



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 17/2025
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

DATE OF MEETING: November 20, 2025

TIME OF MEETING: 10:02 a.m.

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

CHAIR: Jim Vezina

PRESENT:

Albert Aiello
Ken Boshcoff
Anne-Marie Bourgeault
Gordon Cuthbertson
Chris Eby
Kasey Etreni
Greg Johnson
Kathleen Lynch
Elaine Mannisto
Jim Moffat
Dominic Pasqualino
Jim Vezina

REGRETS:

Meghan Chomut
Brian Hamilton

OFFICIALS:

Ken Ranta, Chief Executive Officer
Crystal Simeoni, Director, Integrated Social Services Division
Tafadzwa Mukubvu, Manager, Finance
Marty Farough, Manager, Infrastructure & Asset Management
Michael Shafirka, Manager, Information Services
David Stewart, Supervisor, Purchasing & Inventory Control
Aaron Park, Manager, Housing & Homelessness Programs
Dianne Lampi, Manager, Housing Operations
Dawnette Hoard, Manager, Child Care & Early Years Programs
Jennifer Lible, Manager, Social Assistance Programs
Michelle Wojciechowski, Manager, Intake & Eligibility
Tomi Akinyede, Supervisor, Research & Social Policy
Carole Lem, Communications & Engagement Officer
Bindiya Patel, Communications Assistant
Glenda Flank, Recording Secretary

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. 25/76

Moved by: Elaine Mannisto
Seconded by: Albert Aiello

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 November 20, 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. 15/2025 (Regular Session) and Meeting No. 16/2025 (Closed Session) of TBDSSAB held on October 16, 2025, presented for confirmation.

Resolution No. 25/77

Moved by: Ken Boshcoff
Seconded by: Gordon Cuthbertson

THAT the Minutes of Meeting No. 15/2025 (Regular Session) and Meeting No. 16/2025 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on October 16, 2025, respectively, be confirmed.

CARRIED

CLOSED SESSION MEETING

Administration recommended that the Board adjourn to a closed meeting relative to receipt of information with respect to security of the property of the Board regarding the confidential attachment to Report No. 2025-41 containing the 2026 Capital Budget Project Financial Summary.

Resolution No. 25/78

Moved by: Jim Moffat
Seconded by: Anne-Marie Bourgeault

THAT the Board adjourns to Closed Session relative to receipt of information with respect to security of the property of the Board regarding the Memorandum from Richard Jagielowicz, Director, Corporate Service providing confidential attachment #3 to Report No. 2025-41 containing the 2026 Capital Budget Project Financial Summary.

CARRIED

REPORTS OF ADMINISTRATION

TBDSSAB Proposed 2025 Operating
and Capital Budget

Report No. 2025-41 (Corporate Services Division) was presented to the Board providing the proposed 2026 TBDSSAB Operating and Capital Budget.

A presentation was provided by Administration with an overview of the 2026 Proposed Budget. A copy of the presentation was distributed at the meeting.

Ken Ranta, CEO provided information regarding the order of the presentation, presented the general organization, Board and CEO sections of the proposed budget and responded to questions.

Tafadzwa Mukubvu, Manager, Finance provided an overview of the Corporate Services Division section of the budget.

Marty Farough, Manager, Infrastructure and Asset Management provided an overview of the capital budget section of the proposed budget and responded to questions.

Crystal Simeoni, Director, Integrated Social Services Division provided an overview of the Integrated Social Services Division section of the budget.

Michelle Wojciechowski, Manager, Intake & Eligibility provided an overview of the Intake and Eligibility section of the proposed budget and responded to questions.

Jennifer Lible, Manager, Social Assistance Programs provided an overview of the Social Assistance Programs section of the proposed budget and responded to questions.

Dawnette Hoard, Manager, Child Care & Early Years Programs provided an overview of the Child Care & Early Years Programs section of the proposed budget and responded to questions.

Aaron Park, Manager, Housing & Homelessness Programs, provided an overview of the Housing Programs section of the proposed budget.

Dianne Lampi, Manager, Housing Operations provided an overview of the Housing Operations Section of the proposed budget.

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

Acknowledgement of TBDSSAB Staff

Memorandum from Brian Hamilton, Board Chair, dated November 5, 2025 was presented to the Board providing a recommendation for acknowledgement of TBDSSAB staff.

Resolution No. 25/79

Moved by: Albert Aiello
Seconded by: Kasey Etreni

THAT with respect to the Memorandum dated November 5, 2025 from Brian Hamilton, Board Chair, we, The District of Thunder Bay Social Services Administration Board (TBDSSB or the Board), hereby appreciate the work that the staff of TBDSSAB do;

AND THAT the work you do is impactful, contributing to community wellness and inter-generational healing;

AND THAT the TBDSSAB staff conduct themselves in ways that have consistently earned the confidence of the Board;

AND THAT that the ongoing dedication of TBDSSAB staff contribute to a stronger, healthier district;

AND THAT the TBDSSAB team continuously satisfies and exceeds performance goals set forth by the Board;

AND THAT the ongoing success of this organization is only made possible by the incredible work and achievements of TBDSSAB staff and its commitment to the district.

CARRIED

At 11:13 a.m. Marty Farough, Manager, Infrastructure & Asset Management, Michael Shafirka, Manager, Information Services, David Stewart, Supervisor, Purchasing & Inventory Control, Aaron Park, Manager, Housing & Homelessness Programs, Dianne

Lampi, Manager, Housing Operations, Dawnette Hoard, Manager, Child Care & Early Years Programs, Jennifer Libe, Manager, Social Assistance Programs and Michelle Wojciechowski, Manager, Intake & Eligibility left the meeting.

2025 Third Quarter Financial Report

Report No. 2025-42 (Corporate Services Division), was presented to the Board providing the 2025 Third Quarter Financial Report, projection to year-end and Key Performance Indicators.

Tafadzwa Mukubvu, Manager, Finance provided an overview of the highlights of the report and responded to questions.

At 11:20 a.m. Ken Boshcoff, Board Member left the meeting.

2024-27 Strategic Plan – Third Quarter Update

Report No. 2025-43, (Chief Executive Officer Division) was presented to the Board providing the quarterly update on the 2025 Strategic Plan progress as at September 30, 2025.

Carole Lem, Communications & Engagement Officer provided a brief update regarding the completion of the objectives.

Ken Ranta, CEO provided further information.

Resolution No. 25/80

Moved by: Elaine Mannisto
Seconded by: Jim Moffat

THAT with respect to Report No. 2025-43 (Chief Executive Officer Division) we, The District of Thunder Bay Social Services Administration Board, receive the 2024-27 Strategic Plan – 2025 Third Quarter Update as presented.

CARRIED

At 11:22 a.m. Tomi Akinyede, Supervisor, Research & Social Policy joined the meeting.

Rural Ontario Municipal Association 2026
Position Papers

Report No. 2025-44, (Chief Executive Officer Division) was presented to the Board providing the ROMA 2026 Position Papers.

Ken Ranta, CEO provided information regarding the development of the ROMA position papers and responded to questions.

A discussion was held regarding attendance at the 2026 ROMA conference. Ken Boshcoff, Jim Moffat and Gordon Cuthbertson confirmed their attendance at ROMA on behalf of their municipality.

Resolution No. 25/81

Moved by: Anne-Marie Bourgeault
Seconded by: Kathleen Lynch

THAT with respect to Report No. 2025-44 (Chief Executive Officer Division) we, The District of Thunder Bay Social Services Administration Board (the Board) approve the 2026 Rural Ontario Municipal Association (ROMA) Position Papers as presented;

AND THAT we direct the Chief Executive Officer (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 2026 ROMA Annual Conference to provide support to the Board Chair and other Board members in their meetings with provincial officials regarding these issues.

CARRIED

TBDSSAB Presentations to Municipal Councils

Memorandum from Kasey Etreni, Board Member, dated October 30, 2025 relative to providing the Board with information and draft policy regarding presentations to Municipal Councils.

Kasey Etreni, Board Member provided an introduction to the memorandum and draft policy and responded to questions.

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

A discussion was held regarding changes to be made to the draft policy presented. On consensus, Administration was directed to circulate the draft policy to all Board Members to provide requested changes to the policy and the item was deferred to the December Board meeting.

Resolution No. 25/82 - Deferred

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

2025 Third Quarter Operational Report

Report No. 2025-45, (Integrated Social Services Division) was presented to the Board providing the trends within TBDSSAB programs and services.

Tomi Akinyede, Supervisor, Research & Social Policy provided a brief overview on the highlights of the report and responded to questions.

At 12:00 p.m. Tomi Akinyede, Supervisor, Research & Social Policy left the meeting.

NEW BUSINESS

None.

CORRESPONDENCE

COCHI – OPHI Investment Plan

Letter from Tanisha Lewis, Director, Housing Programs Branch, Ministry of Municipal Affairs and Housing dated October 16, 2025 was presented to the Board providing information regarding the approved COCHI – OPHI Investment Plan.

Municipality of Shuniah Representation

Municipality of Shuniah Council Resolution dated October 28, 2025 was presented to the Board providing information regarding a change in representation on the Board.

Ken Ranta, CEO provided a brief update regarding the change in representation for the Municipality of Shuniah.

Ministry of Education Funding

Letter from the Honourable Paul Calandra, Minister of Education dated November 10, 2025 was presented to the Board providing information regarding the extension of funding.

BY-LAWS

First and Final Reading

Resolution No. 25/83

Moved by: Dominic Pasqualino
Seconded by: Chris Eby

THAT the following By-law be introduced and now be given First and Final Reading, engrossed, signed by the Chair and Chief Executive Officer, sealed and numbered.

A By-law to authorize the form of Housing Operating Agreement to be executed by The District of Thunder Bay Social Services Administration Board and approved non-profit housing providers for post-mortgage operating agreements.

Explanation: A By-law to authorize the form of Housing Operating Agreement following non-profit housing providers mortgage expiry and repeal By-law No. 04-2023.

Authorization: Board Meeting 2025Nov20.

BY-LAW NUMBER 01-2025

CARRIED

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on December 11, 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. 25/84

Moved by: Jim Moffat
Seconded by: Gordon Cuthbertson

THAT the Board Meeting No. 17/2025 of The District of Thunder Bay Social Services Administration Board, held on November 20, 2025, be adjourned at 12:12 p.m.

Chair

A handwritten signature in blue ink, consisting of a large, stylized 'J' followed by a vertical line and a horizontal stroke.

Chief Executive Officer

A handwritten signature in blue ink, featuring a large, circular, overlapping loop structure.