



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 11/2024  
OF  
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

---

**DATE OF MEETING:** June 20, 2024

**TIME OF MEETING:** 10:03 a.m.

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

**CHAIR:** Brian Hamilton

**PRESENT:**

Albert Aiello  
Anne-Marie Bourgeault  
Kasey Etreni  
Nancy Gladun  
Brian Hamilton  
Greg Johnson  
Kathleen Lynch  
Elaine Mannisto  
Jim Moffat  
Dominic Pasqualino  
Jim Vezina

**OFFICIALS:**

Bill Bradica, Chief Executive Officer  
Georgina Daniels, Director, Corporate Services Division  
Ken Ranta, Director, Integrated Social Services Division  
Tafadzwa Mukubvu, Manager, Finance  
Shari Mackenzie, Manager, Human Resources  
Crystal Simeoni, Manager, Housing Operations  
Aaron Park, Manager, Housing & Homelessness Programs  
Marty Farough, Manager, Infrastructure & Asset Management  
Jennifer Lible, Manager, Social Assistance Programs  
Carole Lem, Communications & Engagement Officer  
Larissa Jones, Communications Assistant  
Glenda Flank, Recording Secretary

**REGRETS:**

Ken Boshcoff  
Meghan Chomut  
Mark Thibert

**GUESTS:**

---

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 CEO refer jointly to the Chief Executive Officer of TBDSSAB and Senior Administrator of TBDHC.

**BOARD MEETING**

## DISCLOSURES OF INTEREST

None.

## CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 24/42

Moved by: Kasey Etreni  
Seconded by: Greg Johnsen

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 June 20, 2024, 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. 09/2024 (Regular Session) and Meeting No. 10/2024 (Closed Session) of TBDSSAB, held on May 16, 2024, were presented for confirmation.

Resolution No. 24/43

Moved by: Jim Moffat  
Seconded by: Jim Vezina

THAT the Minutes of Meeting No. 09/2024 (Regular Session) and Meeting No. 10/2024 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on May 16, 2024, respectively, be confirmed.

CARRIED

### Committee/Table Meetings

Draft Minutes of the Situation Analysis Review Committee Meeting held on May 16, 2024 were presented for information.

### 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 and employee negotiations with respect to the CEO Hiring Committee Update, relative to personal matters about identifiable individuals and labour relations with respect to the 2025 TBDSSAB Budget Implications, and relative to security of the property of the Corporation with respect to the Bertrand Court Update.

Resolution No. 24/44

Moved by: Albert Aiello  
Seconded by: Dominic Pasqualino

THAT the Board adjourn to a closed meeting relative to receipt of information with respect to personal matters about identifiable individuals and employee negotiations with respect to the CEO Hiring Committee Update, relative to personal matters about identifiable individuals and labour relations with respect to the 2025 TBDSSAB Budget Implications, and relative to security of the property of the Corporation with respect to the Bertrand Court Update.

CARRIED

At 12:22 pm. the Board reconvened in Regular Session. Brian Hamilton, Chair called for a lunch break and Anne-Marie Bourgeault, Board Member left the meeting.

At 12:43 p.m. the meeting reconvened in Regular Session with all remaining Board Members Bill Bradica, CEO, Georgina Daniels, Director, Corporate Services Division and Ken Ranta, Director, Integrated Social Services Division, Shari Mackenzie, Manager, Human Resources, Carole Lem, Communications & Engagement Officer, Larissa Jones, Communications Assistant and Glenda Flank, Recording Secretary in attendance.

A discussion was held regarding retaining quorum for discussion of the remaining Agenda items. It was determined that quorum would be lost shortly after 1:00 pm and on consensus, the Agenda was amended to discuss the critical items requiring resolution first and to defer the remaining items to the next scheduled Board meeting.

### REPORTS OF ADMINISTRATION

#### Chief Executive Officer Hiring Committee Update

Memorandum from Jim Moffat, Committee Chair providing the Committee's recommendation to the Board was presented in Closed Session.

On consensus, the following resolution was presented to the Board.

Resolution No. 24/45

Moved by: Albert Aiello  
Seconded by: Kasey Etreni

THAT with respect to the Memorandum dated June 19, 2024 from Jim Moffat, Chair, CEO Hiring Committee Member, we The District of Thunder Bay Social Services Administration Board, direct the Board Chair and Vice Chair to proceed as directed in Closed Session with Waterhouse Executive Search Firm completing a job offer after completing due diligence which includes references and verification of criminal record and judicial matter check, highest level of education, credit check and social media check.

AND THAT any necessary By-law be presented to the Board for consideration at the next scheduled Board meeting.

CARRIED

At 12:45 p.m. Marty Farough, Manager, Infrastructure & Asset Management, Tafadzwa Mukubvu, Manager, Finance, Aaron Park, Manager, Housing & Homelessness Programs, Crystal Simeoni, Manager, Housing Operations and Jennifer Lible, Manager, Social Assistance Programs joined the meeting.

#### Bertrand Court Regeneration Strategy Update

Report No. 2024CS-03 (Corporate Services Division) providing the Board with updated information regarding the Bertrand Court regeneration strategy was presented in Closed Session.

On consensus, the following resolution was presented to the Board.

Resolution No. 24/45A

Moved by: Nancy Gladun  
Seconded by: Dominic Pasqualino

THAT with respect to Report No. 2024CS-03 (Corporate Services/Integrated Social Services), we The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), direct that Administration proceed as directed in Closed Session.

CARRIED

Proposed Budget Schedule

Report No. 2024-23 (Corporate Services Division) was presented to the Board providing the Board with TBDSSAB's proposed 2025 Budget Schedule.

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

Resolution No. 24/46

Moved by: Albert Aiello  
Seconded by: Kasey Etreni

THAT with respect to Report No. 2024-23 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the 2025 Budget Schedule as presented.

CARRIED

Building Condition Assessment Results

Report No. 2024-24 (Corporate Services Division) was presented to the Board providing the results of the Building Condition Assessments completed for TBDSSAB property assets.

Bill Bradica, CEO provided further information and responded to questions.

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

Resolution No. 24/47

Moved by: Dominic Pasqualino  
Seconded by: Albert Aiello

THAT with respect to Report No. 2024-24, we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), accept the Building Condition Assessment report;

AND THAT the Board direct Administration to report back at the September 19, 2024 Board meeting with an updated Property Portfolio Action Plan related to TBDSSAB's property assets.

CARRIED

TBDSSAB Supported Affordable and  
Transitional Housing

Report No. 2024-27, (Integrated Social Services Division) was presented to the Board with an overview of the affordable and transitional housing projects that have been developed or supported by TBDSSAB since 2014.

Bill Bradica, CEO provided clarification and responded to questions.

2024 Association of Municipalities of  
Ontario Position Papers

Report No. 2024-28, (Chief Executive Officer Division) was presented to the Board with the position papers for the 2024 Association of Municipalities Ontario (AMO) Annual Conference.

Resolution No. 24/48

Moved by: Jim Vezina  
Seconded by: Jim Moffat

THAT with respect Report No. 2024-28 (Chief Executive Officer Division), we The District of Thunder Bay Social Services Administration Board (the Board) receive the 2024 Association of Municipalities of Ontario (AMO) Position Papers as presented;

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

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

CARRIED

Cancellation of July Board Meeting

Memorandum from Bill Bradica, CEO dated June 3, 2024 providing Administration's recommendation to cancel the TBDSSAB July Board meeting, for consideration.

A discussion was held regarding an item to be brought to the July Board Meeting from Closed Session and the deferred items. It was agreed that the July Board Meeting would take place.

Resolution No. 24/49

Moved by: Jim Vezina  
Seconded by: Kasey Etreni

THAT with respect to the Memorandum dated June 3, 2024 from William Bradica, Chief Executive Officer, we approve the cancellation of the July Board Meeting scheduled for Thursday July 18, 2024;

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

LOST

Signing Authority for Summer Months

Memorandum from Bill Bradica, CEO dated June 5, 2024 relative to requesting the Board's approval for signing authority during the summer months was presented.

Resolution No. 24/50

Moved by: Kasey Etreni  
Seconded by: Jim Moffat

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 2024 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 2024 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

Impact of Short-Term Rentals in the  
District of Thunder Bay

Report No. 2024-25 (Integrated Social Services Division) relative to providing the Board with information regarding the issue of short-term rentals and the impact on access to housing throughout the District of Thunder Bay, for information only.

On consensus, Report No. 2024-25 be deferred to the July 18, 2024 Board meeting.

Capital Seed Funding

Report No. 2024-26 (Integrated Social Services Division) providing the Board with information regarding the options for prospective affordable housing proponents to access seed funding to bring potential projects from the concept stage to the proposal stage, for information only.

On consensus, Report No. 2024-26 be deferred to the July 18, 2024 Board meeting.

Employment Services Transformation  
Update

Memorandum from Jennifer Lible, Manager, Social Services Programs (Integrated Social Services Division) providing the Board with an update of the employment services transformation, for information only.

On consensus, Report No. 2024-25 be deferred to the July 18, 2024 Board meeting.

Appearance Before Thunder Bay District  
Councils

Memorandum from Greg Johnsen, Board Member relative to providing a recommendation regarding the Chief Executive Officer appearing before Thunder Bay District Councils, for consideration.

Resolution No. 24/50A

Moved by: Albert Aiello  
Seconded by: Kathleen Lynch

THAT with respect to the Memorandum dated June 17, 2024 from Greg Johnsen, Board Member, we The District of Thunder Bay Social Services Administration Board, direct the Chief Executive Officer to advise the City of Thunder Bay and other communities within the District of Thunder Bay of



their willingness to appear before Thunder Bay City Council and other municipal Councils to answer questions and/or provide information regarding the ongoing issues of unsheltered homelessness/encampments that exist in Thunder Bay District communities.

#### DEFERRED

On consensus, Memorandum from Greg Johnsen be deferred to the July 18, 2024 Board meeting.

#### CORRESPONDENCE

##### Social Assistance Rates and Common Assessment Tool

Letter from the Hon. Michael Parsa, Minister of Children Community and Social Services acknowledging the letter, resolution and TBDSSAB Board Report forwarded to the Minister, for information only.

On consensus, correspondence from the Hon. Michael Parsa be deferred to the July 18, 2024 Board meeting.

##### 2024-25 Confirmed Funding Allocations for National Housing Strategy Programs

Correspondence from the Hon. Paul Calandra, Minister of Municipal Affairs and Housing dated June 17, 2024 relative to providing information regarding confirmed funding under the National Housing Strategy, for information only.

On consensus, correspondence from the Hon. Paul Calandra be deferred to the July 18, 2024 Board meeting.

#### BY-LAWS

#### NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, July 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. 24/51

Moved by:           Dominic Pasqualino  
Seconded by:       Nancy Gladun

THAT the Board Meeting No. 11/2024 of The District of Thunder Bay Social Services Administration Board, held on June 20, 2024, be adjourned at 1:06 p.m.

CARRIED

  
\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
Chief Executive Officer