



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 14/2023
OF**

THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD

DATE OF MEETING: September 21, 2023

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: Ken Boshcoff

PRESENT:

Albert Aiello
Ken Boshcoff
Meghan Chomut
Kasey Etreni
Nancy Gladun
Brian Hamilton
Greg Johnsen
Kathleen Lynch
Elaine Mannisto
Jim Moffat
Dominic Pasqualino
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
Marty Farough, Manager, Infrastructure & Asset Management
Louise Piercey, Manager, Child Care & Early Years Programs
Jennifer Lible, Manager, Social Assistance Programs
Michelle Wojciechowski, Manager, Intake & Eligibility
Aaron Park, Supervisor, Research & Social Policy
Carole Lem, Communications & Engagement
Larissa Jones, Communications Assistant

REGRETS:

Anne-Marie Bourgeault
Mark Thibert

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

Albert Aiello, Board Member declared a non-pecuniary conflict of interest relative to the Vale Community Centre Site, Lease Expiry.

NEW BUSINESS

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 23/69

Moved by: Kasey Etreni
Seconded by: Albert Aiello

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 September 21, 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. 12/2023 (Regular Session) and Meeting No. 13/2023 (Closed Session) of TBDSSAB, held on June 15, 2023, respectively, were presented to the Board.

Resolution No. 23/70

Moved by: Nancy Gladun
Seconded by: Kasey Etreni

THAT the Minutes of Meeting No. 12/2023 (Regular Session) and Meeting No. 13/2023 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on June 15, 2023, respectively, be confirmed.

CARRIED

Committee Meetings

Minutes of the Child Care and Early Years Advisory Table held on April 25, 2023 were presented to the Board.

CLOSED SESSION MEETING

Administration presented a recommendation to the Board to adjourn to a closed meeting relative to receipt of information with respect to personal matters regarding identifiable individuals, including members of the Administration regarding the CAO Performance Evaluation and 2024 TBDSSAB Market Rent Report, relative to receipt of information of which a council, board, committee or other body may hold a closed meeting under another statute regarding a potential funding opportunity through the Canada Mortgage and Housing Corporation, relative to receipt of information with respect to the security of the property of the Corporation regarding the Development of Transitional and Supportive Housing – Homelessness Prevention Program and a proposed or pending acquisition or disposition of land by the Corporation with respect to the Vale Community Centre Site, Lease Expiry.

Resolution No. 23/71

Moved by: Elaine Mannisto
Seconded by: Greg Johnsen

THAT the Board adjourn to a closed meeting relative to receipt of information with respect to personal matters regarding identifiable individuals, including members of the Administration regarding the CAO Performance Evaluation and 2024 TBDSSAB Market Rent Report, relative to receipt of information of which a council, board, committee or other body may hold a closed meeting under another statute regarding a potential funding opportunity through the Canada Mortgage and Housing Corporation, relative to receipt of information with respect to the security of the property of the Corporation regarding the Development of Transitional and Supportive Housing – Homelessness Prevention Program and a proposed or pending acquisition or disposition of land by the Corporation with respect to the Vale Community Centre Site, Lease Expiry.

CARRIED

REPORTS OF ADMINISTRATION

Chief Administrative Officer Performance Evaluation

Ken Boshcoff, Board Chair provided a verbal update regarding the CAO Performance Evaluation in Closed Session.

On consensus the following recommendation was presented.

Resolution No. 23/72

Moved by: Elaine Mannisto
Seconded by: Albert Aiello

THAT with respect to the verbal update provided by Ken Boshcoff, Chair the Board directs Roxanne Brunelle, Manager, Human Resources to proceed as directed in Closed Session.

CARRIED

2024 TBDSSAB Market Rent Report

Report No. 2023-30, (Integrated Social Services Division) was presented to the Board to provide information and Administration's recommendation regarding the 2024 market rents for the TBDSSAB owned units.

Crystal Simeoni, Manager, Housing Programs provided an overview of the market rent process and responded to questions.

Resolution No. 23/73

Moved by: Kasey Etreni
Seconded by: Jim Moffat

THAT with respect to Report No. 2023-30 (Integrated Social Services) we, The District of Thunder Bay Social Services Administration Board, approve the 2024 market rents as outlined in Confidential Attachment #1 of Report No. 2023-30, presented in Closed Session.

AND THAT any approved market rent increase be effective February 1, 2024.

CARRIED

At 11:33 a.m. Ken Boshcoff, Board Chair left the meeting and Meghan Chomut, Vice Chair assumed the position of Chair of the meeting.

Development of Transitional and Supportive
Housing – Homelessness Prevention Program

Report No. 2023CS-07, (Integrated Social Services Division) was presented in Closed Session to provide information regarding interest in the development of transitional and supportive housing and providing Administrations recommendations.

On consensus the following resolution was presented.

Resolution No. 23/74

Moved by: Elaine Mannisto

Seconded by: Kasey Etreni

THAT with respect to Report No. 2023CS-07 (Integrated Social Services Division), we The District of Thunder Bay Social Services Administration Board, direct that Administration proceed as directed in Closed Session.

CARRIED

Canada Mortgage and Housing Corporation
Funding Request

Report No. 2023CS-08, (Integrated Social Services Division) was presented in Closed Session to provide information regarding a potential funding opportunity through the Canada Mortgage and Housing Corporation and providing Administration's recommendation.

On consensus the following resolution was presented.

Resolution No. 23/75

Moved by: Nancy Gladun

Seconded by: Brian Hamilton

THAT with respect to Report No. 2023CS-08 (Corporate Services Division), we The District of Thunder Bay Social Services Administration Board, direct that Administration proceed as directed in Closed Session;

And that we authorize the Chief Administrative Officer to complete any administrative items related to the approval process.

CARRIED

Vale Community Centre Site, Lease Expiry

Report No. 2023CS-09, (Integrated Social Services and Corporate Services Divisions) was presented in Closed Session to provide information regarding the expiry of the Vale Community Centre lease expiry and providing Administration's recommendation.

On consensus the following resolution was presented.

Resolution No. 23/76

Moved by: Nancy Gladun
Seconded by: Dominic Pasqualino

THAT with respect to Report No. 2023CS-09 (Integrated Social Services and Corporate Services Divisions) we, The District of Thunder Bay Social Services Administration Board, direct the Chief Administrative Officer to proceed as directed in Closed Session.

CARRIED

At 11:37 a.m. Ken Boshcoff, Board Chair entered the meeting and resumed the position of Chair.

Canada-Ontario Community Housing Initiative,
Ontario Priorities Housing Initiative and
Canada-Ontario Housing Benefit Amendment
2023-24

Report No. 2023-31 (Integrated Social Services Division) was presented to the Board to provide information regarding the continuation of the COCHI and OPHI and providing the Investment Plan for approval.

Bill Bradica, CAO provided clarification and responded to questions.

Resolution No. 23/77

Moved by: Brian Hamilton
Seconded by: Elaine Mannisto

THAT with respect to Report No. 2023-31 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board, authorize the Chair and the Chief Administrative Officer, to execute the Transfer Payment Agreement for the Canada-Ontario Community Housing Initiative and the Ontario Priorities Housing Initiative and the Sign-Back Letter for the Canada-Ontario Housing Benefit and submit both to the Ministry of Municipal Affairs and Housing;

AND THAT the Board approve the 2023-24 Investment Plan for the Canada-Ontario Community Housing Initiative and the Ontario Priorities Housing Initiative programs and authorize the Chief Administrative Officer to execute the plan and submit to the Ministry of Municipal Affairs and Housing;

AND THAT the Board authorizes the Chief Administrative Officer to execute any required agreements for the delivery of the Canada-Ontario Community Housing Initiative and the Ontario Priorities Housing Initiative programs;

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

CARRIED

At 11:41 a.m. Louise Piercey, Manager, Child Care & Early Years Programs and Michelle Wojciechowski, Manager, Intake & Eligibility joined the meeting and Crystal Simeoni, Manager, Housing Programs and Marty Farough, Manager, Infrastructure & Asset Management left the meeting.

Child Care Maximum Daily Rates and Fee Subsidy Schedule

Report No. 2023-32 (Integrated Social Services Division) was presented to the Board to provide information and rationale for determining the maximum child care rates for fee subsidy recipients for the 2024 budget year.

Resolution No. 23/78

Moved by: Meghan Chomut
Seconded by: Elaine Mannisto

THAT with respect to Report No. 2023-32 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the maximum child care rates for fee subsidy recipients, effective January 1, 2024, as presented.

CARRIED

Child Care and Early Years' Service Plan 2023-2028

Report No. 2023-33 (Integrated Social Services Division) was presented to the Board to provide the proposed 2023-2028 Child Care and Early Years' Service Plan.

Louise Piercey, Manager, Child Care & Early Years Programs provided a brief overview of the Child Care and Early Years' Service Plan development.

Resolution No. 23/79

Moved by: Greg Johnsen
Seconded by: Kasey Etreni

THAT with respect to Report No. 2023-33 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the draft 2023-2028 Child Care and Early Years' Service Plan as presented;

AND THAT the Chief Administrative Officer be authorized to submit the approved 2023-2028 Child Care and Early Years' Service Plan to the Ministry of Education.

CARRIED

At 11:46 a.m. Brian Hamilton, Board Member, Jennifer Lible, Manager, Social Services Programs and Aaron Park, Supervisor, Research & Social Policy joined the meeting.

TBDSSAB Second Quarter Operational Report

Report No. 2023-34 (Integrated Social Services Division) relative to providing the Board with the 2023 Second Quarter Operational Report, for information only.

At 11:47 a.m. . Louise Piercey, Manager, Child Care & Early Years Programs, Michelle Wojciechowski, Manager, Intake & Eligibility, Jennifer Lible, Manager, Social Services Programs and Aaron Park, Supervisor, Research & Social Policy left the meeting.

TBDSSAB Second Quarter Strategic Plan Update

Report No. 2023-35 (Chief Administrative Officer Division) relative to providing the Board with the progress made on the Strategic Plan 2023, for consideration.

Resolution No. 23/80

Moved by: Nancy Gladun
Seconded by: Albert Aiello

THAT with respect to Report No. 2023-35 (Chief Administrative Officer Division), we, The District of Thunder Bay Social Services Administration Board, receive the 2023 Strategic Plan – 2023 Second Quarter Update for information only.

CARRIED

At 11:48 a.m. Greg Johnsen, Board Member left the meeting.

Ad-Hoc Situation Analysis Committee
Recommendation to the Board

Memorandum from Kasey Etreni, Committee Chair dated September 6, 2023 was presented to the Board providing information relative to the Situation Analysis Committee Meeting and providing the Committee's recommendations.

Kasey Etreni, Committee Chair provided a brief background regarding the recommendations being presented to the Board

At 11:51 a.m. Brian Hamilton, Board Member joined the meeting.

Resolution No. 23/81

Moved by: Kasey Etreni
Seconded by: Jim Moffat

THAT with respect to the Memorandum from Kasey Etreni, Chair – Situation Analysis Review Committee, we The District of Thunder Bay Social Services Administration Board, approve recommendations 3 through 11 and 14 through 20 contained in the Situation Analysis Implementation Plan;

AND THAT the Chief Administrative Officer is to proceed with the implementation of those recommendations.

CARRIED

A discussion was held regarding the order that Administration should proceed relative to the addition of an Indigenous Representative on the Board of Directors. Bill Bradica, CAO requested clarification.

On consensus the Board directed the Chief Administrative Officer to proceed with determining the method of selection of an Indigenous Board Member prior to requesting that the legislation be amended relative to Resolution 23/81A.

Resolution No. 23/81A

Moved by: Albert Aiello

Seconded by: Jim Moffat

THAT the Board call upon the Minister of Children, Community and Social Services to amend Schedule 6 of O.Reg. 278/98 under the *District Social Services Administration Board Act, R.S.O. 1990* to add an Indigenous representative to the Board;

AND THAT Administration be directed to proceed with determination of the selection process for the Indigenous Representative through consultation.

CARRIED

Resolution No. 23/81B

Moved by: Kasey Etreni

Seconded by: Albert Aiello

THAT the Board approve the establishment of an Indigenous Advisory Committee;

AND THAT Administration be directed to report back to the Board with recommendations on the composition and Terms of Reference, in consultation with others.

CARRIED

Enterprise Risk Management Annual Update

Report No. 2023-36, (Corporate Services Division) was presented to the Board providing the annual update on the organization's Enterprise Risk Management (ERM) Framework.

Georgina Daniels, Director, Corporate Services Division provided a brief overview of the development of the ERM report and responded to questions.

Bill Bradica, CAO provided clarification and responded to questions.

Following a discussion, on consensus, Administration to develop a shortened ERM report and circulate a draft template to the Board with a recommended format for review.

2023 Second Quarter Financial Report

Report No. 2023-37, (Corporate Services Division) was presented to the Board providing the 2023 Second Quarter Financial Report.

CORRESPONDENCE

City of Thunder Bay 2024 Budget

Memorandum from Norm Gale, City Manager with The City of Thunder Bay dated August 1, 2023 was presented to the Board providing information relative to the 2024 Operating Budget Direction Submission Request.

Bill Bradica, CAO provided a brief introduction to the memorandum and responded to questions.

Following a discussion, on consensus, Bill Bradica to develop and send a response to the memorandum.

2023-24 Additional Planning Allocations under the Canada-Ontario Housing Benefit Program

Correspondence from Hon. Paul Calandra, Minister of Municipal Affairs and Housing dated September 18, 2023 was presented to the Board providing information regarding additional planning allocation under the Canada-Ontario Housing Benefit Program.

Bill Bradica, CAO provided a brief overview regarding the funding and the allocation received and responded to questions.

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

BY-LAWS

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, October 19, 2023 at 10:00 a.m., in the 3rd Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario and via Microsoft Teams.

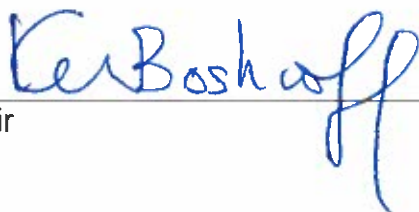
ADJOURNMENT

Resolution No. 23/82

Moved by: Kasey Etreni
Seconded by: Nancy Gladun

THAT the Board Meeting No. 14/2023 of The District of Thunder Bay Social Services Administration Board, held on September 21, 2023, be adjourned at 12:26 p.m.

CARRIED


Chair


Chief Administrative Officer