

**THE DISTRICT OF THUNDER BAY  
SOCIAL SERVICES ADMINISTRATION BOARD**

**TWENTY-SECOND  
ANNUAL GENERAL MEETING  
APRIL 17, 2025**



<b>DATE OF MEETING:</b>	APRIL 17, 2025
<b>TIME OF MEETING:</b>	FOLLOWING THE TBDHC SHAREHOLDER'S MEETING
<b>LOCATION OF MEETING:</b>	MICROSOFT TEAMS & TBDSSAB HEADQUARTERS 231 MAY STREET SOUTH THUNDER BAY, ON
<b>CHAIR:</b>	BRIAN HAMILTON
<b>ORDERS OF THE DAY:</b>	DISCLOSURES OF INTEREST REPORT OF THE CHAIR MINUTES OF PREVIOUS MEETING REPORTS OF ADMINISTRATION CORRESPONDENCE NEW BUSINESS ADJOURNMENT

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Note: For the purposes of this agenda and subsequent Minutes, references to TBDSSAB or the Board refers to The District of Thunder Bay Social Services Administration Board of Directors and references to CEO refer to the Chief Executive Officer of TBDSSAB.

## **ANNUAL GENERAL MEETING**

### **DISCLOSURES OF INTEREST**

### **CONFIRMATION OF BOARD MEETING AGENDA**

#### **Resolution No. 25/AGM01**

THAT with respect to the agenda for the Annual General Meeting of The District of Thunder Bay Social Services Administration Board held on April 17, 2025, we approve the agenda as presented;

And that we approve any additional information and new business.

## REPORT OF THE CHAIR

A Report of the Chair, in accordance with TBDSSAB Governance and Procedural By-law No. 03-2021, Section 3(3)ii(a), is included in the message from the Chair in the 2024 TBDSSAB Annual Report as presented in the Regular Session Board meeting agenda.

## MINUTES OF PREVIOUS MEETING

### Confirmation of Minutes

[Minutes of the Twenty-First Annual General Meeting](#) of The District of Thunder Bay Social Services Administration Board, held on April 18, 2024, to be confirmed. **(Pages 4 - 7)**

### **Resolution No. 25/AGM02**

THAT the Minutes of the Twenty-First Annual General Meeting of The District of Thunder Bay Social Services Administration Board, held on April 18, 2024, be confirmed.

## REPORTS OF ADMINISTRATION

### Year 2024 Audited Consolidated Financial Statements of The District of Thunder Bay Social Services Administration Board

[Report No. 2025-12AGM](#) (Corporate Services Division) relative to providing the Board with the year 2024 Audited Consolidated Financial Statements of TBDSSAB for the year ended December 31, 2024, for consideration. **(Pages 8 - 14)**

Georgina Daniels, Director, Corporate Services Division, to present the above noted report.

Judy Kleinhuis, Principal, and Ryan Gabriele, Manager of Doane Grant Thornton LLP will be in attendance to present the Auditors' Report.

### **Resolution No. 25/AGM03**

THAT with respect to Report No. 2025-12AGM (Corporate Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the Audited Consolidated Financial Statements of The District of Thunder Bay Social Services Administration Board for the year ended December 31, 2024, as presented.

Appointment of Auditors

Appointment of the Auditors for The District of Thunder Bay Social Services Administration Board in accordance with TBDSSAB Governance and Procedural By-law No. 03 – 2021 Section 3(3)(ii)(c).

**Resolution No. 25/AGM04**

THAT in accordance with The District of Thunder Bay Social Services Administration Board Governance and Procedural By-law No. 03-2021 Section 3(3)(ii)(c), we confirm the appointment of Doane Grant Thornton LLP, as the Auditors for TBDSSAB for the 2025 fiscal year;

AND THAT the remuneration of the Auditors will be in the amount of \$55,000 plus the Harmonized Sales Tax, for the TBDSSAB 2025 Financial Audit.

ADJOURNMENT**Resolution No. 25/AGM05**

THAT the Twenty-Second Annual General Meeting of The District of Thunder Bay Social Services Administration Board held on April 17, 2025, be adjourned, at \_\_\_\_\_ a.m./pm



MINUTES OF THE TWENTY-FIRST ANNUAL GENERAL MEETING  
OF THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD

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

**TIME OF MEETING:** 10:04 a.m.

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

**CHAIR:** Brian Hamilton

**PRESENT:**

Albert Aiello  
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  
Ken Ranta, Director, Integrated Social Services Division  
Tafadzwa Mukubvu, Manager, Finance  
Shari Mackenzie, Manager, Human Resources  
Carole Lem, Communications & Engagement Officer  
Larissa Jones, Communications Assistant  
Glenda Flank, Recording Secretary

**GUESTS:**

Richard Jagielowicz, Senior Manager, Grant Thornton

**REGRETS:**

Ken Boshcoff  
Mark Thibert

**ANNUAL GENERAL MEETING**

DISCLOSURES OF INTEREST

None.

### CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 24/AGM01

Moved by: Dominic Pasqualino  
Seconded by: Kathleen Lynch

THAT with respect to the agenda for the Annual General Meeting of The District of Thunder Bay Social Services Administration Board held on April 18, 2024, we approve the agenda as presented;

AND THAT we approve any additional information and new business.

CARRIED

### REPORT OF THE CHAIR

In accordance with the TBDSSAB Governance & Procedural By-law No. 03-2021, Section 3(3)(ii(a)), the message from the Chair is to be presented at the Annual General Meeting.

Bill Bradica, CAO, advised that the Report of the Chair, is contained in the 2023 TBDSSAB Annual Report which will be presented at the Regular Session Board meeting.

### MINUTES OF PREVIOUS MEETING

#### Adoption of Minutes

Minutes of the Twentieth Annual General Meeting of The District of Thunder Bay Social Services Administration Board, held on April 20, 2023, were confirmed.

Resolution No. 24/AGM02

Moved by: Kasey Etreni  
Seconded by: Jim Moffat

THAT the Minutes of the Twentieth Annual General Meeting of The District of Thunder Bay Social Services Administration Board, held on April 20, 2023, be confirmed.

CARRIED

## REPORTS OF ADMINISTRATION

### Year 2023 Audited Financial Statements of The District of Thunder Bay Social Services Administration Board

Report No. 2024-13AGM (Corporate Services Division) was presented to the Board to provide an overview of the year 2023 audited consolidated financial statements of The District of Thunder Bay Social Services Administration Board. The Financial Statement was presented as a separate document.

Bill Bradica, CAO, provided a brief introduction.

Georgina Daniels, Director, Corporate Services Division provided brief highlights of the financial statements and responded to questions.

Richard Jagielowicz, Principal, Grant Thornton LLP provided a brief synopsis of the Auditors' Report and responded to questions.

Georgina Daniels, Director, Corporate Services Division provided further information.

#### Resolution No. 24/AGM04

Moved by:           Albert Aiello  
Seconded by:       Nancy Gladun

THAT with respect to Report No. 2024-13AGM (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB), approve the Audited Consolidated Financial Statements of TBDSSAB for the year ended December 31, 2023, as presented.

CARRIED

### Appointment of Auditors

The District of Thunder Bay Social Services Administration Board appointed the Auditors for 2024 in accordance with the TBDSSAB Governance and Procedural By-law No. 03-2021 Section 3(3)(ii)(c).

Resolution No. 24/AGM04

Moved by: Anne-Marie Bourgeault  
Seconded by: Elaine Mannisto

THAT in accordance with The District of Thunder Bay Social Services Administration Board Governance and Procedural By-law No. 03-2021 Section 3(3)(ii)(c), we confirm the appointment of Grant Thornton LLP, as the Auditors for TBDSSAB for the 2024 fiscal year;

AND THAT the remuneration of the Auditors will be in the amount of \$50,000 plus the Harmonized Sales Tax, for the TBDSSAB 2024 Financial Audit.

CARRIED

#### ADJOURNMENT

Resolution No. 24/AGM05

Moved by: Kathleen Lynch  
Seconded by: Greg Johnsen

THAT the Twenty-First Annual General Meeting of The District of Thunder Bay Social Services Administration Board held on April 18, 2024, be adjourned at 10:16 a.m.

CARRIED

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Chair

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Chief Executive Officer





## BOARD REPORT

REPORT No.: 2025-12AGM  
MEETING DATE: APRIL 17, 2025  
SUBJECT: 2024 AUDITED CONSOLIDATED FINANCIAL STATEMENTS

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### RECOMMENDATION

THAT with respect to Report No. 2025-12AGM (Corporate Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the Audited Consolidated Financial Statements of The District of Thunder Bay Social Services Administration Board for the year ended December 31, 2024, as presented.

### REPORT SUMMARY

To provide The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) with the draft year 2024 Audited Consolidated Financial Statements of TBDSSAB for Board approval.

### BACKGROUND

The consolidated financial statements of TBDSSAB prepared by Administration are audited by the Board's external auditors on an annual basis. The consolidated statements provide the financial position as at December 31, 2024, as well as the results of TBDSSAB's operations.

The consolidated financial statements have been prepared using generally accepted accounting principles for public sector organizations, as prescribed by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada.

The year 2024 draft Audited Consolidated Financial Statements were presented to the Audit Committee on April 3, 2025, for review and inquiry and are provided as Attachment #1.

## COMMENTS

The consolidated financial statements consist of a Consolidated Statement of Financial Position, Consolidated Statement of Re-measurement Gains and Losses, Consolidated Statement of Operations, Consolidated Statement of Changes in Net Assets, Consolidated Statement of Cash Flows, and Notes to the Consolidated Financial Statements. There are three (3) schedules providing additional detail included after the Notes to the Consolidated Financial Statements.

The following discussion provides highlights of the most significant aspects of the consolidated financial statements.

### **Consolidated Statement of Financial Position**

The Consolidated Statement of Financial Position presents the financial condition of the organization as at December 31, 2024, with comparatives at December 31, 2023. The total financial assets controlled by TBDSSAB as at December 31, 2024, were \$69.9 million, with the majority of that being cash and cash equivalents (\$35.4 million), and marketable securities (\$28.9 million). The majority of the cash and cash equivalents, and marketable securities is represented by reserve funds of \$42.4 million.

Explanations of significant year-over-year changes in asset and liability lines are provided below:

- Cash and cash equivalents – increase of \$10.0 million due to an increase in amounts Due to the Province of Ontario, coupled with a more favourable interest rate earned during the year.
- Payable to participating municipalities and funded agencies – decrease of \$3.5 million due mainly to the completion of the Social Services Relief Fund program in the previous year and related payments.
- Due to Province – increase of \$9.5 million due to increase in childcare amounts repayable to the Province, offset by a reduction in receivables associated with the Ministry of Municipal Affairs and Housing.
- Deferred revenue – increase of \$3.4 million due to funding received from Canada Mortgage and Housing Corporation (CMHC) for funding over three (3) years, and an increase in amounts related to the Canada-Ontario Community Housing Initiative based on timing of payments.
- Long-term debt – decrease of \$2.1 million representing reduction in principal repayments on housing portfolio mortgages, the loan for TBDSSAB's office headquarters, and the capital lease of computer equipment.

- Asset Retirement Obligations (ARO) – decreased by \$1.7 million which is adjustments made to the liability based on changes in estimates.
- Tangible capital assets – decrease of \$2.1 million representing annual amortization of capital assets.

### **Consolidated Statement of Re-measurement Gains and Losses**

The Consolidated Statement of Re-measurement Gains and Losses details changes in the fair market value of portfolio investments and derivatives.

This statement shows a net re-measurement gain for the year 2024 of \$1,721,750 including amounts reclassified to the Statement of Operations resulting from disposition of investments. In 2024, through disposition of certain investments, previously unrealized losses were realized (\$731,537). On this statement, the impact is presented as an increase of unrealized gains.

The statement shows an accumulated unrealized gain of \$1,323,789 at December 31, 2024.

Administration has prepared Report No. 2025-14, Year 2024 Investment Portfolio Performance, contained in the April 17, 2025, Regular Session Board Agenda package, which provides further detail regarding TBDSSAB's investment portfolio.

### **Consolidated Statement of Operations**

The Consolidated Statement of Operations details revenues earned, and expenses incurred during the year. Generally, revenues in the form of Federal and Provincial grants are determined by applying various cost-sharing formulae to actual expenses.

For 2024, revenues exceeded expenses by \$4.9 million for the year and reflects the consolidation of all transactions across the organization.

The Municipal Levy and Provincial funding calculations do not consider PSAB reporting requirements, and as such, employee benefit obligations are recognized in the year paid rather than accrued, acquisition of tangible capital assets is expensed in the year of purchase with annual amortization not recognized, and expenses paid from reserve funds are not factored into the reconciliation.

After factoring out the PSAB consolidation entries from the \$4.9 million financial statement PSAB surplus (i.e. transactions related to reserve funds, the accrual of employee benefit obligations, and adjusting for tangible capital asset transactions), the net program levy surplus is \$24,367 (see Report No. 2025-13, 2024 Fourth Quarter Financial Report and Program Levy Surplus Disposition, contained in the Regular Board Agenda package). The details of the reconciliation between the PSAB surplus and the net program levy operating surplus is provided in the Schedule 1 section below.

### **Consolidated Statement of Cash Flows**

The Consolidated Statement of Cash Flows outlines the change in the cash position that occurred during the year, by sources and uses of cash and capital transactions. The cash balance at the beginning of the year was \$25.4 million.

The annual surplus generated in 2024 added \$4.9 million and there were decreases in payables to participating municipalities and funded agencies (\$3.5 million), and a decrease in asset retirement obligation (\$2.4 million), offset by increases in amounts due to Province of Ontario (\$9.5 million), deferred revenue (\$3.4 million), HST receivable (\$0.8 million), and accounts receivable (\$0.6 million).

Amortization on tangible capital assets, and accretion of the asset retirement obligation, which are non-cash charges to operations, were recorded (\$2.9 million).

The result is additional cash provided by operating transactions totaling \$13.2 million.

These increases were mostly offset by an increase in investments (\$2.8 million), the repayment of long-term debt (\$2.1 million), and the net re-measurement of unrealized gain discussed above (\$1.7 million). Overall, the net increase in cash and cash equivalents during the 2024 year was \$10 million.

### **Notes to the Consolidated Financial Statements**

The Notes to the Consolidated Financial Statements provide additional and detailed information to support the financial statements. They are intended to provide clarification and explanations of specific items within the financial statements.

Changes in accounting policy are normally provided in a priority position in the Notes in the year of adoption. Further to note disclosure in 2023, Note 2 continues to provide information relative to the adoption of new Public Sector Accounting Standards, specifically, PS 3400 – Revenue, Public Sector Guideline PSG-8 - Purchased Intangibles, and PS 3160 - Public Private Partnerships.

In addition, a new Note has been added in 2024 to provide information relative to segmented information.

The remaining notes, although updated for 2024, are consistent with previous years' Notes.

### **Schedules**

There are three (3) schedules provided with the financial statements, all of which are presented to comply with PSAB requirements.

Schedule 1 details TBDSSAB revenues and expenses by program, with the expenses by classification. This additional information is intended to assist users of the financial

statements to better understand TBDSSAB's operations and to assist member municipalities with the completion of certain schedules of their Financial Information Returns.

- Corporate Management and Program Support revenues exceeded expenses by \$440,395 (income earned on reserve funds and other revenue) for the 2024 year. Corporate Management and Program Support expenses are allocated to programs based on the method approved during the annual budget process.
- Integrated Social Services (ISS) Program Support revenues equaled expenses for the 2024 year. ISS Program Support expenses are allocated to programs based on the method approved during the annual budget process.
- Social Assistance revenues exceeded expenses by \$641,763 for the year 2024. Ontario Works Program Delivery Funding expenses were slightly under budget due, primarily, to staff vacancies throughout the year.
- Child Care and Early Years' Program expenses exceeded revenue by \$14,631 for the year 2024.
- Community Housing revenues exceeded expenses by \$181,796 for the year 2024. There was a favourable variance primarily due to reduced usage of housing allowance.
- Direct-Owned Community Housing Building Operations revenues exceeded expenses by \$3,621,936 for the year 2024. This is due to Contributions to the Housing Portfolio Capital Reserve Fund not being recorded as expenses under PSAB financial reporting requirements.
- Homelessness Prevention Programs expenses equaled revenue.

Schedule 2 provides information regarding the Board's tangible capital assets (TCA). The historical cost amount for each TCA class is shown along with additions and deductions for the year, and the amortization amounts by asset class. The related reporting requirements of the new required ARO are also included in accordance with the new PSAB reporting requirements.

Schedule 3 identifies the components of the organization's accumulated surplus:

- \$42.4 million, or 74%, of the accumulated surplus is held in various reserve funds to finance future projects and obligations;
- \$30.4 million, represents the amount that has been invested in tangible capital assets, the majority of which are buildings and land, net of associated debt;
- \$13.2 million relates to the consolidated general deficit. A breakdown of the general deficit is as follows:

	<b>Total (\$)</b>
Accumulated general deficit as at December 31, 2023	(16,766,747)
2024 operating surplus	4,871,259
2024 change in reserve funds	(2,945,871)
2024 change in tangible capital assets net of long-term debt	(57,244)
2024 change in unrealized re-measurement	1,721,750
<b>Accumulated general deficit as at December 31, 2024</b>	<b>(13,176,853)</b>

TBDSSAB's accumulated general deficit includes the 2024 program levy surplus of \$24,367, which is consistent with the budget and variance reporting format, and discussed in Report No. 2025-13, 2024 Fourth Quarter Financial Report and Program Levy Operating Surplus Disposition, contained in the April 17, 2025, Regular Session Board Agenda package.

The table below summarizes the difference between the consolidated financial statement surplus (based on PSAB standards) and the program levy operating position, which removes the PSAB adjustments, to arrive at the in-year program levy operating position:

	<b>Total (\$)</b>
2024 Consolidated Audited Financial Statement Surplus	4,871,259
2024 change related to employee benefit obligation	(135,486)
2024 change in the FMV of the SWAP load derivative	(72,674)
2024 change in ARO Accretion costs	(1,701,237)
2024 change related to reserve funds	(2,331,129)
2024 capital expenditures (financed from reserve fund)	979,610
2024 change in tangible capital assets net of long-term debt	(57,244)
2024 income earned on reserve funds	(1,528,732)
<b>2024 Program Levy Operating Surplus</b>	<b>24,367</b>

## STRATEGIC PLAN IMPACT

This report relates to the Board's strategic direction of Financial Stewardship, with a focus on ensuring accountability of TBDSSAB resources.

## FINANCIAL IMPLICATIONS



There are no direct financial implications associated with this report.

## CONCLUSION

It is concluded that the draft Audited Consolidated Financial Statements for the year ended December 31, 2024, were presented to the Audit Committee on April 3, 2025, and it was the consensus of that Committee that the consolidated financial statements, as prepared by Administration, be presented to the Board for approval.

**REFERENCE MATERIALS**

Attachment #1 [Year 2025 Audited Consolidated Financial Statements of The District of Thunder Bay Social Services Administration Board \(draft\) Distributed Separately – Not Attached to Report](#)

PREPARED BY:	Tafadzwa Mukubvu, CPA, Manager, Finance
SIGNATURE	
APPROVED BY	Georgina Daniels, FCPA, FCA, Director, Corporate Services Division
SIGNATURE	
SUBMITTED BY:	Ken Ranta, Chief Executive Officer