



**MINUTES OF INAUGURAL BOARD MEETING NO. 01/2022  
OF**

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

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**DATE OF MEETING:** January 13, 2022

**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 Office  
Georgina Daniels, Director, Corporate Services Division  
Ken Ranta, Director, Integrated Social Services Division  
Glenda Flank, Recording Secretary

**GUESTS:**

Barry Caland, Manager, Infrastructure & Assets Management  
Keri Greaves, Manager, Finance  
Carole Lem, Communications & Engagement  
Aaron Park, Supervisor, Research & Social Policy  
Crystal Simeoni, Manager, Housing Programs  
Katherine Bruneau, Process Review Lead

**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**

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**

None.

NEW BUSINESS

None

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 22/01

Moved by: Elaine Mannisto  
Seconded by: Kevin Holland

THAT with respect to the agendas for the Inaugural Board meeting of The District of Thunder Bay Social Services Administration Board for January 13, 2022, we approve that the agenda as printed;

AND THAT we approve any additional information and new business.

CARRIED

Resolution No. 22/02

Moved by: Kim Brown  
Seconded by: Jody Davis

THAT with respect to the January 13, 2022 and the remainder of the 2022 agendas, we approve:

1. 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.
2. 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, 2022. In accordance with the Governance and Procedural By-law No. 03-2021, the Vice-Chair, Committee and Table Members were also appointed.

A memorandum from William Bradica, CAO, dated January 5, 2022, outlining the nominations that took place at the December 16, 2021 Board Meeting and containing a resolution regarding the Nomination and Election of 2022 Board Officers, Committees and Advisory Tables, was presented to the Board for consideration.

Resolution No. 22/03

Moved by: Ray Lake  
Seconded by: Jody Davis

THAT the position of Chair of The District of Thunder Bay Social Services Administration Board for the term ending December 31, 2022, 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, 2022, be filled by Kevin Holland.

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, 2022:

1. Albert Aiello
2. Jody Davis
3. James Foulds
4. Kevin Holland
5. Ray Lake

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, 2022:

1. Lucy Kloosterhuis
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, 2022:

1. Kevin Holland
2. Aldo Ruberto

CARRIED

Lucy Kloosterhuis, Chair assumed the position of Chair for the rest of the Board meeting.

CONFIRMATION OF MEETING DATES

2022 TBDSSAB Board Meeting Dates and  
2023 Inaugural Meeting Date

A memorandum from William Bradica, CAO dated January 5, 2022 containing a resolution to schedule the 2022 Board Meeting dates and the 2023 Inaugural Meeting date was presented for consideration.

William Bradica, CAO explained to the Board the reason for holding the June Board Meeting on the third Thursday instead of the fourth Thursday.

On consensus the Board agreed to amend the resolution to have the Board Meeting held on June 16.

Resolution No. 22/04

Moved by: Albert Aiello  
Seconded by: James Foulds

THAT the regularly scheduled meetings of The District of Thunder Bay Social Services Administration Board for the year 2022 be held at the TBDSSAB Headquarters, in the City of Thunder Bay and/or via Microsoft Teams, beginning at 10:00 a.m. on the following dates:

|                      |                       |
|----------------------|-----------------------|
| Thursday February 17 | Thursday July 21      |
| Thursday March 17    | Thursday September 15 |
| Thursday April 21    | Thursday October 20   |
| Thursday May 19      | Thursday November 17  |
| Thursday June 16     | Thursday December 15  |

AND THAT the next Inaugural Meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, January 12, 2023;

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

CARRIED

At 10:11 a.m. Crystal Simeoni, Manager, Housing Programs and Barry Caland, Manager, Infrastructure & Asset Management joined the meeting.

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## MINUTES OF PREVIOUS MEETINGS

### Board Meetings

Minutes of Meeting No. 21/2021 and 22/2021 (Regular and Closed Session) of The District of Thunder Bay Social Services Administration Board, held on December 16, 2021, respectively, were presented for confirmation.

Resolution No. 22/05

Moved by: Kevin Holland  
Seconded by: Kim Brown

THAT the Minutes of Meeting No. 21/2021 and Meeting No. 22/2021 (Regular and Closed Session) of The District of Thunder Bay Social Services Administration Board, held on December 16, 2021, be confirmed.

CARRIED

## REPORTS OF ADMINISTRATION

### Statement of Board Remuneration

A memorandum from Roxanne Brunelle, Manager, Human Resources dated December 20, 2021 was presented to the Board to provide the Statement of Board Remuneration for 2021, for information.

### Request for Support for Thunder Bay Indigenous Friendship Centre

A memorandum from William Bradica, CAO, dated January 6, 2022, was presented to the Board to provide them with Administration's recommendation to support the request for core funding for the Thunder Bay Indigenous Friendship Centre, for consideration.

William Bradica, CAO provided a brief introduction to the memo and presented the recommendation from Administration.

Resolution No. 22/06

Moved by: Elaine Mannisto  
Seconded by: Kim Brown

THAT we, The District of Thunder Bay Social Services Administration Board, endorse the request for support of the Thunder Bay Indigenous Friendship Centre (TBIFC);

AND THAT we direct Administration to draft a letter of support from the Board Chair on behalf of the Board, to be sent to Minister of Indigenous Service Canada, Patty Hajdu.

CARRIED

Request for Information from the City of  
Thunder Bay Re: 230 West Amelia Street

A memorandum from William Bradica, CAO, dated January 6, 2022, was presented to the Board to provide them with correspondence received from the City of Thunder Bay requesting information regarding 230 West Amelia Street.

William Bradica, CAO responded to questions and provided clarification.

At 10:21 a.m. Rebecca Johnson, Board Member joined the meeting.

On consensus, the Board Chair and CAO will not appear before the City of Thunder Bay Council or at a meeting of the City's Inter-Governmental Affairs as requested, but that William Bradica, CAO will continue communications with City Manager of the City of Thunder Bay in the normal course of operations

At 10:24 a.m. Barry Caland, Manager, Infrastructure & Asset Management left the meeting.

Establishment of an Ontario Health  
Team for the District of Thunder Bay

William Bradica, CAO provided a verbal update to the Board outlining the information received to date regarding the establishment of an Ontario Health Team for the District of Thunder Bay.

William Bradica, CAO responded to questions.

Social Services Relief Fund Update

Report No. 2022-01 (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.

William Bradica, CAO responded to questions and provided clarification.

At 10:36 a.m. Aaron Park, Supervisor, Research & Social Policy joined the meeting.

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

At: 10:43 a.m. Brian Hamilton, Board Member joined the meeting.

William Bradica, CAO provided further information.

At 10:50 a.m. Andrew Foulds, Board member joined the meeting.

### Homeless Enumeration Report 2021

Report No. 2022-02 (Integrated Social Services Division) relative to providing the Board with an overview of the findings of the 2021 Point in Time Survey and to seek the Board's endorsement of the recommendations resulting from the analysis of the data was presented for consideration.

William Bradica, CAO responded to questions and provided information.

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

Aaron Park, Supervisor, Research & Social Policy provided further information and responded to questions.

At 11:12 a.m. Keri Greaves, Manager, Finance joined the meeting.

A discussion was held regarding the tabulation of the Point in Time Count results by the province. On consensus Administration to inquire into the method and results of any tabulation and respond to the Board.

#### Resolution No. 22/07

Moved by: Elaine Mannisto  
Seconded by: Kim Brown

THAT with respect to Report No. 2022-02 (Integrated Social Services Division), we, The District of Thunder Bay Social Services Administration Board (the Board), accept the 2021 Point in Time Survey report;

AND THAT the Board calls upon the Minister of Health and the Associate Minister of Mental Health and Addictions to provide additional mental health and addiction support services in the District of Thunder Bay;

AND THAT the Board calls upon the Ministry of Children, Community and Social Services to address the service gaps in the child welfare system that contribute to homelessness;

AND THAT the Board calls upon the Minister of Health, the Minister of Children, Community and Social Services and the Minister of Municipal Affairs and Housing for expanded funding to establish appropriate transitional housing and supports to assist a greater number of individuals and families experiencing homelessness;

AND THAT the Board calls upon the federal Minister of Housing Inclusion and Diversity, the federal Minister of Indigenous Services, the federal Minister of Health and the federal Minister of Mental Health and Addictions to establish, in consultation with Indigenous partners, new affordable housing programs and appropriate support services to assist Indigenous people living in urban and rural areas;

AND THAT the Board directs Administration to explore opportunities to continue research partnerships to determine the causes of migratory and transient homelessness, and other issues related to homelessness, in order to inform the development of adequate social policy interventions;

AND THAT a copy of this Resolution and the related reports be circulated to the Prime Minister of Canada, the Premier of Ontario, the relevant Federal and Ontario Ministers, the District of Thunder Bay municipalities, the Ontario Federation of Indigenous Friendship Centres, The Metis Nation of Ontario, Ontario Native Women's Association, Anishnabek Nation, Nishnawbe Aski Nation, Matawa First Nations, Nokiiwin Tribal Council, Thunder Bay Indigenous Friendship Centre, and Thunderbird Indigenous Friendship Centre.

CARRIED

At 11:41 a.m. Crystal Simeoni, Manager, Housing Programs and Aaron Park, Supervisor, Research & Social Policy left the meeting.

Year 2022 Weighted Assessment  
Calculation and 2022 Levy Apportionment

Report No. 2022-03 (Corporate Services Division) was presented to the Board to provide the 2022 weighted assessment calculation and 2022 levy apportionment, for information.

A brief discussion was held regarding the 2022 Levy Apportionment.

Revised Approval and Signing Authorization  
Policy

Report No. 2022-04 (Corporate Services Division) was presented to the Board to provide the 2022 weighted assessment calculation and 2022 levy apportionment, for information.



Resolution No. 22/08

Moved by: Brian Hamilton  
Seconded by: Jody Davis

THAT with respect to Report No. 2022-04 (Corporate Services Division) we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) approve the updated Approval and Signing Authorization Policy, dated January 13, 2022, as presented;

AND THAT the Chief Administrative Officer be authorized to amend this Policy with respect to housekeeping items, as may be required from time to time.

CARRIED

BY-LAWS

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, February 17, 2022, at 10:00 a.m., via Microsoft Teams.

ADJOURNMENT

Resolution No. 22/09

Moved by: Andrew Foulds  
Seconded by: Ray Lake

THAT the Inaugural Board Meeting No. 01/2022 of The District of Thunder Bay Social Services Administration Board, held on January 13, 2022, be adjourned at 11:48 a.m.

CARRIED



Chair



Chief Administrative Officer