



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 13/2021  
OF**

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

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**DATE OF MEETING:** September 16, 2021

**TIME OF MEETING:** 10:01 a.m.

**LOCATION OF MEETING:** Microsoft Teams &  
3rd Floor Boardroom  
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  
Brian Hamilton  
Kevin Holland  
Rebecca Johnson  
Lucy Kloosterhuis  
Ray Lake  
Elaine Mannisto  
Aldo Ruberto  
Wendy Wright

**OFFICIALS:**

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

**GUESTS:**

Crystal Simeoni, Manager, Housing Programs  
Keri Greaves, Manager, Finance  
Louise Piercey, Manager, Child Care & Early Years  
Programs  
Jennifer Lible, Manager, Social Assistance Programs  
Michelle Wojciechowski, Manager, Intake and Eligibility  
Roxanne Brunelle-Crupi, Manager, Human Resources  
Aaron Park, Supervisor, Research and Social Policy  
Carole Lem, Communications & Engagement Officer

**REGRETS:**

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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

None.

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 21/50

Moved by: Jody Davis  
Seconded by: Kevin Holland

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 September 16, 2021, we approve the agendas as printed;

AND THAT we approve any additional information and new business.

CARRIED

MINUTES OF PREVIOUS MEETINGS

Board Meetings

Minutes of Board Meeting No. 11/2021 (Regular Session) and Meeting No. 12/2021 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on July 15, 2021, were presented for confirmation.

Resolution No. 21/51

Moved by: Ray Lake  
Seconded by: Elaine Mannisto

THAT the Minutes of Board Meeting No. 11/2021 (Regular Session) and Meeting No. 12/2021 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on July 15, 2021, be confirmed.

CARRIED

### CLOSED SESSION

Administration recommends that the Board adjourn to a closed meeting relative to receipt of information with respect to identifiable individuals including regarding 2021 Market Rent Increase and with respect to a matter of which a council, board, committee or other body may hold a closed meeting under another Act regarding information identified as confidential by the Ministry of Municipal Affairs and Housing regarding funding under the Social Services Relief Fund and Little Lions Waldorf Child Care Centre Update.

Resolution No. 21/52

Moved by: Ray Lake  
Seconded by: Albert Aiello

THAT the Board adjourns to Closed Session relative to receipt of information with respect to identifiable individuals including regarding 2021 Market Rent Increase and with respect to a matter of which a council, board, committee or other body may hold a closed meeting under another Act regarding information identified as confidential by the Ministry of Municipal Affairs and Housing regarding funding under the Social Services Relief Fund and Little Lions Waldorf Child Care Centre Update.

CARRIED

### REPORTS OF ADMINISTRATION

#### 2022 Market Rent Increase

Report No. 2021-34 (Integrated Social Services Division) was presented to the Board to provide information and a recommendation relative to the 2022 market rents for TBDSSAB owned units, for consideration.

The Confidential attachment was presented to the Board in Closed Session.

Resolution No. 21/53

Moved by: James Foulds  
Seconded by: Brian Hamilton

THAT with respect to Report No. 2021-34 (Integrated Social Services), we, The District of Thunder Bay Social Services Administration Board, approve the 2022 market rents as outlined in Confidential Attachment #1 of Report No. 2021-34, presented in Closed Session.

AND THAT any approved market rent increase be effective February 1, 2022.

CARRIED

Social Services Relief Fund Phase 3 Update

Report No. 2021-35 (Integrated Social Services Division) was presented to the Board providing updated information regarding the Ministry of Municipal Affairs and Housing Social Services Relief Fund Phase 3, for their information.

At 10:36 a.m. Shelby Ch'ng, Board Member joined the meeting.

William Bradica, CAO provided a brief introduction and responded to questions.

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

Crystal Simeoni, Manager, Housing Programs provided further information and responded to questions.

At 10:38 a.m. Jennifer Lible, Manager, Social Assistance Programs joined the meeting.

Ontario Works Service Plan

Report No. 2021-36 (Integrated Social Services Division) was presented to the Board to provide the TBDSSAB Ontario Works Service Plan: 2021-2022 for consideration.

Jennifer Lible, Manager, Social Assistance Programs provided brief highlights from the Service Plan and responded to questions.

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

At 10:46 a.m. Louise Piercey, Manager, Child Care & Early Years Programs and Michelle Wojciechowski, Manager, Intake and Eligibility joined the meeting.

Resolution No. 21/54

Moved by: Albert Aiello  
Seconded by: Jody Davis

THAT with respect to Report No. 2021-36 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the draft TBDSSAB Ontario Works Service Plan: 2021-2022, as presented;

AND THAT we direct the Chief Administrative Officer to submit the approved TBDSSAB Ontario Works Service Plan: 2021-2022 to the Ministry of Children, Community and Social Services.

CARRIED

At 11:19 a.m. Aaron Park, Supervisor, Research and Social Policy joined the meeting.

#### Maximum Daily Rates for Child Care Fee Subsidy

Report No. 2021-37, (Integrated Social Services Division) was presented to the Board to request approval of an increase to the maximum per diem rates that TBDSSAB pays for child care fee subsidy, for their consideration.

Resolution No. 21/55

Moved by: Elaine Mannisto  
Seconded by: Jody Davis

THAT with respect to Report No. 2021-37 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the increase in the maximum child care rates for fee subsidy recipients effective January 1, 2022 as presented.

CARRIED

At 11:21 a.m. Keri Greaves, Manager, Finance and Roxanne Brunelle-Crupi, Manager, Human Resources joined the meeting.

#### 2021 Second Quarter Operational Report

Report No. 2021-38 (Integrated Social Services Division) was presented to provide the Board with the 2021 Second Quarter Operational Report, for information.

Ken Ranta, Director, Integrated Social Services provided a brief overview and responded to questions.

William Bradica, CAO provided clarification and responded to questions.

#### Enterprise Risk Management Annual Update

Report No. 2021-39 (Corporate Services Division) was presented to the Board to provide an update on the organization's Enterprise Risk Management Framework, for their information.

Georgina Daniels, Director, Integrated Social Services provided a brief overview of the Report and responded to questions.

At 11:51 a.m. Shelby Ch'ng Board member left the meeting.

William Bradica, CAO responded to questions.

Roxanne Brunelle-Crupi also responded to questions.

At 12:00 p.m. the Chair called for a break and Crystal Simeoni, Manager, Housing Programs, Keri Greaves, Manager, Finance, Louise Piercey, Manager, Child Care & Early Years Programs, Jennifer Lible, Manager, Social Assistance Programs, Michelle Wojciechowski, Manager, Intake and Eligibility and Aaron Park, Supervisor, Research and Social Policy left the meeting.

At 12:35 p.m. the meeting reconvened and Steven Melnichuk, Manager, Information Services joined the meeting.

#### Records Retention Schedules By-law Updates

Report No. 2021-40 (Integrated Social Services Division) was presented to the Board to provide recommended amendments to the TBDSSAB record retention schedule for the Board's consideration.

Steven Melnichuk, Manager, Information Services responded to questions.

William Bradica, CAO provided clarification and responded to questions.

Roxanne Brunelle-Crupi responded to questions.

Georgina Daniels, Director, Corporate Services responded to questions.

Resolution No. 21/56

Moved by: Kevin Holland  
Seconded by: Elaine Mannisto

THAT with respect to Report No. 2021-40 (Corporate Services Division), we The District of Thunder Bay Social Services Administration Board (the Board) approve the updated Retention Schedules as presented;

AND THAT any necessary by-law be presented to the Board.

CARRIED

At 12:43 p.m. Steven Melnichuk, Manager Information Services left the meeting and Katherine Bruneau, Process Review Officer joined the meeting.

#### 2023 Strategic Plan Quarterly Update

Report No. 2021-41 (CAO Division) providing the quarterly update on the 2023 Strategic Plan progress as at June 30, 2021 was presented to the Board for consideration.

William Bradica, CAO responded to questions.

Resolution No. 21/57

Moved by: Kim Brown  
Seconded by: Rebecca Johnson

THAT with respect to Report No. 2021-41 (CAO Division), we, The District of Thunder Bay Social Services Administration Board receive the 2023 Strategic Plan – 2021 Second Quarter Update for information only.

CARRIED

#### Process Reviews Update

Report No. 2021-42 (CAO Division) providing an update on process reviews was presented to the Board for information only.

Advocacy & Engagement Policy

Report No. 2021-43 (CAO Division) was presented to the Board providing the draft Advocacy & Engagement Policy, for review and consideration.

William Bradica, CAO responded to questions.

Carole Lem, Communications and Engagement Officer responded to questions.

A discussion was held regarding amending the language in the procedure presented with the Advocacy and Engagement policy. On consensus, the Board directed Administration to amend the language in the Advocacy and Engagement procedure to clarify how the Board directs Administration to develop items for advocacy.

Resolution No. 21/58

Moved by:           Kim Brown  
Seconded by:       Albert Aiello

THAT with respect to Report No. 2021-43 (CAO Division) we, The District of Thunder Bay Social Services Administration Board, approve the draft Advocacy & Engagement Policy as presented;

AND THAT we authorize the Chief Administrative Officer to amend the policy with respect to housekeeping items, as may be required from time to time.

CARRIED

CORRESPONDENCE

BY-LAWS

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, October 21, 2021, in the 3<sup>rd</sup> Floor Main Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.



ADJOURNMENT

Resolution No. 21/59

Moved by: Brian Hamilton  
Seconded by: Jim Foulds

THAT Board Meeting No. 13/2021 of The District of Thunder Bay Social Services Administration Board, held on September 16, 2021, be adjourned at 1:07 p.m.

CARRIED



Chair



Chief Administrative Officer