



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 22/2023 OF  
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

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**DATE OF MEETING:** December 14, 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  
Anne Marie Bourgeault  
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  
Glenda Flank, Recording Secretary  
Roxanne Brunelle Crupi, Manager, Human Resources  
Marty Farough, Manager, Infrastructure & Assets Management  
Tafadzwa Mukubvu, Manager, Finance  
Louise Piercey, Manager, Child Care & Early Years Programs  
(incumbent)  
Dawnette Hoard, Manager, Child Care & Early Years Programs  
Jennifer Lible, Manager, Social Assistance Programs  
Aaron Park, Manager, Housing & Homelessness Programs  
Shari Mackenzie, Senior Human Resources Officer  
Carole Lem, Communications & Engagement Officer  
Larissa Jones, Communications Assistant

**REGRETS:**

Mark Thibert

**GUESTS:**

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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

## NEW BUSINESS

Bill Bradica, CAO advised the Board that as Ken Boshcoff, Chair would need to leave the meeting early, an alternate Chair would need to be appointed.

Bill Bradica, CAO called for nominations for the alternate Chair. Albert Aiello was nominated and accepted the nomination for Chair. There were no further nominations.

Resolution No. 23/100A

Moved by: Jim Vezina  
Seconded by: Dominic Pasqualino

THAT the position of alternate Chair of The District of Thunder Bay Social Services Administration Board for the December 14, 2023 TBDSSAB Regular and Closed Session Board Meetings, be filled by Albert Aiello.

CARRIED

## CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 23/100

Moved by: Nancy Gladun  
Seconded by: Kathleen Lynch

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 December 14, 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 Nos. 18/2023 & 19/2023 (Regular & Closed Session) and Meeting Nos. 20/2023 & 21/2023 (Regular & Closed Session) held on November 16, 2023 were presented to the Board.

Resolution No. 23/101

Moved by: Elaine Mannisto  
Seconded by: Jim Moffat

THAT the Minutes of Board Meeting Nos. 18/2023 & 19/2023 (Regular & Closed Session) and Board Meeting Nos. 20/2023 & 21/2023 (Regular & Closed Session) of The District of Thunder Bay Social Services Administration Board, held on November 16, 2023, be confirmed.

CARRIED

### Committee & Table Meetings

#### Homelessness Prevention Program Advisory Table

Draft Minutes of the Homelessness Prevention Program Advisory Table meeting held on May 2, 2023, were presented to the Board.

#### Audit Committee

Draft Minutes of the Audit Committee meeting held on November 14, 2023 were presented to the Board.

At 10:08 a.m. Roxanne Brunelle-Crupi, Manager, Human Resources, Shari Mackenzie, Senior Human Resources Officer and Carole Lem, Communications and Engagement Officer left the meeting.

### CLOSED SESSION MEETING

Administration presented a recommendation to the Board to adjourn to a closed meeting relative to receipt of information with respect to solicitor-client privilege regarding Legal Matter 01-2020.

Resolution No. 23/102

Moved by: Kathleen Lynch  
Seconded by: Jim Vezina

THAT the Board adjourn to Closed Session relative to receipt of information with respect to solicitor-client privilege regarding Legal Matter 01-2020.

CARRIED

At 10:41 a.m. the meeting reconvened in Regular Session and Brian Hamilton, Board Member, Tafadzwa Mukubvu, Manager, Finance, Roxanne Brunelle-Crupi, Manager, Human Resources, Shari Mackenzie, Senior Human Resources Officer

and Carole Lem, Communications and Engagement Officer joined the meeting. Ken Boshcoff, Chair left the meeting and Albert Aiello assumed the position of Chair.

## REPORTS OF ADMINISTRATION

### TBDSSAB Proposed 2024 Operating & Capital Budget

Report No. 2023-47, (Chief Administrative Officer Division) was presented providing the Board with the proposed 2024 Operating and Capital Budget as amended.

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

Resolution No. 23/103

Moved by: Elaine Mannisto  
Seconded by: Nancy Gladun

THAT with respect to Report No. 2023-43 and Report No. 2023-47 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the proposed 2024 Operating Budget in the amount of \$120,747,100 as presented in Report No. 2023-47;

AND THAT we, the Board, approve the proposed 2024 Capital Budget in the amount of \$5,045,000 as presented in Report No. 2023-45, with up to \$3,600,000 financed from the Housing Portfolio Capital Reserve Fund, and up to \$1,445,000 financed from the Canada-Ontario Community Housing Initiative;

AND THAT \$207,100 be transferred from Operations to the Office Building Reserve Fund;

AND THAT up to \$50,000 for required renovations for the Manitouwadge Day Care Centre be financed from the Early Years Reserve Fund;

AND THAT up to \$70,000 for costs associated with Vale Community Centre, up to \$50,000 to create an allowance for potential year-end settlement recoveries from housing providers, up to \$86,800 of costs related to temporary staff positions, and up to \$222,500 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 \$3,056,000 be transferred from Operations to the Housing Portfolio Capital Reserve Fund, and up to \$650,000 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 \$400,000, be transferred to the Levy Stabilization Reserve Fund;

AND THAT we approve the reconciliation adjustments for the Budget presentation in the 2024 Audited Financial Statements, as presented in Report No. 2023-47;

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

CARRIED

At 10:45 a.m. Kasey Etreni and Greg Johnsen, Board Members joined the meeting and Tafadzwa, Mukubvu left the meeting.

FIRST REPORT Strategic Plan 2024 -  
2027

Report No. 2023-48, (Chief Administrative Officer Division) was presented to the Board providing the updated practical vision and goals developed through a process facilitated by ICA Associates, Inc. for the years 2024 to 2027.

Bill Bradica, CAO provided a brief overview and responded to questions.

A brief discussion was held regarding amending language in the draft Strategic plan and approving the draft Strategic Plan 2024-2027.

Roxanne Brunelle-Crupi responded to questions.

On consensus the Board requested that an amendment be made to the language in the draft Strategic Plan and the document approved.

Resolution No. 23/104

Moved by: Kathleen Lynch  
Seconded by: Nancy Gladun

THAT with respect to Report No. 2023-48 (Chief Administrative Officer Division), we, The District of Thunder Bay Social Services Administration Board (the Board), adopt the Strategic Plan for the years 2024 through 2027 as amended;

AND THAT Reports to the Board will include reference to strategic directions and objectives when applicable;

AND THAT a Report be presented to the Board within sixty days of the end of each quarter covered by the Strategic Plan to identify the previous quarter's progress in achieving the strategic directives.

CARRIED

2024 Rural Ontario Municipal  
Association Conference Briefings  
Package

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Report No. 2023-49 (Chief Administrative Officer Division) was presented to the Board with the 2024 Rural Ontario Municipal Association Briefings Package, for review and consideration.

Bill Bradica, CAO provided clarification and responded to questions.

Resolution No. 23/105

Moved by: Jim Moffat  
Seconded by: Nancy Gladun

THAT with respect to Report No. 2023-49 (Chief Administrative Officer Division), we The District of Thunder Bay Social Services Administration Board (the Board) receive the 2024 Rural Ontario Municipal Association (ROMA) 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 for endorsement;

AND THAT the CAO attend the 2024 ROMA Annual Conference to provide support to the Board Chair and other Board members in their meetings with provincial officials regarding these issues.

CARRIED

Nominations Process for 2024 Board  
Executive, Committee & Tables

Memorandum from William Bradica, CAO dated November 21, 2023 was presented to the Board providing information relative to the nomination and election process for the above mentioned positions for 2024.

Bill Bradica, CAO called for nominations for the position of Chair. Kathleen Lynch and Meghan Chomut were nominated for the position of Chair but did not accept the nomination. Jim Vezina and Brian Hamilton were nominated and accepted the nomination.

A secret ballot vote was held and Brian Hamilton was elected to the position of Chair.

Bill Bradica, CAO called for nominations for the position of Vice-Chair. Jim Moffat was nominated and accepted the nomination. There were no further nominations.

Bill Bradica, CAO called for members for the Audit Committee. Jim Vezina, Nancy Gladun, Albert Aiello, Kasey Etrene and Anne-Marie Bourgeault were appointed.

Bill Bradica, CAO called for members for the Child Care and Early Years Advisory Table. Elaine Mannisto and Kathleen Lynch were appointed.

Bill Bradica, CAO called for members for the Homelessness Prevention Program Advisory Table. Greg Johnsen and Kathleen Lynch were appointed.

Resolution No. 23/106

Moved by: Jim Moffat  
Seconded by: Dominic Pasqualino

THAT effective January 2, 2024 the position of Chair of The District of Thunder Bay Social Services Administration Board for the term ending December 31, 2024, be filled by Brian Hamilton;

AND THAT effective January 2, 2024 the position of Vice-Chair of The District of Thunder Bay Social Services Administration Board, for the term ending December 31, 2024, be filled by Jim Moffat;

AND THAT effective January 2, 2024 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, 2024:

1. Albert Aiello
2. Anne-Marie Bourgeault
3. Kasey Etrene
4. Nancy Gladun
5. Jim Vezina

AND THAT the Committee Chair be appointed at the first Committee meeting of the year.

AND THAT effective January 2, 2024 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, 2024:

1. Kathleen Lynch
2. Elaine Mannisto

AND THAT effective January 2, 2024 the following Members of The District of Thunder Bay Social Services Administration Board be appointed to the Homelessness Prevention Program Advisory Table, for the term ending December 31, 2024:

1. Greg Johnsen
2. Kathleen Lynch.

CARRIED

#### CORRESPONDENCE

None.

#### BY-LAWS

##### First and Final Reading

Resolution No. 23/107

Moved by: Elaine Mannisto  
Seconded by: Nancy Gladun

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 Budgets for the year 2024.

Explanation: A By-law to adopt The District of Thunder Bay Social Services Administration Board Operating and Capital Budgets for the year 2024.



Authorization: Board Meeting 2023Dec14.

BY-LAW NUMBER 05-2023

CARRIED

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, January 18, 2024 at 10:00 a.m., in the 3<sup>rd</sup> Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario and via Microsoft Teams.

ADJOURNMENT

Resolution No. 23/108

Moved by: Kathleen Lynch  
Seconded by: Dominic Pasqualino

THAT the Board Meeting No. 22/2023 of The District of Thunder Bay Social Services Administration Board, held on December 14, 2023, be adjourned at 11:34 a.m.

CARRIED



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Chair



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Secretary/Chief Administrative Officer