.;

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

At 2:02 p.m. Steven Melnichuk left the meeting and Aaron Park, Supervisor, Research & Social Policy and Crystal Simeoni, Manager, Housing Programs joined the meeting.

TBDSSAB 3<sup>rd</sup> Quarter Operational  
Report

Report No. 2020-54 (Integrated Social Services Division) was presented to the Board providing containing the trends within TBDSSAB programs and services.

Bill Bradica, CAO responded to questions.

At 2:05 p.m. Aaron Park, Supervisor, Research & Social Policy left the meeting.

Social Services Relief Fund Phase 2

Report No. 2020-55 (Integrated Social Services Division) was provided to the Board with information regarding the business case approval for the Ministry of Municipal Affairs and Housing (MMAH) Social Services Relief Fund (SSRF) Phase 2.

Bill Bradica, CAO responded to questions.

At 2:07 p.m. Louise Piercey, Manager, Child Care and Early Years Programs and Roxanne Brunelle-Crupi joined the meeting.

#### Social Services Relief Fund and Child Care Update

Report No. 2020-56 (Integrated Social Services Division) was presented to provide the Board with updated information regarding the Ontario Social Services Relief Fund and the status of child care centres and EarlyON programs in the District of Thunder Bay during the COVID-19 pandemic.

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

#### Update on the Achievement of TBDSSAB's Service Level Standards

Report No. 2020-57 (Integrated Social Services Division) was presented to update the Board on the progress made towards meeting the Service Level Standards (SLS) established by the province and the direction for the future.

Bill Bradica, CAO responded to questions.

#### Workplace Safety & Insurance Board Schedule Change

Report No. 2020-58 (Integrated Social Services Division) was presented to obtain approval of Administrations recommendation to transfer to Schedule 1 under the Workplace Safety & Insurance Act.

Bill Bradica, CAO provided background regarding the differences between Schedule 1 and 2 and responded to questions.

Roxanne Brunelle-Crupi responded to questions.

Resolution No. 20/85

Moved by: Shelby Ch'ng  
Seconded by: Ray Lake

THAT with respect to Report No. 2020-58 (Chief Administrative Officer Division), we approve the transfer to Schedule 1 under the Workplace Safety and Insurance Act (WSIA) effective January 1, 2021;

AND THAT we authorize the Chief Administrative Officer to complete any administrative requirements necessary for the transfer.

CARRIED

Strategic Plan 2023 Quarterly Update

Report No. 2020-59 (Chief Administrative Officer's Division) was presented to the Board to provide an update on the progress of the Strategic Plan 2023.

Bill Bradica, CAO provided clarification, confirmed that the Communications and Engagement Officer would provide information to the public via social media and responded to questions.

Resolution No. 20/86

Moved by: Kim Brown  
Seconded by: James Foulds

THAT with respect to Report No. 2020-59 (CAO Division), we, The District of Thunder Bay Social Services Administration Board receive the Strategic Plan 2023 Quarterly Update for information only.

CARRIED

February 2021 Mortgage Renewal  
Parsons/Kenwood/Melvin

Report No. 2020-60 (Corporate Services Division) was presented to the Board to provide them with the upcoming mortgage renewal arrangements for the properties located on Parsons Street, Kenwood Avenue, and Melvin Avenue in the City of Thunder Bay.

Resolution No. 20/87

Moved by: Aldo Ruberto  
Seconded by: Rebecca Johnson

THAT with respect to Report No. 2020-60 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), 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

BY-LAWS

First and Final Reading

Resolution No. 20/88

Moved by: Elaine Mannisto  
Seconded by: Kevin Holland

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 designate appointments of Ontario Works Administrator under the Ontario Works Act and Senior Administrator of Thunder Bay District Housing Corporation for The District of Thunder Bay Social Services Administration Board.

Explanation: A By-law to adopt the designate appointments for Ontario Works Administrator and Senior Administration.

Authorization: Board Meeting 2020Oct15.

BY-LAW NUMBER 06-2020

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, November 19, 2020, in the 1st Floor training room, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario and via Microsoft Teams.

ADJOURNMENT

Resolution No. 20/89

Moved by: Kim Brown  
Seconded by: Andrew Foulds

THAT Board Meeting No. 17/2020 of The District of Thunder Bay Social Services Administration Board, held on November 18, 2020, be adjourned at 2:30 p.m.

CARRIED



Chair



Chief Administrative Officer