



# Memorandum

**Date:** February 4, 2021  
**To:** Members of the Board  
**From:** William (Bill) Bradica, Chief Administrative Officer  
**Subject:** **TBDSSAB November 18 and 19, 2020 Revised Minutes**

At the December 17, 2020 Board Meeting the Minutes for the November 18, 2020 Regular Session and November 19, 2020 Regular Session were presented to the Board. The Board passed Resolution No. 20/94 confirming the Minutes.

Upon further review of the November 18 and November 19, 2020 Minutes an omission of the attendance of Rebecca Johnson was noticed.

Administration has revised the November 18 Regular Session and the November 19 Regular Session Minutes to include the attendance of Rebecca Johnson. The following resolution will be presented for confirmation of the amended minutes:

THAT the Minutes of Board Meeting No. 17/2020 (Regular Session) held on November 18, 2020 and Board Meeting No. 18/2020 (Regular Session) held on November 19, 2020 be confirmed as amended.

Sincerely,

William (Bill) Bradica  
Chief Administrative Officer

/gf

Attachment #1 [November 18, 2020 Revised Regular Session Minutes](#)  
Attachment #2 [November 19, 2020 Revised Regular Session Minutes](#)



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

**BOARD MINUTES**

**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

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Chair

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Chief Administrative Officer



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 18/2020  
OF  
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

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**DATE OF MEETING:** November 19, 2020

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

**LOCATION OF MEETING:** 1st Floor Training Room & Microsoft Teams  
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  
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:**

Roxanne Brunelle, Manager, Human Resources  
Carole Lem, Communications & Engagement Officer  
Keri Greaves, Manager, Finance  
Steven Melnichuk, Manager, Information Services  
Barry Caland, Manager, Infrastructure & Asset Management  
David Hardick, Supervisor, Purchasing & Inventory Control  
Jennifer Lible, Manager, Social Assistance Programs  
Crystal Simeoni, Manager, Housing Programs  
Louise Piercey, Manager, Child Care & Early Years Programs  
Aaron Park, Supervisor, Research & Social Policy

**REGRETS:**

Brian Hamilton

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## **BOARD MEETING**

### DISCLOSURES OF INTEREST

None.

## NEW BUSINESS

None.

At 10:01 a.m., Keri Greaves, Manager, Finance, Roxanne Brunelle, Manager, Human Resources and Carole Lem, Communications and Engagement Officer joined the meeting.

## CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 20/90

Moved by: Kevin Holland  
Seconded by: Kim Brown

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 November 19, 2020, we approve the agendas as printed;

AND THAT we approve any additional information and new business.

CARRIED

## MINUTES OF PREVIOUS MEETINGS

### Board Meetings

None.

## PRESENTATION

### 2021 Proposed Budget Presentation

Administration provided a presentation to the Board to provide the details of the 2021 Proposed Operating and Capital Budget for information and discussion. A copy of the presentation was distributed at the meeting.

Bill Bradica, CAO Provided information regarding the organizations staff, expenses, revenues, levy information, proposed Board budget, different areas of the proposed CAO Division budget and responded to questions.

At 10:37 a.m. Roxanne Brunelle, Manager, Human Resources left the meeting and Steven Melnichuk, Manager, Information Services, Barry Caland, Manager, Infrastructure & Asset

Management and David Hardick, Supervisor, Purchasing & Inventory Control joined the meeting.

Georgina Daniels, Director, Corporate Services Division introduced members of management from Corporate Services Division and provided an overview of the different areas of the proposed budget for Corporate Services Division.

Georgina Daniels provided clarification and responded to questions.

Bill Bradica, CAO also responded to questions.

At 11:03 a.m. Steven Melnichuk, Barry Caland and David Hardick left the meeting and Jennifer Lible, Manager, Social Assistance Programs, Crystal Simeoni, Manager, Housing Programs, Louise Piercey, Manager, Child Care & Early Years Programs, Diane Atkinson, Manager, Intake & Eligibility and Aaron Park, Supervisor, Research and Social Policy joined the meeting.

Ken Ranta, Director, Integrated Social Services Division provided an overview of the proposed budget for the Directors office and Intake and Eligibility section of the proposed budget.

Diane Atkinson provided a brief overview on Intake and Eligibility section of the proposed budget.

Jennifer Lible provided an overview on the Social Assistance section of the proposed budget.

Louise Piercey provided an overview on the Child Care and Early Years section of the proposed budget.

Ken Ranta and Bill Bradica responded to questions regarding the Child Care and Early Years section.

Crystal Simeoni provided an overview on the Housing Programs section of the proposed budget

At 11:40 a.m. Diane Atkinson, Jennifer Lible, Louise Piercey and Aaron Park left the meeting.

Georgina Daniels, Director, Corporate Services Division provided an overview on the proposed Capital Budget and responded to questions.

At 11:50 a.m. the Board Chair called for a lunch break.

At 12:15 p.m. the meeting reconvened.

### CLOSED SESSION

Administration recommended that the Board adjourn to a closed meeting relative to security of the property of the Board regarding the 2021 Capital Project details provided in Confidential Attachment #6 to Report No. 2020-51.

Resolution No. 20/91

Moved by: Jody Davis  
Seconded by: Elaine Mannisto

THAT the Board adjourns to Closed Session relative to receipt of information with respect to security of the property of the Board regarding the TBDSSAB Proposed 2021 Capital Budget Capital Project detail.

CARRIED

At 12:19 p.m. the meeting reconvened in Regular Session with all members of the Board and Administration in attendance.

### REPORTS OF ADMINISTRATION

#### TBDSSAB Proposed 2021 Operating and Capital Budgets

Report No. 2020-51 (Corporate Services Division) was presented to the Board to provide the proposed 2021 Operating and Capital Budgets for review and discussion.

Administration provided a Memorandum from Georgina Daniels, Director, Corporate Services Division dated November 19, 2020 enclosing a missing page from Attachment #5 to Board Report No. 2020-51 at the meeting.

Bill Bradica, CAO provided a brief overview of the Board Report, requested the Board's input on two additional items to be added to the budget that would increase the levy and responded to questions.

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

On consensus, Administration to add the two additional items to the final proposed budget.

CORRESPONDENCE

None.

BY-LAWS

None.

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, December 17, 2020, in the 1st Floor training room and via Microsoft Teams, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

ADJOURNMENT

Resolution No. 20/92

Moved by: Jody Davis  
Seconded by: James Foulds

THAT Board Meeting No. 18/2020 of The District of Thunder Bay Social Services Administration Board, held on November 19, 2020, be adjourned at 12:49 p.m.

CARRIED

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Chair

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Chief Administrative Officer