



**MINUTES OF INAUGURAL BOARD MEETING NO. 01/2021  
OF**

**THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

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**DATE OF MEETING:** January 9, 2021

**TIME OF MEETING:** 10:00 AM

**LOCATION OF MEETING:** Microsoft Teams

**CHAIR:** To Be Determined

**PRESENT:**

Albert Aiello  
Kim Brown  
Shelby Ch'ng  
Jody Davis  
James Foulds  
Kevin Holland  
Rebecca Johnson  
Lucy Kloosterhuis  
Ray Lake  
Elaine Mannisto  
Aldo Ruberto  
Wendy Wright

**OFFICIALS:**

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

**GUESTS:**

Carole LemCommunications & Engagement

**REGRETS:**

Andrew Foulds  
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**

William Bradica, CAO opened the meeting and advised the Board Members that as this was the Inaugural Meeting of the Board he would Chair the meeting until the Board Chair was elected.

**DISCLOSURES OF INTEREST**

NEW BUSINESS

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 21/01

Moved by: Rebecca Johnson  
Seconded by: Aldo Ruberto

THAT with respect to the agendas for the Inaugural Board meeting of The District of Thunder Bay Social Services Administration Board for January 14, 2021, we approve that the agenda as printed;

AND THAT we approve any additional information and new business.

CARRIED

Resolution No. 21/02

Moved by: Kevin Holland  
Seconded by: James Foulds

THAT with respect to the January 14, 2021 and the remainder of the 2021 agendas, we approve:

1. that in accordance with Section 4.(1)(iv) of the TBDSSAB Governance & Procedural By-law, the structure of the Board Meeting Agenda for 2021 be as follows:

DISCLOSURES OF CONFLICTS OF INTEREST  
NEW BUSINESS  
APPROVAL OF AGENDA  
DEPUTATIONS / PRESENTATIONS  
MINUTES OF PREVIOUS MEETING  
REPORTS OF ADMINISTRATION  
(RED FLAG ISSUES)  
CORRESPONDENCE  
BY-LAWS  
NEXT MEETING  
ADJOURNMENT

2. that any matters discussed or resolutions passed which relate to the business of The District of Thunder Bay Social Services Administration Board (TBDSSAB) shall be deemed to have been discussed by the Directors of TBDSSAB.

3. that any matters discussed or resolutions passed which relate to the business of the Thunder Bay District Housing Corporation (TBDHC) shall be deemed to have been discussed by the Directors of TBDHC.

CARRIED

**ELECTION OF OFFICERS, COMMITTEE  
AND ADVISORY TABLE MEMBERS**

In accordance with O. Reg. 278/98 under the *District Social Services Administration Board Act*, the first item of business was to elect the Chair for the term ending on December 31, 2021. In accordance with the Governance and Procedural By-law No. 01-2017, the Vice-Chair, Committee and Table Members were also appointed.

A memorandum from William Bradica, CAO, dated January 4, 2021, outlining the nominations that took place at the December 17, 2020 Board Meeting and containing a resolution regarding the Nomination and Election of 2021 Board Officers, Committees and Tables, was presented to the Board for consideration.

Resolution No. 21/03

Moved by: Aldo Ruberto  
Seconded by: Kevin Holland

THAT the position of Chair of The District of Thunder Bay Social Services Administration Board for the term ending December 31, 2021, be filled by Lucy Kloosterhuis.

AND THAT the position of Vice-Chair of The District of Thunder Bay Social Services Administration Board, for the term ending December 31, 2021, be filled by Kim Brown.

AND THAT the following Members of The District of Thunder Bay Social Services Administration Board be appointed to the Audit Committee, for the term ending December 31, 2021:

1. Rebecca Johnson
2. Albert Aiello
3. Kevin Holland
4. Jody Davis
5. James Foulds

AND THAT the Committee Chair be appointed at the first Committee meeting of the year.

AND THAT the following Members of The District of Thunder Bay Social Services Administration Board be appointed to the Child Care and Early Years Advisory Table, for the term ending December 31, 2021:

1. Kim Brown
2. Elaine Mannisto

AND THAT the following Members of The District of Thunder Bay Social Services Administration Board be appointed to the Community Homelessness Prevention Initiative Advisory Table, for the term ending December 31, 2021:

1. Kevin Holland
2. Aldo Ruberto

CARRIED

Lucy Kloosterhuis, Chair was unable to assume the position of Chair due to technical difficulties connecting to the Board meeting. Kim Brown, Vice Chair assumed the position of Chair.

#### Establishment of Ad Hoc Governance and Procedural By-law Review Committee

A memorandum from William Bradica, CAO dated January 4, 2021 containing a resolution regarding the establishment of an Ad Hoc Governance and Procedural Review Committee was presented to the Board, for consideration.

William Bradica, CAO provided a brief overview of the reason for establishing the Committee.

Resolution No. 21/04

Moved by: Ray Lake  
Seconded by: Albert Aiello

THAT an Ad Hoc Governance and Procedural Review Committee of The District of Thunder Bay Social Services Administration Board be established with a mandate to review and recommend amendments to its Governance and Procedural By-law, with the assistance of the Board solicitor as required, for the Board's consideration;

AND THAT the following Members of The District of Thunder Bay Social Services Administration Board be appointed to the Governance and Procedural Review Committee for the term ending no later than December 31, 2021:

Kevin Holland  
Rebecca Johnson  
James Foulds  
Aldo Ruberto  
Wendy Wright

CARRIED

CONFIRMATION OF MEETING DATES

2021 TBDSSAB Board Meeting Dates and  
Next Inaugural Meeting Date

A memorandum from William Bradica, CAO dated January 4, 2021 containing a resolution to schedule the 2021 Board Meeting dates and the next Inaugural Meeting date was presented for consideration.

Resolution No. 21/05

Moved by: Rebecca Johnson  
Seconded by: Albert Aiello

THAT the regularly scheduled meetings of The District of Thunder Bay Social Services Administration Board for the year 2021 be held at the TBDSSAB Headquarters, in the City of Thunder Bay, beginning at 10:00 a.m. on the following dates:

February 18, March 18, April 15, May 20, June 17, July 15,  
September 16, October 21, November 17, November 18,  
December 16;

AND THAT the next Inaugural Meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, January 13, 2022;

AND THAT any changes to the meeting schedule can be made by resolution of the Board.

CARRIED

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## MINUTES OF PREVIOUS MEETINGS

### Board Meetings

Minutes of Meeting No. 20/2020 (Regular Session) and 21/2020 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on December 17, 2020, respectively, were presented for confirmation.

Resolution No. 21/06

Moved by: James Foulds  
Seconded by: Jody Davis

THAT the Minutes of Meeting No. 20/2020 (Regular Session) and Meeting No. 21/2020 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on December 17, 2020, respectively, be confirmed.

CARRIED

## REPORTS OF ADMINISTRATION

### Year 2021 Weighted Assessment Calculation and 2021 Levy Apportionment

Report No. 2021-01 (Corporate Services Division), was presented to the Board to provide the 2021 weighted assessment calculation and 2021 levy apportionment, for information.

William Bradica, CAO and Georgina Daniels, Director, Corporate Services Division responded to questions.

On consensus, Administration was directed to prepare and include a comparison between 2020 – 2021 of the weighted assessment amounts by community in the communication to municipalities.

### Social Services Relief Fund Update

Report No. 2021-02 (Integrated Social Services Division), was presented to the Board to provide the Board with updated information regarding the Ontario Social Services Relief Fund during the COVID-19 pandemic.

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

Statement of Board Remuneration

A memorandum from Roxanne Brunelle, Manager, Human Resources dated January 4, 2021 was presented to the Board to provide them with the Statement of Board Remunerations for 2020, for information.

William Bradica, CAO provided a brief introduction to the memorandum.

BY-LAWS

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, February 18, 2021 at 10:00 a.m., first floor conference rooms, 231 May Street S., Thunder Bay, ON and via Microsoft Teams.

William Bradica, CAO advised the Board that if the Thunder Bay District is still in lockdown at that time, the meeting will be held via Microsoft Teams only.

ADJOURNMENT

Resolution No. 21/07

Moved by: James Foulds  
Seconded by: Jody Davis

THAT the Inaugural Board Meeting No. 01/2021 of The District of Thunder Bay Social Services Administration Board, held on January 14, 2021, be adjourned at 10:26 a.m.

CARRIED

  
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Chair

  
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Chief Administrative Officer