



Memorandum

Date: October 30, 2025
To: Members of the Board
From: Kasey Etrene, Board Member
Subject: **Presentations by TBDSSAB to Municipal Councils Upon Request**

The District of Thunder Bay Social Services Administration Board (TBDSSAB) is committed to its 2024–2027 Strategic Plan, which emphasizes:

- **People-Centered Approach:** Prioritizing the needs and well-being of individuals and communities.
- **Organizational Excellence:** Ensuring effective governance and accountability.

By adopting a policy for presentations to municipal councils upon request, TBDSSAB can further its vision to provide quality services within the context of a commitment to social justice and recognition of people's potential to achieve self-sufficiency.

I am requesting that the Board consider the attached policy regarding presentations to Municipal Councils, and the following resolution at the November 20, 2025 Board meeting:

THAT with respect to the Memorandum dated October 30, 2025 from Kasey Etrene, Board Member, we The District of Thunder Bay Social Services Administration Board, approve the Municipal Presentations policy that provides for presentations to municipal councils within its jurisdiction upon request, as presented;

AND THAT the policy defines scheduling of such presentations be coordinated in advance, with sufficient notice, and in a format agreeable to both parties;

AND THAT we authorize the Chief Executive Officer to make amendments to the policy with respect to housekeeping items, as may be required from time to time.



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

Such efforts will be welcomed and the potential information gained from the discourse should be appreciated by all parties.

Sincerely,

Kasey Etreni
Board Member

KE/kr

The District of Thunder Bay Social Services Administration Board

TBDSSAB # BRD-01:XX

POLICY

CATEGORY/SECTION

BOARD - GENERAL

SUBJECT

MUNICIPAL PRESENTATIONS

AUTHORITY

Governance & Procedural By-law 03-2021

INTENT OF POLICY

To establish a clear and consistent framework to provide the District of Thunder Bay uniform and equitable access to TBDSSAB program delivery information. This may include the delivery of presentations to municipal councils and the community.

Definitions

Municipal Council – all District of Thunder Bay municipalities and Territory without Municipal Organization as identified in Schedule 6 of O. Reg 278/98 of the DSSAB Act.

Presentation – Includes a visual overview of TBDSSAB as an entity and the programs and services delivered. This may include program access and referral information or other client support detail, as well as statistical information on the operations.

Policy

TBDSSAB is committed to the dissemination of timely, accurate and quality information to its internal and external stakeholders. All external communications should be aimed towards the achievement of TBDSSAB's vision and mission and should be in line with its approved Strategic Plan.

Requests for information presentations for municipal councils may be made in writing at least 60 days prior to the date requested. Requests will be addressed on a first-come first-served basis and will be subject to availability and scheduling.

Any information shared at presentations to municipal councils will be comprised of information that is publicly available. Any information shared is not to be used for political advocacy or engagement without explicit approval of the TBDSSAB. Information of a confidential nature or relating to Board decision-making processes would not be shared.

Information presentations to municipal councils are not considered to be Advocacy and Engagement, despite meeting with government officials, as outlined in the Advocacy and Engagement Policy (BRD-01:144).

IMPLEMENTATION / BOARD APPROVAL DATE:

Month date, YYYY

REVISION DATE(S):

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CATEGORY/SECTION

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STANDARDS OF APPLICATION

All requests for information sessions will be referred to the CEO for review and approval.

RELATED POLICIES

BRD – 01:111 Corporate Communication Policy

BRD – 01:144 Advocacy & Engagement

RELATED PROCEDURES

None

FORMS

None

DRAFT

IMPLEMENTATION / BOARD APPROVAL DATE:

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