



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 12/2023  
OF**

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

---

**DATE OF MEETING:** June 15, 2023

**TIME OF MEETING:** 9:00 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  
Brian Hamilton  
Greg Johnsen  
Elaine Mannisto  
Jim Moffat  
Dominic Pasqualino  
Mark Thibert  
Jim Vezina

**OFFICIALS:**

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

**GUESTS:**

Roxanne Brunelle Crupi, Manager, Human Resources  
Crystal Simeoni, Manager, Housing Programs  
Keri Greaves, Manager, Finance  
Jennifer Lible, Manager, Social Assistance Programs  
Aaron Park, Supervisor, Research & Social Policy  
Carole Lem, Communications & Engagement  
Larissa Jones, Communications Assistant

**REGRETS:**

Kasey Etreni  
Kathleen Lynch

---

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**

NEW BUSINESS

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 23/54

Moved by: Albert Aiello  
Seconded by: Greg Johnsen

THAT with respect to the agenda for the Board Regular and Closed Session meeting of The District of Thunder Bay Social Services Administration Board for June 15, 2023, we approve the agendas as presented;

AND THAT we approve any additional information and new business.

CARRIED

MINUTES OF PREVIOUS MEETINGS

Board Meetings

Minutes of Meeting No. 10/2023 (Regular Session) and Meeting No. 11/2023 (Closed Session) of TBDSSAB, held on May 18, 2023, respectively were presented for confirmation.

Resolution No. 23/55

Moved by: Jim Moffat  
Seconded by: Nancy Gladun

THAT the Minutes of Meeting No. 10/2023 (Regular Session) and Meeting No. 11/2023 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on May 18, 2023, respectively, be confirmed.

CARRIED

CLOSED SESSION MEETING

Administration recommended that the Board adjourn to a closed meeting relative to receipt of information with respect to personal matters about identifiable individuals, including members of the Administration relative to the CAO Performance Evaluation,

relative to solicitor client privilege with respect to TBDSSAB legal opinions and relative to receipt of information with respect to a proposed or pending acquisition or disposition of land by the Corporation relative to the Andras Court Property Lease.

Resolution No. 23/56

Moved by: Meghan Chomut  
Seconded by: Nancy Gladun

THAT the Board adjourns to Closed Session relative to receipt of information with respect to personal matters about identifiable individuals, including members of the Administration regarding the CAO Performance Evaluation, relative to solicitor client privilege regarding TBDSSAB legal opinions and relative to receipt of information with respect to a proposed or pending acquisition or disposition of land by the Corporation regarding the Andras Court Property Lease.

CARRIED

At 9:47 a.m. the meeting reconvened in Regular Session with all members of Administration in attendance with the exception of Jennifer Lible, Manager, Social Assistance Programs and Aaron Park, Supervisor, Research & Social Policy.

#### REPORTS OF ADMINISTRATION

##### Andras Court Property Lease

Report No. 2023CS-06 (Integrated Social Services Division) was presented to the Board providing Administration's recommendation provided in the Closed Session meeting.

Resolution No. 23/57

Moved by: Elaine Mannisto  
Seconded by: Greg Johnsen

THAT with respect to Report No. 2023CS-06 (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 9:48 a.m. Jennifer Lible, Manager, Social Assistance Programs joined the meeting.

Ontario Works Service Plan Addendum

Report No. 2023-24 (Integrated Social Services Division) was presented to the Board providing the Ontario Works Service Delivery Plan Addendum for the 2023 planning cycle required by the Ministry of Children, Community and Social Services.

Resolution No. 23/58

Moved by: Nancy Gladun  
Seconded by: Greg Johnsen

THAT with respect to Report No. 2023-24 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the draft 2023 Ontario Works Service Plan Addendum, as presented;

AND THAT we direct the Chief Administrative Officer to submit the approved 2023 Ontario Works Service Plan Addendum to the Ministry of Children, Community and Social Services.

CARRIED

At 9:49 a.m. Jennifer Lible, Manager, Social Assistance Programs left the meeting.

Post Mortgage Community Housing  
Funding Direction

Report No. 2023-25 (Integrated Social Services Division) was presented to the Board providing information regarding the ongoing support of community housing provided through non-profit housing providers and a proposed new funding direction post mortgage expiry.

Ken Ranta, Director, Integrated Social Services Division provided background information and responded to questions.

Bill Bradica, CAO responded to questions.

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

Resolution No. 23/59

Moved by: Elaine Mannisto  
Seconded by: Nancy Gladun

THAT with respect to Report No. 2023-25 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the post mortgage community housing funding direction for non-profit housing providers as recommended;

AND THAT this new funding direction be incorporated into the Community Housing Initiated Agreement Template for post mortgage operating agreements with non-profit housing providers;

AND THAT Administration be authorized to negotiate the post mortgage community housing funding model with non-profit providers that have reached, or will soon reach, the expiry of mortgage terms.

CARRIED

Community Housing Initiated Agreement  
Template

Report No. 2023-26, (Corporate Services Division) was presented to the Board providing information relative to the requirement for a Community Housing Initiated Agreement template to establish agreements with non-profit housing providers post-mortgage expiry for approval.

Resolution No. 23/60

Moved by: Greg Johnsen  
Seconded by: Jim Vezina

THAT with respect to Report No. 2023-26 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board (the Board), approve the Community Housing Initiated Agreement template for post-mortgage operating agreements with non-profit housing providers;

AND THAT we authorize the Chief Administrative Officer to make amendments to this Initiated Agreement template with respect to housekeeping items, as may be required from time to time;

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

CARRIED

Proposed Budget Schedule

Report No. 2023-27 (Corporate Services Division) was presented to the Board providing Administration's proposed 2024 Budget Schedule.

Resolution No. 23/61

Moved by: Meghan Chomut  
Seconded by: Dominic Pasqualino

THAT with respect to Report No. 2023-27 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the 2024 Budget Schedule as presented.

CARRIED

Proposed Meal Allowance Rates

Report No. 2023-28 (Corporate Services Division) relative to providing the Board with information and Administrations recommendation regarding the revised Meal Allowances per diem rates in accordance with Policy CS-02:85 - Travel and Business Expense, for consideration.

Resolution No. 23/62

Moved by: Albert Aiello  
Seconded by: Jim Vezina

THAT with respect to Report No. 2023-28 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the revised Meal Allowance rates as presented, effective July 1, 2023.

CARRIED

Association of Municipalities of Ontario  
Position Papers

Report No. 2023-29, (CAO Division) was presented to the Board providing the position papers for the 2023 Association of Municipalities Ontario (AMO) Annual Conference for review and approval.

Bill Bradica, CAO provided clarification and responded to questions.

Following a discussion regarding the Social Assistance Rates Position Paper the Board, on consensus directed Administration to add information to the paper to indicate the impact of interest rates on market rental.

Resolution No. 23/63

Moved by: Elaine Mannisto  
Seconded by: Dominic Pasqualino

THAT with respect to Report No. 2023-29 (Chief Administrative Officer Division), we The District of Thunder Bay Social Services Administration Board (the Board) receive the Association of Municipalities Ontario (AMO) 2023 Position Papers as presented;

AND THAT we direct the Chief Administrative Officer (CAO) to incorporate any edits to the position papers recommended by the Board by consensus into a final delegation package;

AND THAT we direct the CAO to send the final delegation package to the appropriate provincial Ministries;

AND THAT a copy of the approved delegation briefings package be sent to Thunder Bay District municipal councils;

AND THAT the CAO attend the 2023 AMO conference to provide support to the Board Chair and other Board members in their meetings with provincial officials regarding these issues.

CARRIED

#### Advocacy to Federal Government

Bill Bradica, CAO provided a verbal update relative to advocacy to the Federal government.

Ken Boshcoff, Chair provided further information.

Bill Bradica, CAO provided further information and clarification.

#### Cancellation of July Board Meeting

Memorandum from Bill Bradica, CAO dated June 2, 2023 was presented to the Board providing Administration's recommendation to cancel the TBDSSAB July Board meeting.

Resolution No. 23/64

Moved by: Greg Johnsen  
Seconded by: Dominic Pasqualino

THAT with respect to the Memorandum dated June 2, 2023 from William Bradica, Chief Administrative Officer, we approve the cancellation of the July Board Meeting scheduled for Thursday July 20, 2023;

AND THAT notice of the cancellation be posted on The District of Thunder Bay Social Services Administration Board website.

CARRIED

Signing Authority for Summer Months

Memorandum from Bill Bradica, CAO dated June 1, 2023 was presented to the Board requesting approval for signing authority during the summer months.

Resolution No. 23/65

Moved by: Albert Aiello  
Seconded by: Nancy Gladun

THAT with respect to the recommendation of Administration relative to any urgent items that require Board approval for the months of July, August and the beginning of September, we authorize the Chief Administrative Officer and the Chair, or Vice Chair in the absence of the Chair, to sign any required documents with respect to items included in the approved 2023 Budget that exceed \$450,000;

AND THAT we authorize the Board Chair and Vice-Chair to review and approve for signing, any items outside of the approved 2023 Budget that are time sensitive;

AND THAT a Report be presented to the Board at the September Board meeting outlining any such items for the Board's information.

CARRIED

Amendment to Board Meeting Start Time

Memorandum from Bill Bradica, CAO dated June 2, 2023 was presented to the Board providing information recommending the amendment to the Board meeting start time.



Bill Bradica, CAO provided a brief background to the Memorandum presented.

A discussion was held regarding amending the start time of the Board Meetings. On consensus, the Board directed Administration to poll the Board Members during the summer months to get consensus on the starting time of 9:00 a.m. or 10:00 a.m.

## CORRESPONDENCE

### BY-LAWS

Resolution No. 23/67

Moved by: Elaine Mannisto  
Seconded by: Greg Johnsen

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 authorize the form of agreement to be executed by The District of Thunder Bay Social Services Administration Board and approved service providers for the provision of services related to Community Housing Initiated Agreements between TBDSSAB and approved non-profit housing providers following mortgage expiry.

Explanation: A By-law to authorize the form of agreement related to Community Housing following non-profit housing providers mortgage expiry.

Authorization: Board Meeting 2023Jun15

BY-LAW NUMBER 04 – 2023

CARRIED

### NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, September 21, 2023 at a time to be determined, in the 3<sup>rd</sup> Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario and via Microsoft Teams.

ADJOURNMENT

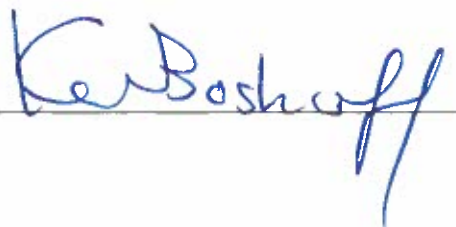
Resolution No. 23/68

Moved by:           Dominic Pasqualino  
Seconded by:       Meghan Chomut

THAT the Board Meeting No. 12/2023 of The District of Thunder Bay Social Services Administration Board, held on June 15, 2023, be adjourned at 10:33 a.m.

CARRIED

Chair



Chief Administrative Officer

