



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 04/2023
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

DATE OF MEETING: February 16, 2023

TIME OF MEETING: 9:02 a.m.

LOCATION OF MEETING: Microsoft Teams &
3rd Floor Boardroom
TBDSSAB Headquarters
231 May Street South
Thunder Bay, ON

CHAIR: Ken Boshcoff

PRESENT:

Albert Aiello
Ken Boshcoff
Anne-Marie Bourgeault
Meghan Chomut
Nancy Gladun
Greg Johnson
Elaine Mannisto
Jim Moffat
Dominic Pasqualino
Mark Thibert
Jim Vezina

REGRETS:

Brian Hamilton
Kasey Etrene
Kathleen Lynch

OFFICIALS:

Ken Ranta, Acting CAO & Director, Integrated Social
Services Division
Georgina Daniels, Director, Corporate Services Division
Glenda Flank, Recording Secretary

GUESTS:

Crystal Simeoni, Manager, Housing Programs
Keri Greaves, Manager, Finance
Louise Piercey, Manager, Child Care & Early Years
Programs
Marty Farough, Manager Infrastructure & Asset
Management
Shari Mackenzie, Acting Manager, Human Resources
Aaron Park, Supervisor, Research & Social Policy
Carole Lem, Communications & Engagement
Larissa Jones, Communications Assistant

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

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 23/16

Moved by: Greg Johnson
Seconded by: Dominique Pasqualino

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 February 16, 2023, we approve the agendas as printed;

AND THAT we approve any additional information and new business.

CARRIED

At 9:03 a.m. Albert Aiello, Board Member joined the meeting.

MINUTES OF PREVIOUS MEETINGS

Board Meetings

Minutes of Meeting No. 01/2023 (Regular Session) of TBDSSAB, held on January 12, 2023, were presented for confirmation.

Resolution No. 23/17

Moved by: Jim Moffat
Seconded by: Albert Aiello

THAT the Minutes of Meeting No. 01/2023 (Regular Session) of The District of Thunder Bay Social Services Administration Board, held on January 12, 2022, be confirmed.

CARRIED

Minutes of Meeting No. 02/2023 (Regular Session) and Meeting No. 03/2023 (Closed Session) of TBDSSAB, held on January 26, 2023, to be confirmed.

Resolution No. 23/18

Moved by: Nancy Gladun
Seconded by: Anne-Marie Bourgeault

THAT the Minutes of Meeting No. 02/2023 (Regular Session) and Meeting No. 03/2023 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on January 26, 2022, be confirmed.

CARRIED

At 9:04 a.m. Meghan Chomut, Vice Chair joined the meeting.

CLOSED SESSION MEETING

Administration recommends that the Board adjourn to a closed meeting relative to receipt of information with respect to security of the property of the Board regarding the Bertrand Court Regeneration Strategy Update and with respect to the personal matters about an identifiable individual, including members of the Administration regarding the Chief Administrative Officer Performance Review.

Resolution No. 23/19

Moved by: Albert Aiello
Seconded by: Nancy Gladun

THAT the Board adjourn to a closed meeting relative to receipt of information with respect to security of the property of the Board regarding the Bertrand Court Regeneration Strategy Update and with respect to the personal matters about an identifiable individual, including members of the Administration regarding the Chief Administrative Officer Performance Review.

CARRIED

The meeting reconvened in Regular Session with all Board Members and members of Administration in attendance with the exception of Aaron Park, Supervisor, Research & Social Policy and Louise Piercey, Manager, Child Care & Early Years Programs.

REPORTS OF ADMINISTRATION

Bertrand Court Regeneration Strategy Update

Report No. 2023CS-03 Bertrand Court Regeneration Strategy Update (ISS/CS) was presented in Closed Session providing the Board with information regarding the redevelopment of Bertrand Court. On consensus reached in Closed Session, the following resolution was presented to the Board for consideration.

Resolution No. 23/20

Moved by: Greg Johnsen
Seconded by: Nancy Gladun

THAT with respect to Report No. 2023CS-01 (Corporate Services Division/Integrated Social Services Division), we The District of Thunder Bay Social Services Administration Board, direct that Administration proceed as directed in Closed Session.

CARRIED

At 9:37 a.m. Aaron Park, Supervisor, Research & Social Policy joined the meeting.

TBDSSAB Quarterly Operational Report

Report No. 2023-03 (Integrated Social Services Division) was presented to the Board to provide information containing the trends within TBDSSAB programs and services.

Aaron Park, Supervisor, Research & Social Policy provided an overview of the statistics contained in the Operational Report, responded to questions and provided clarification.

Ken Ranta, Acting CAO provided further information and responded to questions.

Social Services Relief Fund Final Update

Report No. 2023-04 (Integrated Social Services Division), was presented to the Board providing a final report regarding TBDSSAB's investments under the Social Services Relief Fund Phases 1 through 5.

Ken Ranta, Acting CAO responded to questions.

At 10:13 a.m. Louise Piercey, Manager, Child Care & Early Years Programs joined the meeting.

Service Manager Consent Policy

Report No. 2023-05 (Integrated Social Services Division), was presented to the Board providing a draft Service Manager Consent Policy for consideration.

Ken Ranta, Acting CAO provided an overview of the policy, advised the Board of the reason the policy was required and responded to questions.

Resolution No. 23/21

Moved by: Elaine Mannisto
Seconded by: Nancy Gladun

THAT with respect to Report No. 2023-05 (Integrated Social Services Division and Corporate Services Division), we The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the draft Service Manager Consent Policy;

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

CARRIED

Canada Wide Early Learning Child Care
Phase 2 Access and Inclusion Framework
and Plan

Report No. 2023-06 (Integrated Social Services Division), was presented to the Board requesting approval of the Canada Wide Early Learning Child Care Access and Inclusion Notional Spaces Plan and approval to submit the Plan to the Ministry of Education.

Louise Piercey, Manager, Child Care & Early Years Programs responded to questions.

Resolution No. 23/22

Moved by: Dominique Pasqualino
Seconded by: Meghan Chomut

THAT with respect to Report No. 2023-06 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board (the Board) approve the proposed Canada Wide Early Learning Child Care Phase 2, Access and Inclusion Framework Notional Spaces Plan (Plan), as presented;

AND THAT the Board authorize the Chief Administrative Officer to submit the approved Plan to the Ministry of Education.

CARRIED

At 10:19 a.m. Louise Piercey, Manager, Child Care & Early Years Programs left the meeting.

TBDSSAB Proposed 2023 Operating
and Capital Budget Approval

Report No. 2023-07 (Corporate Services Division), was presented to the Board providing the amended proposed 2023 Operating and Capital Budget for consideration.

Georgina Daniels, Director, Corporate Services Division responded to questions.

Resolution No. 23/23

Moved by: Albert Aiello
Seconded by: Jim Moffat

THAT with respect to Report No. 2023-02 and Report No. 2023-07 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the proposed 2023 Operating Budget in the amount of \$111,446,300, as presented in Report No. 2023-07;

AND THAT we, the Board, approve the proposed 2023 Capital Budget in the amount of \$4,499,000, as presented in Report No. 2023-02, with up to \$3,368,000 financed from the Housing Portfolio Capital Reserve Fund, up to \$106,000 financed from the Office Building Capital Reserve Fund, and up to \$1,025,000 financed from the Canada-Ontario Community Housing Initiative;

AND THAT \$203,000 be transferred from Operations to the Office Building Reserve Fund;

AND THAT up to \$300,000 of transfers to community housing providers, up to \$68,200 of costs related to temporary staff positions, and up to \$28,400 of consulting costs 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 \$2,964,400 be transferred from Operations to the Housing Portfolio Capital Reserve Fund, and up to \$550,000 of move-out and restoration repairs be financed from the Housing Portfolio Capital Reserve Fund;

AND THAT any actual income earned on unrestricted funds, in excess of \$300,000, be transferred to the Levy Stabilization Reserve Fund;

AND THAT we approve the reconciliation adjustments for the Budget presentation in the 2023 Audited Financial Statements, as presented in Report No. 2023-07;

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

CARRIED

Weighted Assessment Calculation and Levy Apportionment

Report No. 2023-08 (Corporate Services Division), was presented to the Board providing the 2023 weighted assessment calculation and 2023 levy apportionment.

Strategic Plan Update

Report No. 2023-09 (CAO Division), was presented to the Board providing the quarterly update on the Strategic Plan 2023 progress as at December 31, 2022.

Ken Ranta, Acting CAO responded to questions.

Advocacy & Engagement Annual Update

Report No. 2023-10 (CAO Division), was presented to the Board providing an annual update on advocacy and engagement activities initiated by the Board and/or Administration.

CORRESPONDENCE

Letter from the Hon. Steve Clark, Minister of Municipal Affairs and Housing, dated February 3, 2023 relative to the funding allocations for Housing and Homelessness Prevention Programs was presented to the Board.

Ken Ranta, Acting CAO provided a brief overview of the correspondence received and responded to questions.

BY-LAWS

First and Final Reading

Resolution No. 23/24

Moved by: Elaine Mannisto
Seconded by: Albert Aiello

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 #02-2017 Direct Owned Housing Portfolio Capital Replacement Reserve Fund, and establish the Direct-Owned Housing Portfolio Capital Replacement Reserve Fund, pertaining to supporting the capital needs of the various District of Thunder Bay Social Services Administration Board housing projects.

Explanation: A By-law to establish the Direct-Owned Housing Portfolio Capital Replacement Reserve Fund.

Authorization: Board Meeting 2023February16

BY-LAW NUMBER 01 – 2023

CARRIED

First and Final Reading

Resolution No. 23/25

Moved by: Elaine Mannisto
Seconded by: Albert Aiello

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 Budget for the year 2023.

Explanation: A By-law to adopt The District of Thunder Bay Social Services Administration Board Operating and Capital Budget for the year 2023.

Authorization: Board Meeting 2023February16

BY-LAW NUMBER 02 – 2023

CARRIED

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, March 16, 2023, at 9:00 a.m. via Microsoft Teams and in the 3rd Floor Main Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

ADJOURNMENT

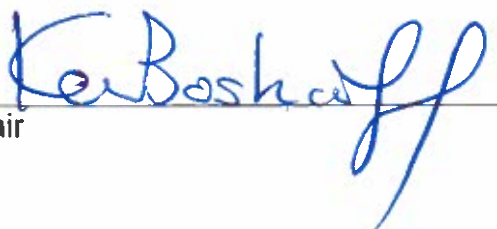
Resolution No. 23/26

Moved by: Albert Aiello
Seconded by: Elaine Mannisto

THAT Board Meeting No. 04/2023 of The District of Thunder Bay Social Services Administration Board, held on February 16, 2023, be adjourned at 10:40 a.m.

CARRIED

Chair



Chief Administrative Officer

