



**MINUTES OF INAUGURAL BOARD REGULAR SESSION MEETING NO. 01/2024  
OF  
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

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**DATE OF MEETING:** January 18, 2024

**TIME OF MEETING:** 10:00 AM

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

**CHAIR:** Brian Hamilton

**PRESENT:**

Albert Aiello  
Ken Boshcoff  
Anne Marie Bourgeault  
Meghan Chomut  
Kasey Etrei  
Nancy Gladun  
Brian Hamilton  
Kathleen Lynch  
Elaine Mannisto  
Jim Moffat  
Dominic Pasqualino  
Mark Thibert  
Jim Vezina

**OFFICIALS:**

Bill Bradica, Chief Administrative Office  
Georgina Daniels, Director, Corporate Services Division  
Ken Ranta, Director, Integrated Social Services Division  
Roxanne Brunelle Crupi, Manager, Human Resources  
Shari Mackenzie, Senior Human Resources Officer  
Carole Lem, Communications & Engagement  
Glenda Flank, Recording Secretary

**GUESTS:**

**REGRETS:**

Greg Johnsen

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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**

Brian Hamilton, Chair provided opening comments to the Board relative to the upcoming year as Chair.

Bill Bradica, CAO advised the Board that Ken Ranta, Director, Integrated Social Services returned to regular duties January 2, 2024, that Roxanne Brunelle Crupi, Manager, Human Resources will be leaving the organization for another position and that Shari Mackenzie has been appointed as the new Manager, Human Resources effective January 19, 2024.

#### DISCLOSURES OF INTEREST

None.

#### NEW BUSINESS

None.

#### CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 24/01

Moved by: Nancy Gladun  
Seconded by: Albert Aiello

THAT with respect to the agenda for the Inaugural Board meeting of The District of Thunder Bay Social Services Administration Board for January 18, 2024, we approve the agendas as presented;

AND THAT we approve any additional information and new business.

CARRIED

Bill Bradica, CAO provided a brief explanation regarding the legal requirement for the following resolution.

Resolution No. 24/02

Moved by: Elaine Mannisto  
Seconded by: Dominic Pasqualino

THAT with respect to the January 18, 2024 and the remainder of the 2024 agendas, we approve:

1. that any matters discussed or resolutions passed which relate to the business of The District of Thunder Bay Social Services Administration Board (TBDSSAB) shall be deemed to have been discussed by the Directors of TBDSSAB.
2. that any matters discussed or resolutions passed which relate to the business of the Thunder Bay District Housing Corporation (TBDHC) shall be deemed to have been discussed by the Directors of TBDHC.

CARRIED

#### ELECTION OF OFFICERS, COMMITTEE AND ADVISORY TABLE MEMBERS

At the December 14, 2023 Board Meeting, Resolution No. 23/106 was passed electing the positions of Chair, Vice-Chair, Audit Committee Members, Child Care & Early Years Table Members and Homelessness Prevention Program Table Members for the January 1, 2024 to December 31, 2024 term.

Memorandum from William Bradica, CAO, dated January 3, 2024, was provided to the Board confirming the appointments that took place at the December 14, 2023 Board Meeting.

#### CONFIRMATION OF MEETING DATES

##### 2024 TBDSSAB Board Meeting Dates and Next Inaugural Meeting Date

Memorandum from William Bradica, CAO, dated January 3, 2024, containing a resolution to schedule the 2024 Board Meeting dates and the next Inaugural Meeting date, was presented to the Board.

Resolution No. 24/03

Moved by: Kathleen Lynch  
Seconded by: Jim Moffat

THAT the regularly scheduled meetings of The District of Thunder Bay Social Services Administration Board for the year 2024 be held at the TBDSSAB Headquarters, in the City of Thunder Bay, beginning at 10:00 a.m. on the following dates:

February 15, March 21, April 18, May 16, June 20, July 18, September 19,  
October 17, November 21, November 22, December 19;

AND THAT the next Inaugural Meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, January 16, 2025;

AND THAT any changes to the meeting schedule can be made by resolution of the Board.

CARRIED

## MINUTES OF PREVIOUS MEETINGS

### Board Meetings

Minutes of Meeting No. 22/2023 (Regular Session) and 23/2023 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on December 17, 2023, respectively, were presented for confirmation.

Resolution No. 24/04

Moved by: Kasey Etreni  
Seconded by: Nancy Gladun

THAT the Minutes of Meeting No. 22/2023 (Regular Session) and Meeting No. 23/2023 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on December 14, 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 labour relations regarding the establishment of Terms of Reference for a CAO Hiring Committee.

Resolution No. 24/05

Moved by: Kasey Etreni  
Seconded by: Albert Aiello

THAT the Board adjourns to Closed Session relative to receipt of information with respect to labour relations regarding the establishment of Terms of Reference for a Chief Administrative Officer Hiring Committee.

CARRIED

## REPORTS OF ADMINISTRATION

### Chief Administrative Officer Position

A recommendation was included in the Memorandum from Roxanne Brunelle Crupi, Manager, Human Resources presented in Closed Session. The following recommendation was presented in Regular Session.

Resolution No. 24/06

Moved by: Nancy Gladun  
Seconded by: Dominic Pasqualino

THAT with respect to Memorandum from Roxanne Brunelle Crupi, Manager, Human Resources dated January 5, 2024, we The District of Thunder Bay Social Services Administration Board, direct that Administration proceed as directed in Closed Session.

CARRIED

At 11:04 a.m. Ken Boshcoff, Board Member left the meeting.

### Year 2024 Weighted Assessment Calculation and 2024 Levy Apportionment

Report No. 2024-01 (Corporate Services Division) was presented to the Board to provide the 2024 weighted assessment calculation and 2024 levy apportionment.

Memorandum from Georgina Daniels, Director, Corporate Services Division was presented to the Board to provide corrected information regarding the 2024 Weighted Assessment Calculation and 2024 Levy Apportionment.

### Statement of Board Remuneration

Memorandum from Roxanne Brunelle, Manager, Human Resources (CAO Division), dated January 3, 2024, was presented to the Board to provide the Statement of Board Remuneration for 2023.

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

At 11:10 a.m. Jennifer Lible, Manager Social Assistance joined the meeting.

CORRESPONDENCE

Ontario Works Financial Assistance Rates

Memorandum from the Town of Orangeville dated November 20, 2023 was presented providing a resolution passed by the Town's Council regarding OW Financial Assistance Rates and the Common Assessment Tool.

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

A discussion was held regarding the next steps to be taken and the position of the Board relative to the resolution passed by the Town of Orangeville. On consensus Administration was directed to review the Resolution provided in the memorandum and to present a recommended Resolution, customized to reflect the Board's positions, at the February Board Meeting for consideration.

BY-LAWS

NEXT MEETING

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

ADJOURNMENT

Resolution No. 24/07

Moved by: Kasey Etreni  
Seconded by: Kathleen Lynch

THAT the Inaugural Board Meeting No. 01/2024 of The District of Thunder Bay Social Services Administration Board, held on January 18, 2024, be adjourned at 11:22: a.m.

CARRIED

  
Chair

  
Chief Administrative Officer