



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 08/2021  
OF**

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

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**DATE OF MEETING:** May 20, 2021

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

**LOCATION OF MEETING:** Microsoft Teams

**CHAIR:** Lucy Kloosterhuis

**PRESENT:**

Albert Aiello  
Kim Brown  
Shelby Ch'ng  
Jody Davis  
Andrew Foulds  
James Foulds  
Brian Hamilton  
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:**

Barry Caland, Manager, Infrastructure & Asset  
Management  
Keri Greaves, Manager, Finance  
Carole Lem, Communications & Engagement Officer  
Jennifer Lible, Manager, Social Assistance Programs  
Steven Melnichuk, Manager, Information Services  
Aaron Park, Supervisor, Research & Social Policy  
Crystal Simeoni, Manager, Housing Programs  
Michelle Wojciechowski, Manager, Intake & Eligibility

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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**

## NEW BUSINESS

### Market Housing Needs

A Memorandum from James Foulds dated May 7, 2021 requesting a discussion regarding market housing needs was presented to the Board.

A discussion was held and William Bradica, CAO responded to questions.

Administration to provide a Board report relative to market housing needs and chronic vacancies at a future Board meeting.

## CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 21/31

Moved by: Kevin Holland  
Seconded by: Albert Aiello

THAT with respect to the agenda for the Board Regular Session meeting of The District of Thunder Bay Social Services Administration Board for May 20, 2021, we approve the agenda as printed;

AND THAT we approve any additional information and new business.

CARRIED

## PRESENTATION

### Complaint Process and Freedom of Information and Protection of Privacy

Carol Lem, Communications and Engagement Officer and Steven Melnichuk, Manager, Information Services provided a presentation to the Board regarding the complaint process and freedom of information and protection of privacy.

A copy of the presentation was provided to the Board Members and posted to the website.

Carole Lem, Communications and Engagement Officer provided an overview of the complaint policy and procedure section of the presentation and responded to questions.

Steven Melnichuk, Manager, Information Services presented the privacy section of the presentation and responded to questions.

William Bradica, CAO, provided further information and responded to questions.

Carole Lem, Communications and Engagement Officer provided clarification. The contact phone number for complaints to be provided to all Board Members.

## MINUTES OF PREVIOUS MEETINGS

### Board Meetings

Minutes of Board Meeting No. 06/2021 (Regular Session) and Meeting No. 07/2021 (Closed Session) of The District of Thunder Bay Social Services Administration Board held on April 15, 2021, were presented for confirmation.

Resolution No. 21/32

Moved by: Andrew Foulds  
Seconded by: Rebecca Johnson

THAT the Minutes of Board Meeting No. 06/2021 (Regular Session) and Meeting No. 07/2021 (Closed Session) of The District of Thunder Bay Social Services Administration Board held on April 15, 2021, be confirmed as amended.

CARRIED

### Annual General Meeting

Draft Minutes of the Eighteenth Annual General Meeting (Regular Session) of The District of Thunder Bay Social Services Administration Board held on April 15, 2021, were provided to the Board for their information.

William Bradica, CAO advised the Board that the Annual General Minutes will be provided for confirmation at the 2022 Annual General Meeting.

### Committee Meetings

Draft Minutes of the Audit Committee Meeting of The District of Thunder Bay Social Services Administration Board held on March 31, 2021, were presented for information.

At 10:48 a.m. Brian Hamilton, Board Member joined the meeting.

REPORTS OF ADMINISTRATION

Voting Members for 2021 Northern  
Ontario Service Deliverers' Association  
Annual General Meeting

Memorandum from William Bradica, CAO dated May 7, 2020 was presented to the Board recommending that the Board appoint voting members for the 2021 NOSDA AGM being held virtually on June 22, 2021.

William Bradica, CAO provided the Board with the reason for appointing voting members and the need for alternates.

Resolution No. 21/33

Moved by: Kevin Holland  
Seconded by: Albert Aiello

THAT with respect to the Northern Ontario Service Deliverers Association 2021 Annual General Meeting, to be held virtually, the following Members of the Board are selected to attend as voting delegates:

1. Lucy Kloosterhuis
2. Kim Brown

AND THAT if any of the above Board Members are unable to attend, the following Members will be contacted to attend as voting delegates in their place:

1. Rebecca Johnson
2. Jody Davis

CARRIED

At 11:06 a.m. Keri Greaves, Manager, Finance joined the meeting.

2023 Strategic Plan – 2021 First Quarter  
Update

Report No. 2021-18 (CAO Division) was presented providing the Board with the 2021 First Quarter Update of the 2023 Strategic Plan, for consideration.

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

Resolution No. 21/34

Moved by: Kim Brown  
Seconded by: James Foulds

THAT with respect to Report No. 2021-18 (CAO Division), we, The District of Thunder Bay Social Services Administration Board receive the 2023 Strategic Plan – 2021 First Quarter Update for information only.

CARRIED

At 11:15 a.m. Barry Caland, Manager, Infrastructure & Asset Management and Aaron Park, Supervisor, Research & Social Policy joined the meeting.

2021 First Quarter Financial Report

Report No. 2021-19 (Corporate Services Division) providing the Board with the 2021 First Quarter Financial Report, and projection to year-end, was presented for information only.

FIRST REPORT – Wadsworth Drive  
(Nipigon) and Ruskin Crescent Direct-  
Owned Housing Properties Options

Report No. 2021-20 (Corporate Services and Integrated Social Services Divisions) was presented to provide the Board with a report outlining options for the two direct-owned housing properties destroyed by fire in January 2021, for consideration.

William Bradica, CAO responded to questions and provided further information.

Resolution No. 21/35

Moved by: Jody Davis  
Seconded by: Elaine Mannisto

With respect to Report No. 2021-20, (Corporate Services and Integrated Social Services Divisions), we, The District of Thunder Bay Social Services Administration Board, approve the receipt of the First Report – Wadsworth Drive and Ruskin Crescent Direct-Owned Housing Properties Options;

AND THAT the Board direct Administration to prepare a report with an action plan to explore options for each property to be presented at the July 15, 2021 Board meeting.

CARRIED

### First Quarter Operational Report

Report No. 2021-21 (Integrated Social Services Division) providing the Board with the trends within TBDSSAB programs and services, was presented for information only.

At 11:23 a.m. Shelby Ch'ng, Board Member and Barry Caland, Manager, Infrastructure & Asset Management left the meeting and Jennifer Lible, Manager, Social Assistance Programs and Michelle Wojciechowski, Manager, Intake & Eligibility joined the meeting.

Ken Ranta, Director, Integrated Social Services provided clarification and responded to questions.

William Bradica, CAO responded to questions.

At 11:31 a.m. Andrew Foulds, Board Member left the meeting.

### Community Homelessness Prevention Initiative Mental Health & Addictions Funding Final Report

Report No. 2021-22 (Integrated Social Services Division) providing the Board with final summary of the use of the one-time Mental Health and Addictions funding from the Ministry of Municipal Affairs and Housing, was presented for information only.

### Social Services Relief Fund – Phase 2 Final Report and Phase 3 Update

Report No. 2021-23 (Integrated Social Services Division) was presented to provide the Board with a final report on the use of the Ministry of Municipal Affairs and Housing Social Services Relief Fund Phase 2 funding and an update on Phase 3, for information only.

At 11:41 a.m. Andrew Foulds, Board Member joined the meeting.

William Bradica, CAO responded to questions and advised the Board that any advocacy paper developed by Administration for the Association of Municipalities of Ontario annual conference would be brought before the Board for approval.

### CORRESPONDENCE

### BY-LAWS

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, June 17, 2021 via Microsoft Teams and/or at the Headquarters, 1<sup>st</sup> Floor Training Rooms, 231 May Street South, Thunder Bay, Ontario.

ADJOURNMENT

Resolution No. 21/36

Moved by:           Kim Brown  
Seconded by:       Kevin Holland

THAT Board Meeting No. 08/2021 of The District of Thunder Bay Social Services Administration Board, held on May 20, 2021, be adjourned at 11:50 a.m.

CARRIED



Chair



Chief Administrative Officer