



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 21/2021**

**OF**

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

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

**TIME OF MEETING:** 10:00 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  
Shelby Ch'ng  
Jody Davis  
James Foulds  
Rebecca Johnson  
Kevin Holland  
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  
Roxanne Brunelle-Crupi, Manager, Human Resources  
Aaron Park, Supervisor, Research and Social Policy  
Carole Lem, Communications & Engagement Officer  
Larissa Jones, Communications Assistant

**REGRETS:**

Kim Brown  
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**

REGRETS

Lucy Kloosterhuis, Chair advised that Kim Brown, Andrew Foulds and Brian Hamilton, Board Members sent their regrets for the meeting.

DISCLOSURES OF INTEREST

None.

NEW BUSINESS

William Bradica, CAO advised the Board that as Kim Brown, Vice Chair provided regrets for this Board Meeting and stated that she would be unable to act as Vice-Chair from now until December 31, 2021 it would be necessary to appoint an acting Vice-Chair at this time.

The Chair called for nominations for Vice Chair. Kevin Holland was nominated for the position of Vice Chair and accepted the nomination. Albert Aiello was nominated for the position of Vice Chair and declined the nomination. There were no further nominations.

Resolution No. 86A

Moved by: Elaine Mannisto  
Seconded by: Jody Davis

THAT the position of Alternate Vice-Chair of The District of Thunder Bay Social Services Administration Board for the period December 16 to December 31, 2021, be filled by Kevin Holland.

CARRIED

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 21/87

Moved by: Albert Aiello  
Seconded by: James Foulds

THAT with respect to the agenda for the Board Regular and Closed Session meetings of The District of Thunder Bay Social Services Administration Board for December 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 Meeting Nos. 17/2021 and 18/2020 (Regular and Closed Session) held on November 17, 2021, and Board Meeting Nos. 19/2021 & 20/2021 (Regular and Closed Session) held on November 19, 2021, of TBDSSAB, were presented for confirmation.

Resolution No. 21/88

Moved by: Kevin Holland  
Seconded by: Albert Aiello

THAT the Minutes of Board Meeting Nos. 17/2021 & 18/2021 (Regular & Closed Session) held on November 17, 2021, and Board Meeting Nos. 19/2021 & 20/2021 (Regular & Closed Session) held on November 18, 2021, of TBDSSAB, be confirmed as amended.

CARRIED

### Committee Meetings

Draft Minutes of the November 30, 2021 Governance and Procedural By-law Review Committee meeting were presented to the Board, for information only.

## PRESENTATION

Indigenous Representation on The  
District of Thunder Bay Social Services  
Administration Board

William Bradica, CAO introduced Cindy Crowe, Executive Director, Blue Sky Community Healing Centre to the Board and advised that the presentation regarding the rationale for Indigenous representation on The District of Thunder Bay Social Services Administration Board being provided was related to one of the 2022 Rural Ontario Municipal Association (ROMA) Briefing papers being presented to the Board for approval later in the Regular Session Meeting Agenda.

Cindy Crowe, Executive Director, Blue Sky Community Healing Centre provided the presentation outlining the first steps to obtaining Indigenous representation on the TBDSSAB Board as identified in the 2023 Strategic Plan and responded to questions.

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

Lucy Kloosterhuis, Chair thanked Cindy Crowe, Executive Director, Blue Sky Community Healing Centre for the presentation to the Board

At 10:43 a.m., Cindy Crowe, Executive Director, Blue Sky Community Healing Centre left the meeting.

### CLOSED SESSION

Administration recommended that the Board adjourn to a closed meeting relative to receipt of information with respect to a matter which a council, board, committee or other body may hold a closed meeting under another statute and with respect to solicitor-client privilege.

Resolution No. 21/89

Moved by: Albert Aiello  
Seconded by: Rebecca Johnson

THAT the Board adjourns to Closed Session relative to receipt of information with respect to which a council, board, committee or other body may hold a closed meeting under another statute regarding the Operational Review of Thunder Bay Emergency Shelter Inc. and with respect to solicitor-client privilege regarding City of Thunder Bay Pin Hole Leak - Legal Matter No. 01-2020.

CARRIED

### REPORTS OF ADMINISTRATION

#### TBDSSAB Proposed 2022 Operating and Capital Budget

Report No. 2021-61 (Corporate Services Division) was presented to the Board to provide the proposed 2022 TBDSSAB Operating and Capital Budget, for consideration.

Resolution No. 21/90

Moved by: Albert Aiello  
Seconded by: Elaine Mannisto

THAT with respect to Report No. 2021-55 and Report No. 2021-61 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the proposed 2022 Operating Budget in the amount of \$99,102,600, as presented in Report No. 2021-61;

AND THAT we, the Board, approve the proposed 2022 Capital Budget in the amount of \$4,237,900, as presented in Report No. 2021-55, with up to \$2,805,800 financed from the Housing Portfolio Capital Reserve Fund, up to \$65,000 financed from the Office Building Capital Reserve Fund, and up to \$1,367,100 financed from the Canada-Ontario Community Housing Initiative;

AND THAT \$199,100 be transferred from Operations to the Office Building Reserve Fund;

AND THAT up to \$300,000 of transfers to community housing providers be financed from the Levy Stabilization Reserve Fund;

AND THAT up to \$10,000 of costs related to end of community housing operating agreements be financed from the Community Housing Reserve Fund;

AND THAT \$2,750,400 be transferred from Operations to the Housing Portfolio Capital Reserve Fund, and up to \$385,000 of move-out repairs be financed from the Housing Portfolio Capital Reserve Fund;

AND THAT any actual income earned on unrestricted funds, in excess of \$100,000, be transferred to the Levy Stabilization Reserve Fund;

AND THAT the necessary By-law be presented to the Board, for consideration.

CARRIED

Transfer of Investment in Affordable  
Housing Agreement – 410 East Victoria  
Avenue, Thunder Bay

Report No. 2021-62 (Integrated Social Services Division) was presented to the Board to provide information on the potential sale of an Investment in Affordable Housing funded property, and to provide Administration's recommendation for consent of the assignment of the IAH Contribution Agreement, for consideration.

Resolution No. 21/91

Moved by: Shelby Ch'ng  
Seconded by: Kevin Holland

THAT with respect to Report No. 2021-62 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board, consent to the transfer of the Investment in Affordable Housing for Ontario Program - Rental Housing Component Service Manager Contribution Agreement from 2649700 Ontario Inc. to 2834908 Ontario Ltd.;

AND THAT we authorize the Chief Administrative Officer to execute any related documentation required;

AND THAT a copy of the resolution be provided to the Ministry of Municipal Affairs and Housing.

CARRIED

Social Services Relief Fund Phase 3  
Update

Report No. 2021-63 (Integrated Social Services Division) relative to providing the Board with updated information regarding the Ministry of Municipal Affairs and Housing Social Services Relief Fund Phase 3, was presented for information only.

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

At 11:31 a.m. Keri Greaves, Manager, Finance and Crystal Simeoni, Manager, Housing Programs left the meeting.

**Governance and Procedural By-law  
Review**

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Report No. 2021-64 (CAO Division) was presented to provide the Board with the revised Governance & Procedural By-law and related policies and procedures, for review and consideration.

William Bradica, CAO responded to questions.

Resolution No. 21/92

Moved by: James Foulds

Seconded by: Aldo Ruberto

THAT with respect to Report No. 2021-64 (CAO Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve that By-law No. 01-2017 Governance and Procedural By-law as amended be revoked and replaced with By-law No. 02-2021 Governance and Procedural By-law, as presented in Report No. 2021-64;

AND THAT we, the Board, approve the revised Board Committees and Advisory Tables Policy;

AND THAT we, the Board, approve the Report Preparation and Submission Policy;

AND THAT the necessary By-law be presented to the Board, for consideration.

CARRIED

At 11:32 a.m. Aaron Park, Supervisor, Research and Social Policy joined the meeting.

**2022 Rural Ontario Municipal  
Association Conference Briefings  
Package**

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Report No. 2021-65 (CAO Division) was presented to the Board to provide the 2022 Rural Ontario Municipal Association (ROMA) Briefings Package, for review and consideration.

An additional information package was presented to the Board providing an attachment to the ROMA Brief Re: DSSAB Legislation and Governance, for review and consideration.

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

Resolution No. 21/93

Moved by: Elaine Mannisto  
Seconded by: Wendy Wright

THAT with respect to Report No. 2021-65 (CAO Division), we, The District of Thunder Bay Social Services Administration Board (the Board), approve the delegation briefings package for the Rural Ontario Municipalities Association (ROMA) 2022 conference as presented;

AND THAT we direct the Chief Administrative Officer (CAO) to send the delegation package to the appropriate provincial Ministries;

AND THAT the Briefings Package be circulated to all member municipalities, the Northern Ontario Service Deliverers' Association, the Ontario Municipal Social Services Association, the Northwestern Ontario Municipal Association, the Rural Ontario Municipal Association and the Association of Municipalities of Ontario.

AND THAT the CAO attend the virtual 2022 ROMA conference to provide support to the Board Chair and other Board members in their meetings with provincial officials regarding these issues.

CARRIED

At 11:34 a.m. Aaron Park, Supervisor, Research and Social Policy left the meeting.

#### Nominations Process for 2022 Board Executive, Committees & Tables

Memorandum from William Bradica, CAO dated December 5, 2021 (CAO Division) was presented to provide the Board with information on the nomination process for 2022 being recommended by Administration for the Inaugural meeting to be held January 13, 2022, for consideration.

William Bradica, CAO advised that Administration recommends that the Board make nominations at this meeting following the approval of Resolution No. 21/94.



Resolution No. 21/94

Moved by: Albert Aiello  
Seconded by: Jody Davis

THAT with respect to the nomination process for Board executive, Committee and Table positions, the Board directs the Chief Administrative Office as Secretary to prepare a secret electronic ballot for any Board positions for the 2022 year that require to be voted on;

AND THAT the electronic ballot be circulated to Board members after January 1, 2022 with a return date prior to the January Board meeting date;

AND THAT we appoint Georgina Daniels, Director Corporate Services and Ken Ranta, Director Integrated Social Services as scrutineers to count the electronic ballots;

AND THAT in the case where a tie vote results, we direct the Secretary to prepare and circulate electronically to Board members a confidential secret ballot in that case;

AND THAT the results of each required election be presented to the Board at the 2022 Inaugural Board meeting.

CARRIED

William Bradica, Secretary, called for nominations for the position of Chair of TBDSSAB. Lucy Kloosterhuis was nominated and accepted the nomination. There were no further nominations.

William Bradica, Secretary, called for nominations for the position of Vice-Chair of TBDSSAB. Kevin Holland was nominated and accepted the nomination. There were no further nominations.

William Bradica, Secretary, called for nominations for the five Audit Committee positions. Albert Aiello, Kevin Holland, Ray Lake, Jody Davis and James Foulds were nominated and accepted the nominations. No further nominations were made.

William Bradica, Secretary, called for nominations for the two Child Care and Early Years Advisory Table Advisory Table positions. Elaine Mannisto and Lucy Kloosterhuis were nominated and accepted the nominations. No further nominations were made.

William Bradica, Secretary, called for nominations for the two Community Homelessness Prevention Initiative Advisory Table positions. Kevin Holland and Aldo Ruberto were nominated and accepted the nominations. No further nominations were made.

## CORRESPONDENCE

### BY-LAWS

#### First and Final Reading

Resolution No. 21/95

Moved by: Albert Aiello  
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 District of Thunder Bay Social Services Administration Board Operating and Capital Budgets for the year 2022.

Explanation: A By-law to adopt The District of Thunder Bay Social Services Administration Board Operating and Capital Budgets for the year 2022.

Authorization: Board Meeting 2021Dec16.

BY-LAW NUMBER 02-2021

CARRIED

Resolution No. 21/96

Moved by: Aldo Ruberto  
Seconded by: Ray Lake

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 repeal and replace By-law No. 01-2017 Governance and Procedural By-law as amended relating to the transaction of affairs of The District of Thunder Bay Social Services Administration Board and the conduct of meetings.

Explanation: A By-law to repeal and replace By-law No. 01-2017 Governance and Procedural By-law as amended.

Authorization: Board Meeting 2021Dec16.

BY-LAW NUMBER 03-2021

CARRIED

#### NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, January 13, 2022 at 10:00 a.m., via Microsoft Teams and in the 3<sup>rd</sup> Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

ADJOURNMENT

Resolution No. 21/97

Moved by: Elaine Mannisto  
Seconded by: James Foulds

THAT Board Meeting No. 21/2021 of The District of Thunder Bay Social Services Administration Board, held on December 16, 2021, be adjourned at 11:54 a.m.

CARRIED

  
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Chair

  
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Chief Administrative Officer