



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 15/2024
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

DATE OF MEETING: September 19, 2024

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: Brian Hamilton

PRESENT:

Albert Aiello
Anne-Marie Bourgeault
Meghan Chomut
Kasey Etreni
Brian Hamilton
Greg Johnson
Elaine Mannisto
Jim Moffat
Denis Nault
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
Dawnette Hoard, Manager, Child Care & Early Years Programs
Tomi Akinyede, Supervisor, Research & Social Policy
Carole Lem, Communications & Engagement Officer
Larissa Jones, Communications Assistant
Glenda Flank, Recording Secretary

REGRETS:

Ken Boshcoff
Kathleen Lynch
Dominic Pasqualino
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 CEO refer jointly to the Chief Executive Officer of TBDSSAB and Senior Administrator of TBDHC.

BOARD MEETING

Brian Hamilton, Chair introduced Denis Nault as the newest TBDSSAB Board Member.

DISCLOSURES OF INTEREST

None.

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 24/59

Moved by: Elaine Mannisto
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 September 19, 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. 13/2024 (Regular Session) and Meeting No. 14/2024 (Closed Session) of TBDSSAB, held on July 18, 2024, respectively, were presented for confirmation.

Resolution No. 24/60

Moved by: Albert Aiello
Seconded by: Jim Moffat

THAT the Minutes of Meeting No. 13/2024 (Regular Session) and Meeting No. 14/2024 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on July 18, 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 identifiable individuals regarding the TBDSSAB 2025 Market Rent Report, relative to receipt of information with respect to security of the property of the Corporation regarding 2024-25 Homelessness Prevention Program Capital Project, Ontario Priorities Housing Initiative Capital Funding and 2025 Collective Bargaining Mandate.

Resolution No. 24/61

Moved by: Kasey Etreni
Seconded by: Anne-Marie Bourgeault

THAT the Board adjourn to a closed meeting relative to receipt of information with respect to identifiable individuals regarding the TBDSSAB 2025 Market Rent Report and relative to receipt of information with respect to security of the property of the Corporation regarding the 2024-25 Homelessness Prevention Program Capital Project Report, Ontario Priorities Housing Initiative Capital Funding Report and 2025 Collective Bargaining Mandate Report.

CARRIED

At 11:01 a.m. the meeting reconvened in Regular Session with all members of Administration in attendance with the exception of Crystal Simeoni, Manager, Housing Operations, Tafadzwa Mukubvu, Manager, Finance, Marty Farough, Manager, Infrastructure & Asset Management and Dawnette Hoard, Manager, Child Care & Early Years Programs.

PRESENTATION

Ontario Service Manager By-Name List

Aaron Park, Manager, Housing and Homelessness Programs provided a presentation regarding the By-Name List.

Memorandum from Aaron Park, Manager, Housing and Homelessness Programs dated August 23, 2024 was presented providing information regarding the requirement for the By-Name List.

Bill Bradica, CEO provided an introduction to the presentation and clarification regarding the requirement of a by-name list.

Aaron Park, Manager, Housing & Homelessness Programs provided a brief overview of the by-name list presentation, the types of information that is contained in the list and responded to questions.

Tomi Akinyede, Supervisor, Research & Social Policy provided further information and responded to questions.

Bill Bradica, CEO provided clarification and further information.

At 11:32 a.m. Tomi Akinyede, Supervisor, Research & Social Policy left the meeting and Crystal Simeoni, Manager, Housing Operations joined the meeting.

REPORTS OF ADMINISTRATION

2025 TBDSSAB Market Rent Report

Report No. 2024-27A (Integrated Social Services Division) was presented to the Board providing the Board with information regarding the 2025 market rents for the TBDSSAB owned units.

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

Resolution No. 24/62

Moved by: Kasey Etreni
Seconded by: Albert Aiello

THAT with respect to Report No. 2024-27A (Integrated Social Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the 2025 market rents as outlined in Confidential Attachment #1 of Report No. 2024-27A, presented in Closed Session;

AND THAT any approved market rent increase be effective February 1, 2025.

CARRIED

2024-25 Homelessness Prevention Program Capital Projects

Report No. 2024CS-04 (Integrated Social Services Division) presented in Closed Session relative to the 2024-25 Homelessness Prevention Program Capital Projects.

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

Resolution No. 24/63

Moved by: Anne-Marie Bourgeault
Seconded by: Greg Johnsen

THAT with respect to Report No. 2024CS-04 (Integrated Social Services Division), we The District of Thunder Bay Social Services Administration Board direct Administration to proceed as directed in Closed Session.

CARRIED

Ontario Priorities Housing Initiative Capital Funding

Report No. 2024CS-05 (Integrated Social Services Division) presented in Closed Session relative to the Ontario Priorities Housing Initiative Capital Funding.

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

Resolution No. 24/64

Moved by: Kasey Etreni
Seconded by: Denis Nault

THAT with respect to Report No. 2024CS-05 (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 11:33 a.m. Crystal Simeoni, Manager, Housing Operations and Aaron Park, Manager, Housing & Homelessness Programs left the meeting.

2025 Collective Bargaining Mandate

Report No. 2024CS-06 (Chief Executive Officer Division) presented in Closed Session relative to the 2025 Collective Bargaining Mandate.

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

Resolution No. 24/65

Moved by: Jim Moffat
Seconded by: Elaine Mannisto

THAT with respect to Report No. 2024CS-06 (Chief Executive Officer Division), we authorize Administration to proceed as directed in Closed Session.

CARRIED

Appointment of CEO, Administrator and
Senior Administrator

Memorandum from Bill Bradica, CEO (Chief Executive Officer Division) dated September 4, 2024 was presented to the Board confirming the appointment of the new CEO, and appointment of the Ontario Works Administrator for TBDSSAB and the appointment of the Senior Administrator for Thunder Bay District Housing Corporation, for consideration.

Bill Bradica, CEO provided a brief introduction to the memorandum.

Resolution No. 24/66

Moved by: Albert Aiello
Seconded by: Elaine Mannisto

THAT with respect to direction provided by the Board in Resolution No. 24/55 Section 1997, c. 25, Schedule. A, s. 43., of the *Ontario Works Act*, effective September 28, 2024, Ken Ranta, Chief Executive Officer, be appointed as the Administrator for the TBDSSAB geographic area, to carry out the powers and duties of Administrator as noted in Section 44 of the *Ontario Works Act*.

AND THAT Georgina Daniels, Director – Corporate Services, be appointed as the designate Administrator;

AND THAT, effective September 28, 2024, Ken Ranta, Chief Executive Officer, be appointed as the Senior Administrator for the Thunder Bay District Housing Corporation,

AND THAT Georgina Daniels, Director – Corporate Services, be appointed as designate Senior Administrator.

CARRIED

At 11:39 a.m. Tafadzwa Mukubvu, Manager, Finance and Dawnette Hoard, Manager, Child Care & Early Years Programs joined the meeting

Child Care Fee Subsidy Rates 2025

Report No. 2024-28A (Integrated Social Services Division) was presented to the Board providing information and the rationale regarding determining the maximum school age child care rates for fee subsidy recipients for the 2025 budget year.

Dawnette Hoard, Manager, Child Care & Early Years Programs provided a brief overview of the report and responded to questions.

Resolution No. 24/67

Moved by: Kasey Etreni
Seconded by: Jim Moffat

THAT with respect to Report No. 2024-28A (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the maximum school age child care rates for fee subsidy recipients, effective January 1, 2025, as presented.

CARRIED

At 11:45 a.m. Albert Aiello, Board Member left the meeting and Marty Farough, Manager, Infrastructure and Assets Management and Crystal Simeoni, Manager, Housing Operations joined the meeting.

Confederation College Registered Early
Childhood Educator Fast Track and
Student Bursary Programs

Report No. 2024-29 (Integrated Social Services Division) was presented to the Board providing information regarding the Early Childhood Education Fast Track Program and Early Childhood Education Bursary program in partnership with Confederation College and to request approval of the use of Early Years Reserve Fund for the purpose of funding year 2 of these initiatives.

Dawnette Hoard, Manager, Child Care & Early Years Programs provided a brief overview of the program results and responded to questions.

Bill Bradica, CEO provided clarification and responded to questions.

Resolution No. 24/68

Moved by: Kasey Etrene
Seconded by: Anne-Marie Bourgeault

THAT with respect to Report No. 2024-29 (Integrated Social Services Division), we The District of Thunder Bay Social Services Administration Board, approve the use of up to \$335,000 from the Early Years Reserve Fund for the Early Childhood Education Fast Track Program and Bursaries.

CARRIED

At 11:52 a.m. Greg Johnsen, Board Member and Dawnette Hoard, Manager, Child Care & Early Years Programs left the meeting.

Property Portfolio Action Plan

Report No. 2024-30 (Corporate Service Division/Integrated Social Services Division) was presented to the Board providing an update regarding The District of Thunder Bay Social Services Administration Board housing property portfolio.

Marty Farough, Manager, Infrastructure & Assets Management responded to questions.

Bill Bradica, CEO responded to questions.

Georgina Daniels, Director, Corporate Services provided further information and responded to questions.

At 11:52 a.m. Marty Farough, Manager, Infrastructure & Assets Management and Tafadzwa Mukubvu, Manager, Finance left the meeting.

Senior's Housing Designation – Manion Court and Elizabeth Court

Report No. 2024-31 (Integrated Social Services Division) was presented to the Board providing information and rationale to support a change to the current minimum age limit of 60 years to 65 years at Manion Court and Elizabeth Court, to address housing application needs and to have these two locations protected under the Ontario Human Rights Code.

Bill Bradica, CEO responded to questions and provided clarification.

Crystal Simeoni, Manager, Housing Operations provided further information and responded to questions.

Resolution No. 24/69

Moved by: Kasey Etrei
Seconded by: Jim Moffat

THAT with respect to Report No. 2024-31 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board, approve changing the current age requirement for Manion Court and Elizabeth Court to 65 years and older from 60 years and older to accommodate housing needs and identifying these two locations as protected under The Ontario Human Rights Code.

CARRIED

At 12:03 p.m. Crystal Simeoni, Manager, Housing Operations left the meeting.

2024-27 Strategic Plan Second Quarter Update

Report No. 2024-32 (Chief Executive Officer Division) was presented to the Board providing the second quarter update on the 2024-27 Strategic Plan.

Resolution No. 24/70

Moved by: Jim Vezina
Seconded by: Meghan Chomut

THAT with respect to Report No. 2024-32 (Chief Executive Officer Division) we, The District of Thunder Bay Social Services Administration Board, receive the 2024-27 Strategic Plan – Second Quarter Update for information only.

CARRIED

At 12:06 p.m. Michael Shafirka, Manager, Information Services and Tafadzwa Mukubvu, Manager, Finance joined the meeting.

Situation Analysis Implementation Plan Update

Report No. 2024-33 (Chief Executive Officer Division) was presented to the Board providing a progress update on the Situation Analysis Implementation Plan.

Resolution No. 24/71

Moved by: Kasey Etreni
Seconded by: Elaine Mannisto

THAT with respect to Report No. 2024-33 (Chief Executive Officer Division) we, The District of Thunder Bay Social Services Administration Board, receive the Situation Analysis Implementation Plan update for information only.

CARRIED

Records Retention Schedule Updates

Report No. 2024-34 (Corporate Services Division) was presented to the Board providing Administration's recommended amendments to the Records Retention Schedule.

Georgina Daniels, Director, Corporate Services responded to questions.

Resolution No. 24/72

Moved by: Kasey Etreni
Seconded by: Elaine Mannisto

THAT with respect to Report No. 2024-34 (Corporate Services Division), we The District of Thunder Bay Social Services Administration Board (the Board) approve the updated Records Retention Schedules as presented;

AND THAT the necessary by-law be presented to the board, for consideration.

CARRIED

At 12:08 p.m. Dawnette Hoard, Manager, Child Care & Early Years joined the meeting and Michael Shafirka, Manager, Information Services left the meeting.

Enterprise Risk Management – Annual Update

Report No. 2024-35 (Corporate Services Division) was presented to the Board providing an update on the organization's Enterprise Risk Management Framework.

Bill Bradica, CEO provided clarification and responded to questions.

New Child Care and Early Years Cost
Based Funding Approach

Report No. 2024-36 (Corporate Services Division) was presented to the Board providing the Board with information on the implementation of the Canada Wide Early Learning Child Care system new child care funding approach.

At 12:11 p.m. Dawnette Hoard, Manager, Child Care & Early Years left the meeting.

2024 Second Quarter Financial Report

Report No. 2024-37 (Corporate Services Division) relative to providing the Board with the 2024 Second Quarter Financial Report, projection to year-end and the progress of key performance indicators, for information only.

Bill Bradica, CEO provided clarification and responded to questions.

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

At 12:19 p.m. Tafadzwa Mukubvu, Manager, Finance left the meeting.

2024 Second Quarter Operational Report

Report No. 2024-38 (Integrated Social Services Division) was presented to the Board providing an update containing the trends within TBDSSAB programs and services.

Bill Bradica, CEO provided a brief introduction to the report.

At 12:21 Tomi Akinyede, Supervisor, Research & Social Policy left the meeting.

CORRESPONDENCE

TBDSSAB AMO Position Papers

Letter from Krista Power, Director of Legislative Services & City Clerk, City of Thunder Bay dated August 12, 2024 was presented to the Board providing a resolution endorsing TBDSSAB's position papers presented at the 2024 Association of Municipal Organization Conference in August.

Bill Bradica, CEO provided an overview of the background to the correspondence and responded to questions.

City of Thunder Bay 2025 Operating and
Capital Budget

Letter from John Collin, City Manager, City of Thunder Bay dated August 29, 2024 requesting that The District of Thunder Bay Social Services Administration Board follow the same budgetary guidelines as the City of Thunder Bay was presented to the Board.

Bill Bradica, CEO responded to questions.

Ending Chronic Homelessness

Letter from AMO, OMSSA, NOSDA to Service Manager CAO's City Managers, Heads of Council and DSSABs dated August 30, 2024 collectively providing information regarding a research and advocacy project relative to ending chronic homelessness was presented to the Board.

Bill Bradica, CEO provided a brief overview of the correspondence and responded to questions.

Canada Ontario Housing Benefit –
Funding Allocations

Letter from AMO, OMSSA, NOSDA to Minister of Finance and Minister of MMAH dated September 9, 2024 collectively advocating regarding the Canada Ontario Housing Benefit funding allocations, was presented to the Board.

Bill Bradica, CEO provided a brief overview of the correspondence.

2025 Ontario Works Program Delivery
Funding

Letter from Jeff Bowen, Director, MCCSS dated September 6, 2024 providing information regarding the 2025 Ontario Works Program Delivery Funding planning allocations, was presented to the Board.

Bill Bradica, CEO provided a brief overview of the correspondence.

BY-LAWS

First and Final Reading

Resolution No. 24/73

Moved by: Elaine Mannisto
Seconded by: Jim Moffat

1. A By-law to adopt By-law 01-2024 to appoint the Chief Executive Officer for The District of Thunder Bay Social Services Administration Board.

Explanation: A By-law to adopt By-law number 01-2024.

Authorization: Board Meeting 2024Sep19

BY-LAW NUMBER 02-2024

CARRIED

Resolution No. 24/74

Moved by: Kasey Etrene
Seconded by: Anne-Marie Bourgeault

1. A By-law to repeal By-law Number 01-2021 and to adopt amended Records Retention Schedule for The District of Thunder Bay Social Services Administration Board.

Explanation: A By-law to repeal By-law Number 01-2021 and replace with By-law number 02-2024.

Authorization: Board Meeting 2024Sep19

BY-LAW NUMBER 02-2024

CARRIED

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, October 17, 2024 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. 24/75

Moved by: Kasey Etreni
Seconded by: Elaine Mannisto

THAT the Board Meeting No. 15/2024 of The District of Thunder Bay Social Services Administration Board, held on September 19, 2024, be adjourned at 12:40 p.m.

CARRIED



Chair



Chief Executive Officer