



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 06/2022  
OF  
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

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**DATE OF MEETING:** April 21, 2022

**TIME OF MEETING:** 10:22 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  
James Foulds  
Brian Hamilton  
Kevin Holland  
Rebecca Johnson  
Lucy Kloosterhuis  
Ray Lake  
Elaine Mannisto  
Aldo Ruberto

**OFFICIALS:**

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

**GUESTS:**

Keri Greaves, Manager, Finance  
Carole Lem, Communications & Engagement Officer  
Aaron Park, Supervisor, Research and Social Policy  
Michelle Wojciechowski, Manager, Intake and Eligibility  
Louise Piercey, Manager, Child Care & Early Years Programs  
Larissa Jones, Communications Assistant

**REGRETS:**

Andrew Foulds  
Wendy Wright

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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. 22/28

Moved by: Elaine Mannisto  
Seconded by: Ray Lake

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 April 21, 2022, 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. 04/2022 and Meeting No. 05/2022 (Regular and Closed Session) of The District of Thunder Bay Social Services Administration Board, held on March 17, 2022, were presented for confirmation.

Resolution No. 22/29

Moved by: James Foulds  
Seconded by: Rebecca Johnson

THAT the Minutes of Meeting No. 04/2022 (Regular Session) and Meeting No. 05/2022 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on March 17, 2022, respectively, be confirmed.

CARRIED

### CLOSED SESSION

Administration presented their recommendation that the Board adjourn to a closed meeting relative to receipt of information with respect to personal matters about an identifiable individual, including members of the Administration relative to the CAO performance evaluation, security of the property of the Board regarding the confidential attachment to the Capital Carryforward report, 170 Wadsworth Drive Direct-Owned Property Insurance Options and the Directors and Officers Insurance Policy and relative to receipt of information with respect to a matter of which a council, board, committee or other body may hold a closed meeting under another Act regarding the SSRF Phase 5 update.

Resolution No. 22/30

Moved by:           Albert Aiello  
Seconded by:       Kevin Holland

THAT the Board adjourns to a closed meeting relative to receipt of information with respect to personal matters about an identifiable individual, including members of the Administration relative to the CAO performance evaluation, security of the property of the Board regarding the confidential attachment to the Capital Carryforward report, 170 Wadsworth Drive Direct-Owned Property Insurance Options and the Directors and Officers Insurance Policy and relative to receipt of information with respect to a matter of which a council, board, committee or other body may hold a closed meeting under another Act regarding the SSRF Phase 5 update.

CARRIED

### REPORTS OF ADMINISTRATION

At 11:44 a.m. the meeting reconvened in Regular Session and the Chair called for a break for lunch.

At 12:15 p.m. the meeting reconvened and Michelle Wojciechowski, Manager, Intake and Eligibility, Louise Piercey, Manager, Child Care & Early Years Programs, Aaron Park Supervisor, Research and Social Policy and Carole Lem, Communications and Engagement Officer joined the meeting.

170 Wadsworth Drive Direct Owned  
Property Insurance Options

Report No. 2022CS-04 (Corporate Services Division) was presented and discussed in Closed Session and Administration's recommendation was presented in Regular Session for consideration.

Resolution No. 22/31

Moved by: Elaine Mannisto  
Seconded by: Jody Davis

THAT with respect to Report No. 2022CS-04 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, accept the one-time cash payout from the insurance claim for 170 Wadsworth Drive;

AND THAT the insurance proceeds, net of any legal or other expenses related hereto, be transferred to the Capital Regeneration Reserve Fund.

CARRIED

James Foulds, Board Member opposed the resolution.

Directors and Officers Insurance Policy

Report No. 2022CS-05 (Corporate Services Division) was presented and discussed in Closed Session and Administration's recommendation was presented for consideration in Regular Session.

Resolution No. 22/32

Moved by: Elaine Mannisto  
Seconded by: Kim Brown

THAT with respect to Report No. 2022CS-05 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, direct that Administration proceed as directed in Closed Session.

CARRIED

Social Services Relief Fund – Phase 5

Memorandum from Bill Bradica, CAO dated April 12, 2022 was presented to the Board with information regarding the SSRF – Phase 5 from the Ministry of Municipal Affairs and Housing, the reasoning for providing Report No. 2022CS-06 (Integrated Social Services Division) in Closed Session and providing Administration's recommendation.

Resolution No. 22/33

Moved by: Kevin Holland  
Seconded by: Rebecca Johnson

THAT with respect to Report No. 2022CS-06 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the Social Services Relief Fund – Phase 5 Investment Plan as presented in Closed Session to be submitted by the Chief Administrative Officer to the Ministry of Municipal Affairs and Housing;

AND THAT the Board authorize the Board Chair and Chief Administrative Officer to execute any required Agreements under the Homelessness Prevention Program for the delivery of the Social Services Relief Fund Phase 5 program, and any other documents related thereto provided there are no significant changes;

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

CARRIED

Carryforward of Capital Projects

Report No. 2022-17 (Corporate Services Division) was presented to the Board providing the list of budgeted capital projects that the Chief Administrative Officer has approved to be carried forward and completed in 2022.

2021 Fourth Quarter Financial Report and  
Program Levy Operating Surplus  
Disposition

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Report No. 2022-18 (Corporate Services Division) was presented to the Board providing the 2021 Fourth Quarter Financial Report, and a recommendation regarding disposition of the 2021 program levy operating surplus.

Resolution No. 22/34

Moved by: Kim Brown  
Seconded by: Kevin Holland

THAT with respect to Report No. 2022-18 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve Option 2 – use the net levy surplus related to Community Housing \$409,272 to supplement the capital projects approved under the Social Services Relief Fund Phase 4 as directed in Closed Session at the November, 2021 Board Meeting, and transfer the remaining net levy surplus of \$427,820 to the Levy Stabilization Reserve Fund.

CARRIED

2021 Investment Portfolio Performance

Report No. 2022-19 (Corporate Services Division) was presented to the Board with information relative to the performance of the Board's investment portfolio for the 2021 year and Administration's recommendation for transfer of funds.

Resolution No. 22/35

Moved by: James Foulds  
Seconded by: Jody Davis

THAT with respect to Report No. 2022-19 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the transfer of \$6,302,677 into the TD investment account.

CARRIED

June 2022 Mortgage Renewal –  
Frederica Street, Thunder Bay

Report No. 2022-20 (Corporate Services Division) was presented to the Board providing the upcoming mortgage renewal arrangements for the property located at Frederica Street in the City of Thunder Bay.

Resolution No. 22/36

Moved by: Rebecca Johnson  
Seconded by: Jody Davis

THAT with respect to Report No. 2022-20 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the Ministry Resolution as attached, to be duly signed in accordance with TBDSSAB By-Law No. 03-2021 (Governance and Procedural);

AND THAT we authorize the Board Chair and Chief Administrative Officer to execute the mortgage financing documents related thereto.

CARRIED

Homelessness Prevention Program -  
Transfer Payment Agreement and  
Investment Plan

Report No. 2022-21 (Integrated Social Services Division) was presented to the Board providing information regarding the Ministry of Municipal Affairs and Housing Homelessness Prevention Program and providing the Investment Plan for consideration.

Bill Bradica, CAO responded to questions and provided clarification.

Ken Ranta, Director, Integrated Social Services provided a brief overview of the Homeless Prevention Program and responded to questions.

Resolution No. 22/37

Moved by: Kim Brown  
Seconded by: Elaine Mannisto

THAT with respect to Report No. 2022-21 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board (the Board), approve the Homelessness Prevention Program Investment Plan and authorize the Chief Administrative Officer to submit it to the Ministry of Municipal Affairs and Housing;

AND THAT the Board authorize the Board Chair and Chief Administrative Officer to execute the Homelessness Prevention Plan Transfer Payment Agreement, and any other documents related thereto;

AND THAT the Board calls upon the Minister of Municipal Affairs and Housing to hold the eligible administrative allocation of the Homelessness

Prevention Program to 7.5% in future years, and not reduce it to 5% as planned;

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

CARRIED

#### Child Care Operator Search – Kakabeka Falls Public School and Surrounding Area

Memorandum from Louise Piercey, Manager, Child Care and Early Years, (Integrated Social Services Division dated March 29, 2022 was presented to the Board providing an update regarding the search for a Child Care Operator for Kakabeka Falls Public School and surrounding area.

Louise Piercey, Manager, Child Care & Early Years Programs provided a brief overview and responded to questions.

Bill Bradica, CAO responded to questions.

#### Child Care Surplus Retention

Report No. 2022-22 (Integrated Social Services Division) provided in the Agenda was deferred to a future meeting to allow for further information to be received from the Ministry of Community, Child and Social Services.

#### Social Services Relief Fund

Report No. 2022-23, (Integrated Social Services Division) was presented to the Board providing an update regarding TBDSSAB's spending under the Social Services Relief Fund.

#### Ontario Health Team

Report No. 2022-24, (CAO Division) was presented to the Board with information and Administration's recommendation for TBDSSAB's participation in the City and District of Thunder Bay Ontario Health Team.

Bill Bradica, CAO provided an overview of the discussions that have been held regarding the development of the City and District of Thunder Bay Ontario Health Team and the reasoning for Administration's recommendation.



Resolution No. 22/39

Moved by: Elaine Mannisto  
Seconded by: Kim Brown

THAT with respect to Report No. 2022-24 (CAO), we The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), endorse TBDSSAB's participation in the City and District of Thunder Bay Ontario Health Team (OHT);

AND THAT we authorize the Chief Administrative Officer to commit TBDSSAB as an OHT Signatory;

AND THAT except for any in-kind contribution or funding that is within the mandate and approved budget of the TBDSSAB, any contribution requested by the OHT or the Ministry of Health must be presented to the Board for approval.

CARRIED

#### TBDSSAB 2021 Annual Report

Memorandum from William Bradica, CAO, (CAO Division) was presented to the Board providing the 2021 Annual Report.

Bill Bradica, CAO responded to questions.

Resolution No. 22/40

Moved by: Elaine Mannisto  
Seconded by: Rebecca Johnson

THAT with respect the memorandum dated April 8, 2022 from William Bradica, Chief Administrative Officer, we, The District of Thunder Bay Social Services Administration Board (TBDSSAB), approve the 2021 Annual Report, as presented;

AND THAT the 2021 Annual Report be posted to the TBDSSAB website, and a notification sent to partners and stakeholders.

CARRIED

Statutory and Paid Holidays Policy

Report No. 2022-25, (CAO Division) was presented to the Board providing a revised Statutory and Paid Holidays Policy.

Bill Bradica, CAO responded to questions.

Resolution No. 22/41

Moved by: Rebecca Johnson  
Seconded by: Kevin Holland

THAT with respect to Report No. 2022-25 (CAO Division), we The District of Thunder Bay Social Services Administration Board, approve the revisions to the Statutory and Paid Holidays Policy as presented;

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

CARRIED

CORRESPONDENCE

Rural Ontario Municipal Association  
Delegation

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Letter from The Hon. Steve Clark, Ministry of Municipal Affairs and Housing dated March 17, 2022 relative to a response regarding the ROMA delegation attended by The District of Thunder Bay Social Services Administration Board members and CAO was presented for information.

National Housing Strategy

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Letter from The Hon. Steve Clark, Minister of Municipal Affairs and Housing dated March 31, 2022 relative to the National Housing Strategy was presented for information.

Homelessness Enumeration Report 2021

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Letters from the Municipality of Greenstone dated March 15, 2022 and from the Municipality of Shuniah dated March 24, 2022 endorsing TBDSSAB Resolution No. 22/07 relative to the Homeless Enumeration Report 2021 were presented for information.

COVID-19 – Emergency Measures

Letter from the Ministry of Children, Community, and Social Services dated April 6, 2022 providing information regarding the status of the Work Re-Deployment Measures in relation to COVID-19 was presented for information.

BY-LAWS

NEXT MEETING

The Board was reminded that next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, May 19, 2022 at 10:00 a.m., via Microsoft Teams and in the 3<sup>rd</sup> Floor Main Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

Lucy Kloosterhuis, Board Chair advised the Board Members that a Sharing Circle would be held following the May 19, 2022 Board Meeting, and requested that all Board Members advise Administration of their in person or virtual attendance at the May Board Meeting.

ADJOURNMENT

Resolution No. 22/42

Moved by: Elaine Mannisto  
Seconded by: Jody Davis

THAT Board Meeting No. 04/2022 of The District of Thunder Bay Social Services Administration Board, held on April 21, 2022, be adjourned at 12:51 p.m.

CARRIED



Chair



Chief Administrative Officer