



# Memorandum

**Date:** November 28, 2025

**To:** Members of the Board

**From:** Kasey Etrene, Board Member

**Subject:** **Presentations by TBDSSAB to Municipal Councils Upon Request REVISED**

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 revised Memorandum dated November 28, 2025 from Kasey Etrene, Board Member, we The District of Thunder Bay Social Services Administration Board, approve the Municipal Presentations policy, as presented, that provides for presentations to municipal councils within its jurisdiction upon request;

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, including titles, program and similar changes, 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 information presentations to municipal councils ~~and the community~~. This policy ensures that presentations are delivered in a manner that is informative, efficient, and aligned with the Board's approved priorities.

Commented [KR1]: Changes suggested by Kasey.

#### 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 – A high-level overview of TBDSSAB as an entity and the programs and services it delivers. Presentations may include general program access information, referral pathways, and appropriate publicly available statistical or operational data. Presentations will not cover day-to-day operational matters. ~~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 operations.~~

Commented [KR2]: Changes suggested by Kasey.

#### 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~~ are aligned with TBDSSAB's vision and mission ~~and should be in line with its as well as the~~ approved Strategic Plan.

Commented [KR3]: Changes suggested by Kathleen.

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. Presentations may be delivered in person or remotely using Microsoft Teams or a similar virtual platform, as appropriate.

Commented [KR4]: Changes suggested by Kasey.

IMPLEMENTATION / BOARD APPROVAL DATE:

Month date, YYYY

REVISION DATE(S):

PAGE

1 of 3

TBDSSAB # BRD-01:XX

CATEGORY/SECTION  
**BOARD - GENERAL**

SUBJECT  
**MUNICIPAL PRESENTATIONS**

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 are intended solely to provide information and support council understanding of TBDSSAB programs and services. If council members provide comments, suggestions, or recommendations during or following a presentation, they will be considered feedback only.

**Commented [KR5]:** Changes suggested by Kasey.

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).

TBDSSAB reserves the right to reschedule or decline presentation requests that cannot be accommodated without undue impact on operational priorities. A summary of each presentation will be retained for consistency of information and tracking of engagement. TBDSSAB may limit the number of presentations per council per calendar year, at the discretion of Administration.

**Commented [KR6]:** Changes suggested by Kasey.

#### **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

IMPLEMENTATION / BOARD APPROVAL DATE:

**Month date, YYYY**

REVISION DATE(S):

PAGE

**2 of 3**