



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 15/2025
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

DATE OF MEETING: October 16, 2025

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
Ken Boshcoff
Anne Marie Bourgeault
Meghan Chomut
Gordon Cuthbertson
Chris Eby
Kasey Etreni
Brian Hamilton
Greg Johnsen
Kathleen Lynch
Elaine Mannisto
Jim Moffat
Dominic Pasqualino
Jim Vezina

OFFICIALS:

Ken Ranta, Chief Executive Officer
Richard Jagielowicz, Director, Corporate Services Division
Crystal Simeoni, Director, Integrated Social Services Division
Shari Mackenzie, Manager, Human Resources
Dawnette Hoard, Manager, Child Care & Early Years Programs
Michelle Wojciechowski, Manager, Intake & Eligibility
Tafadzwa Mukubvu, Manager, Finance
Aaron Park, Manager, Housing & Homelessness Programs
Jennifer Lible, Manager, Social Assistance Programs
Tomi Akinyede, Supervisor, Research & Social Policy
Bindiya Patel, Communications Assistant
Glenda Flank, Recording Secretary

REGRETS:

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

NEW BUSINESS

Brian Hamilton, Board Chair requested that a resolution be added to the November Board meeting thanking staff for their work. On consensus a resolution to be added to the November Board meeting agenda.

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 25/68

Moved by: Greg Johnsen
Seconded by: Kasey Etreni

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 October 16, 2025, 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. 13/2025 (Regular Session) and Meeting No. 14/2025 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on September 18, 2025, were presented for confirmation.

Resolution No. 25/69

Moved by: Elaine Mannisto
Seconded by: Gordon Cuthbertson

THAT the Minutes of Meeting No. 13/2025 (Regular Session) and Meeting No. 14/2025 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on September 18, 2025, respectively, be confirmed as amended.

CARRIED

DEPUTATIONS / PRESENTATIONS

Financial Context for 2025 Budget Process

Ken Ranta, Chief Executive Officer, Richard Jagielowicz, CPA, CA, CBV, Director, Corporate Services Division and Crystal Simeoni, Director Integrated Social Services Division provided a presentation regarding the financial context for the 2026 Budget.

Ken Ranta, CEO provided an overview of the TBDSSAB Budget history including the expense and revenue history and trends, the levy history, a comparison of the levy vs CPI and impacts to the budget for 2026, provided clarification and responded to questions.

Richard Jagielowicz, Director, Corporate Services provided an overview of TBDSSAB's Assets and Liabilities including the tangible capital assets, history of reserve funds and debt payment history, and responded to questions.

Crystal Simeoni, Director, Integrated Social Services provided an overview of the context and impacts for all program areas for 2026 and 2027 and responded to questions.

At 10:55 a.m. Kasey Etreni, Board member left the board meeting.

Ken Ranta, CEO, provided further information and responded to questions.

At 11:07 a.m. Dawnette Hoard, Manager, Child Care & Early Years Programs and Michelle Wojciechowski, Manager, Intake & Eligibility, joined the meeting.

Child Care & Early Years Update

Dawnette Hoard, Manager, Child Care & Early Years Programs and Michelle Wojciechowski, Manager, Intake & Eligibility provided a presentation regarding the Child Care & Early Years program.

At 11:17 a.m. Brian Hamilton, Board Chair left the meeting and Jim Vezina, Vice-Chair assumed the position of Chair.

Dawnette Hoard, Manager, Child Care & Early Years Programs provided an overview of the CWELCC update, the service system profile, direct growth plan, professional learning plans and responded to questions.

At 11:24 a.m. Brian Hamilton, Board Chair returned to the meeting and assumed the position of Chair.

Crystal Simeoni, Director, Integrated Social Services provided clarification.
At 11:32 a.m. Kasey Etreni, Board Member joined the meeting.

Michelle Wojciechowski, Manager, Intake & Eligibility provided an overview of the child care fee subsidy, process to apply for child care, overview of the steps for child care subsidy approval and responded to questions.

At 11:45 a.m. Meghan Chomut, Board Member left the meeting.

Dawnette Hoard, Manager, Child Care & Early Years Programs provided an overview of the Child Care and EarlyOn statistics, a brief update on the Early On program and an overview of the child care waitlist and licensed child care spaces.

Ken Ranta, CEO provided clarification and responded to questions.

At 11:49 a.m. Meghan Chomut, Board Member joined the meeting and Greg Johnsen, Board member, Dawnette Hoard, Manager, Child Care & Early Years Programs and Michelle Wojciechowski, Manager, Intake & Eligibility left the meeting.

At 11:50 a.m. the Board Chair called for a break for lunch. The meeting reconvened in Regular Session at 12:12 p.m.

CLOSED SESSION MEETING

Administration recommended that the Board adjourn to a closed meeting relative to receipt of information in respect of which a council, board, committee or other body may hold a closed meeting under another statute.

Resolution No. 25/70

Moved by: Gordon Cuthbertson
Seconded by: Dominic Pasqualino

THAT the Board adjourn to a closed meeting relative to receipt of information with respect to a matter in which a council, board, committee or other body may hold a closed meeting under another statute regarding the potential third-party approach to Build Canada Homes and Canada Mortgage and Housing Corporation Opportunities.

CARRIED

At 12:26 p.m. the meeting reconvened in Regular Session and Tafadzwa Mukubvu, Manager, Finance joined the meeting.

REPORTS OF ADMINISTRATION

2025 Non-Profit Mortgage Expiry Agreement Template

Report No. 2025-36 (Corporate Services Division) was presented to the Board providing information regarding Administration's recommended changes to the mortgage expiry agreement template.

Richard Jagielowicz, Director, Corporate Services provided an overview of the changes being recommended to the Non-Profit Mortgage Expiry Agreement template and responded to questions.

Resolution No. 25/71

Moved by: Meghan Chomut
Seconded by: Jim Moffat

THAT with respect to Report No. 2025-36 (Corporate Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the non-profit mortgage expiry agreement template changes provided within the Report.

CARRIED

2025 Reserve and Reserve Fund Strategy Update

Report No. 2025-37 (Corporate Services Division) was presented to the Board providing the annual update and Administration's recommendation for the Reserve and Reserve Fund Strategy.

Ken Ranta, CEO, provided a brief introduction to the annual report.

Tafadzwa Mukubvu, Manager, Finance provided a brief overview of the report outlining the change being recommended and responded to questions.

Richard Jagielowicz, Director, Corporate Services provided further information and responded to questions.

Ken Ranta, CEO and Crystal Simeoni, Director, Integrated Social Services provided clarification.

Resolution No. 25/72

Moved by: Anne-Marie Bourgeault
Seconded by: Albert Aiello

THAT with respect to Report No. 2025-37 (Corporate Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the 2025 Reserve Fund Strategy provided within the Report.

CARRIED

2025/26 Housing Portfolio Insurance
Contract

Report No. 2025-38 (Corporate Services Division) was presented to the Board providing the results of and Administration's recommendation regarding the 2025/26 property insurance quotation process for the TBDSSAB direct-owned housing portfolio.

Richard Jagielowicz, Director, Corporate Services responded to questions.

Tafadzwa Mukubvu, Manager Finance provided further information.

Resolution No. 25/73

Moved by: Kasey Etreni
Seconded by: Dominic Pasqualino

THAT with respect to Report No. 2025-38 (Corporate Services Division) we, The District of Thunder Bay Social Services Administration Board, accept the property insurance quotation provided by Marsh Canada Limited, in the amount of \$1,039,000;

AND THAT the Director, Corporate Services Division be authorized to bind coverage and complete any administrative requirements of the insurance renewal process.

CARRIED

At 12:49 p.m. Tafadzwa Mukubvu, Manager Finance left the meeting and Aaron Park, Manager, Housing & Homelessness Programs joined the meeting.

Update on the Attainment of Service Level Standards

Report No. 2025-39 (Integrated Social Services Division) was presented to the Board providing information regarding the attainment of the Service Level Standards established by the province for community housing.

Aaron Park, Manager, Housing & Homelessness Programs provided a brief overview of the report and responded to questions.

At 12:56 p.m. Albert Aiello, Board member and Aaron Park, Manager, Housing & Homelessness Programs left the meeting and Jennifer Lible, Manager, Social Assistance Programs and Tomi Akinyede, Supervisor, Research & Social Policy joined the meeting.

2025 Ontario Works Client Satisfaction Survey Results

Report No. 2025-40 (Integrated Social Services and Chief Executive Officer Division) was presented to the Board providing the results of the 2025 Ontario Works Client Satisfaction Survey.

At 12:59 p.m. Ken Boshcoff, Board member joined the meeting.

Ken Ranta, CEO provided a brief introduction to the report.

Tomi Akinyede, Supervisor, Research & Social Policy provided an overview of the results of the Client Satisfaction Survey and responded to questions.

At 1:08 p.m. Meghan Chomut, Board Member left the Board meeting.

Jennifer Lible, Manager, Social Assistance Programs provided further information and responded to questions.

At 1:12 p.m. Jennifer Lible, Manager, Social Assistance Programs and Tomi Akinyede, Supervisor, Research & Social Policy left the meeting

Cancellation of the November 21 Board Meeting Date

Memorandum from Ken Ranta, CEO (Chief Executive Officer Division) was presented to the Board providing the rationale for Administration's recommendation for cancelling the November 21 Board Meeting.

Ken Ranta, CEO provided a brief overview of the recommendation.

A brief discussion was held regarding the cancellation of the November 21st Board Meeting date and the possibility of scheduling a TBDSSAB Committee meeting during that time. On consensus, Administration to review the availability for making this change and to reschedule the Committee Meeting if appropriate.

Resolution No. 25/74

Moved by: Jim Moffat
Seconded by: Kasey Etreni

THAT with respect to the Memorandum dated October 7, 2025 from Ken Ranta, Chief Executive Officer, we approve the cancellation of the November 21st Board Meeting;

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

CARRIED

TBDSSAB Presentations to District of
Thunder Bay Municipalities Policy

Memorandum from Ken Ranta, CEO (Chief Executive Officer Division) was presented to the Board providing the rationale for deferring the TBDSSAB Presentation to Municipalities matter to a future Board Meeting.

Ken Ranta, CEO, provided a brief overview.

CORRESPONDENCE

None

BY-LAWS

None

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, November 20, 2025 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. 25/75

Moved by: Anne-Marie Bourgeault
Seconded by: Ken Boshcoff

THAT the Board Meeting No. 15/2025 of The District of Thunder Bay Social Services Administration Board, held on October 16, 2025, be adjourned at 1:20 p.m.

CARRIED

Chair



Chief Executive Officer

