



DATE OF MEETING: JANUARY 16, 2025

TIME OF MEETING: 10:00 AM

LOCATION OF MEETING: MICROSOFT TEAMS &
3RD FLOOR BOARDROOM &
TBDSSAB HEADQUARTERS
231 MAY STREET SOUTH
THUNDER BAY, ON

CHAIR: BRIAN HAMILTON

ORDERS OF THE DAY: DISCLOSURES OF INTEREST
DEPUTATIONS / PRESENTATIONS
NEW BUSINESS
MINUTES OF PREVIOUS MEETING
REPORTS OF ADMINISTRATION
CORRESPONDENCE
BY-LAWS
NEXT MEETING
ADJOURNMENT

Note: For the purposes of the agenda and subsequent 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 item; references to TBDHC or the Board refers to the Thunder Bay District Housing Corporation Board of Directors as relevant to specific agenda item. References to CAO refer jointly to the Chief Administrative Officer of TBDSSAB and Senior Administrator of TBDHC.

INAUGURAL BOARD MEETING

DISCLOSURES OF INTEREST

NEW BUSINESS

CONFIRMATION OF BOARD MEETING AGENDA**Resolution No. 25/01**

THAT with respect to the Board Regular and Closed Session agendas for the Inaugural Board meeting of The District of Thunder Bay Social Services Administration Board for January 16, 2025, we approve the agendas as presented;

AND THAT we approve any additional information and new business.

Resolution No. 25/02

THAT with respect to the January 16, 2025 and the remainder of the 2025 agendas, we approve:

1. that any matters discussed or resolutions passed which relate to the business of The District of Thunder Bay Social Services Administration Board (TBDSSAB) shall be deemed to have been discussed by the Directors of TBDSSAB.
2. that any matters discussed or resolutions passed which relate to the business of the Thunder Bay District Housing Corporation (TBDHC) shall be deemed to have been discussed by the Directors of TBDHC.

ELECTION OF OFFICERS,
COMMITTEE & TABLE MEMBERS

The first order of business is to confirm the appointment of the Chair in accordance with O. Reg. 278/98 under the *District Social Services Administration Board Act*, for the term ending on December 31, 2025. In accordance with the Governance and Procedural By-law No. 03-2021, the Vice-Chair, Committee and Table Members appointment will also be confirmed.

At the December 18, 2024 Board Meeting, Resolution No. 24/ was passed electing the positions of Chair, Vice-Chair, Audit Committee Members, Situation Analysis Review Committee Members, Child Care & Early Years Table Members and Homelessness Prevention Program Table Members for the January 1, 2025 to December 31, 2025 term.

[Memorandum from Ken Ranta](#), CEO, dated January 7, 2025, confirming the appointments that took place at the December 19, 2024 Board Meeting, for information only. **(Page 6 - 7)**

CONFIRMATION OF MEETING DATES

2025 TBDSSAB Board Meeting Dates and Next Inaugural Meeting Date

[Memorandum from Ken Ranta](#), CEO, dated January 2, 2025, containing a resolution to schedule the 2025 Board Meeting dates and the next Inaugural Meeting date, for consideration. **(Page 8 - 9)**

Resolution No. 25/03

THAT the regularly scheduled meetings of The District of Thunder Bay Social Services Administration Board for the year 2025 be held at the TBDSSAB Headquarters, in the City of Thunder Bay, beginning at 10:00 a.m. on the following dates:

February 20, March 20, April 17, May 15, June 19, July 17,
September 18, October 16, November 20, November 21,
December 11;

AND THAT the next Inaugural Meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, January 15, 2026;

AND THAT any changes to the meeting schedule can be made by resolution of the Board.

MINUTES OF PREVIOUS MEETINGS

Board Meetings

Minutes of [Meeting No. 21/2024](#) (Regular Session) and [Meeting No. 22/2024](#) (Closed Session) of TBDSSAB, held on December 19, 2024, respectively, to be confirmed. **(Pages 10 - 23)**

Resolution No. 25/04

THAT the Minutes of Meeting No. 21/2024 (Regular Session) and Meeting No. 22/2024 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on December 19, 2024, respectively, be confirmed.

CLOSED SESSION MEETING

Administration recommends that the Board adjourn to a closed meeting relative to receipt of information with respect to security of the property of the Corporation

regarding the amended Bertrand Court Regeneration Strategy Update and the Non-Union Salary Scale.

Resolution No. 24/05

THAT the Board adjourns to Closed Session relative to receipt of information with respect to security of the property of the Corporation regarding the amended Bertrand Court Regeneration Strategy Update and the Non-Union Salary Scale.

REPORTS OF ADMINISTRATION

**Amended Bertrand Court Regeneration
Strategy Update**

[Report No. 2024CS-08 Amended](#), (Corporate Services Division / Integrated Social Services Division) provided in Closed Session relative to an amended update on the Bertrand Court property options and a recommended strategy for best use, for consideration.

The following resolution is presented to the Board for consideration.

Resolution No. 25/06

THAT with respect to amended Report No. 2024CS-08 (Corporate Services/Integrated Social Services), we The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), direct that Administration proceed as directed in Closed Session.

Non-Union Salary Scale

[Report No. 2025CS-01](#) (Chief Executive Officer Division) provided in Closed Session relative to providing information and to request approval for an economic salary adjustment and enhancement to health care benefits for non-union and managerial positions, for consideration.

The following resolution is presented to the Board for consideration.

Resolution No. 25/06

THAT with respect to Report No. 2025CS-01 (Chief Executive Officer Division), we The District of Thunder Bay Social Services Administration Board, direct that Administration proceeds as directed in Closed Session.

Year 2025 Weighted Assessment
Calculation and 2025 Levy Apportionment

[Report No. 2025-01](#) (Corporate Services Division), relative to providing the Board with the 2025 weighted assessment calculation and 2025 levy apportionment, for information only. **(Pages 24 - 29)**

2024 Statement of Board Remuneration

[Memorandum from Shari Mackenzie, Manager, Human Resources](#) (Chief Executive Officer Division), dated January 2, 2025, relative to providing the Board with the Statement of Board Remuneration for 2024, for information only. **(Pages 30 - 31)**

Child Care Waitlist Policy

[Report No. 2025-02](#) (Integrated Social Services Division), relative to providing the Board with the Child Care Waitlist Policy, for consideration. **(Pages 32 - 36)**

Resolution No. 25/07

THAT with respect to Report No. 2025-02 (Integrated Social Services Division), we The District of Thunder Bay Social Services Administration Board, approve the Child Care Waitlist Policy as presented;

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.

CORRESPONDENCE

BY-LAWS

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, February 15, 2024 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. 25/08

THAT the Inaugural Board Meeting No. 01/2025 of The District of Thunder Bay Social Services Administration Board, held on January 16, 2025, be adjourned at _____ a.m./p.m.



Memorandum

Date: January 7, 2025

To: Members of the Board

From: Ken Ranta, Chief Executive Officer

Subject: Confirmation of Appointment of 2025 Board Officers, Committee, and Tables

As per O. Reg. 278/98 under the *District Social Services Administration Board Act* the Board shall, at the first meeting after January 1st of each year, appoint a Board Chair. Under the TBDSSAB Governance and Procedural By-law, appointments for other Board positions must also occur after January 1st of each year.

At the December 18, 2024 Board Meeting, Ken Ranta, CEO presented a Memorandum to the Board proposing that the nomination and election of the Board Officers, Committee and Tables take place at the December Board Meeting to become effective January 2, 2025. The Board passed Resolution No. 24/98 electing these positions for the term ending December 31, 2025

Ken Ranta, Secretary, called for nominations for the position of Chair of TBDSSAB. Brian Hamilton was nominated and elected to the position of Chair effective January 2, 2025.

Ken Ranta, Secretary, called for nominations for the position of Vice-Chair of TBDSSAB. Jim Vezina was nominated and elected to the position of Vice-Chair effective January 2, 2025.

Ken Ranta, Secretary, called for nominations for the five Audit Committee positions. Albert Aiello, Anne-Marie Bourgeault, Kasey Etreni, Kathleen Lynch and Jim Vezina were nominated and elected to the positions on the Audit Committee effective January 2, 2025.

Ken Ranta, Secretary, called for nominations for the five Situation Analysis Review Committee positions. Ken Boshcoff, Meghan Chomut, Kasey Etreni, Kathleen Lynch and Elaine Mannisto were nominated and elected to the positions on the Situation Analysis Review Committee effective January 2, 2025.

Ken Ranta, Secretary, called for nominations for the two Child Care and Early Years Advisory Table positions. Kathleen Lynch and Elaine Mannisto were nominated and elected to the positions on the Child Care and Early Years Advisory Table effective January 2, 2025.



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

Ken Ranta, Secretary, called for nominations for the two Homelessness Prevention Program Advisory Table positions. Ken Boshcoff and Greg Johnsen were nominated and elected to the positions on the Homelessness Prevention Program Advisory Table effective January 2, 2025.

Sincerely,

Ken Ranta
Chief Executive Officer

KR/gf



Memorandum

Date: January 2, 2025
To: Members of the Board
From: Ken Ranta, Chief Executive Officer
Subject: **2025 TBDSSAB Board Meeting Dates and Next Inaugural Meeting Date**

In order to schedule the 2025 Board Meeting dates and the year 2026 Inaugural meeting date, Administration has reviewed the schedules for Annual General Meeting and conference dates currently available from the Thunder Bay District Municipal League, Northwestern Ontario Municipal Association, Northern Ontario Service Deliverers' Association, Rural Ontario Municipal Association, Ontario Municipal Social Services Association, Association of Municipalities of Ontario, Thunder Bay Police Service Board and Thunder Bay District Health Unit to limit conflicts in schedules of Board Members.

Administration is recommending that two consecutive dates be set for the November Board Meeting to allow time for the presentation of the 2026 TBDSSAB Budget.

The following resolution is presented for consideration by the Board to schedule the 2025 Board Meeting dates and the next Inaugural Board Meeting date:

“THAT the regularly scheduled meetings of The District of Thunder Bay Social Services Administration Board for the year 2025 be held at the TBDSSAB Headquarters, in the City of Thunder Bay, beginning at 10:00 a.m. on the following dates:

February 20, March 20, April 17, May 15, June 19, July 17, September 18,
October 16, November 20, November 21, December 11, 2025;

AND THAT the next Inaugural Meeting of the District of Thunder Bay Social Services Administration Board be held on Thursday, January 15, 2026;



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

AND THAT any changes to the meeting schedule may be made by resolution of the Board.”

Sincerely,

Ken Ranta
Chief Executive Officer

KR/gf



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 21/2024
OF**

THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD

DATE OF MEETING: December 19, 2024

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: Brian Hamilton

PRESENT:

Albert Aiello
Ken Boshcoff
Anne-Marie Bourgeault
Meghan Chomut
Kasey Etreni
Brian Hamilton
Greg Johnson
Kathleen Lynch
Elaine Mannisto
Jim Moffat
Dominic Pasqualino
Jim Vezina

OFFICIALS:

Ken Ranta, Chief Executive Officer
Georgina Daniels, Director, Corporate Services Division
Crystal Simeoni, Director, Integrated Social Services Division &
Manager, Housing Operations
Shari Mackenzie, Manager, Human Resources
Tafadzwa Mukubvu, Manager, Finance
Marty Farough, Manager, Infrastructure & Assets Management
Aaron Park, Manager, Housing & Homelessness Programs
Tomi Akinyede, Supervisor, Research & Social Policy
Carole Lem, Communications & Engagement Officer
Glenda Flank, Recording Secretary

REGRETS:

Mark Thibert

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BOARD MEETING

DISCLOSURES OF INTEREST

None.

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 24/91

Moved by: Greg Johnsen
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 December 19, 2024, 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. 19/2024 (Regular Session) and Meeting No. 20/2024 (Closed Session) of TBDSSAB held on November 21, 2024, presented for confirmation.

Resolution No. 24/92

Moved by: Dominic Pasqualino
Seconded by: Meghan Chomut

THAT the Minutes of Meeting No. 19/2024 & 20/2024 (Regular & Closed Session) held on November 21, 2024, of TBDSSAB, be confirmed.

CARRIED

CLOSED SESSION MEETING

Administration recommended that the Board adjourn to a closed meeting relative to receipt of information with respect to labour relations regarding the CUPE Collective Bargaining Update and with respect to security of the property of the Corporation regarding the Bertrand Court Regeneration Strategy Update.

Resolution No. 24/93

Moved by: Jim Vezina
Seconded by: Elaine Mannisto

THAT the Board adjourns to Closed Session relative to receipt of information with respect to labour relations regarding the CUPE Collective Bargaining Update and with respect to security of the property of the Corporation regarding the Bertrand Court Regeneration Strategy Update.

CARRIED

At 11:50 a.m. the Board reconvened in Regular Session and Greg Johnsen, Jim Moffat, Kasey Etreni and Kathyleen Lynch left the meeting. The Chair called for a break.

At 12:15 p.m. the meeting reconvened.

REPORTS OF ADMINISTRATION

CUPE Collective Bargaining Update

Report No. 2024CS-09 (Chief Executive Officer Division) was presented to the Board in Closed Session providing an update on the conclusion of the collective bargaining with the Canadian Union of Public Employees, Local 87 for discussion.

On consensus the following resolution was presented to the Board.

Resolution No. 24/93A

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

THAT with respect to Report No. 2024CS-09 (Chief Executive Officer Division), we The District of Thunder Bay Social Services Administration Board authorize that Administration proceed as directed in Closed Session;

AND THAT the Chair and Chief Executive Officer are authorized to execute any necessary documents.

CARRIED

Bertrand Court Regeneration Strategy
Update

Report No. 2024CS-08, (Corporate Services Division / Integrated Social Services Division) was presented to the Board in Closed Session providing an update on the Bertrand Court property options and a recommended strategy for best use.

On consensus in Closed Session, Report No. 2024CS-08 to be deferred to the January 16, 2025 Board Meeting.

Resolution No. 24/94

Moved by: Meghan Chomut
Seconded by: Elaine Mannisto

THAT with respect to Report No. 2024CS-08 (Corporate Services/Integrated Social Services), we The District of Thunder Bay Social Services Administration Board, direct that Administration proceed as directed in Closed Session.

DEFERRED

Revised Reserve and Reserve Fund
Strategy Update

Memorandum from Georgina Daniels, Director, Corporate Services dated December 3, 2024 was presented to the Board providing Administrations recommendation regarding the revised Reserve and Reserve Fund Strategy.

Geogina Daniels, Director, Corporate Services Division provided a brief overview.

Resolution No. 24/95

Moved by: Dominic Pasqualino
Seconded by: Ken Boshcoff

THAT with respect to Report No. 2024-42 (Corporate Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the 2024 Reserve Fund Strategy provided within the Report, except that \$225,000 be transferred from the Employment and Compensation Reserve Fund into the Levy Stabilization Reserve Fund.

CARRIED

At 12:21 p.m. Kasey Etreni, Board Member and Tomi Akinyede, Supervisor, Research & Social Policy joined the meeting and Aaron Park, Manager, Housing & Homelessness Programs left the meeting.

TBDSSAB Proposed 2025 Operating &
Capital Budget

Report No. 2024-49, (Corporate Services Division) was presented to the Board providing the amended proposed 2025 Operating and Capital Budget.

Ken Ranta, CEO provided a brief overview.

Resolution No. 24/96

Moved by: Jim Vezina
Seconded by: Kasey Etreini

THAT with respect to Report No. 2024-44 and Report No. 2024-49 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the proposed 2025 Operating Budget in the amount of \$132,680,800, as presented in Report No. 2024-49;

AND THAT we, the Board, approve the proposed 2025 Capital Budget in the amount of \$3,165,000, as presented in Report No. 2024-44, with up to \$3,010,000 financed from the Housing Portfolio Capital Reserve Fund, and up to \$155,000 financed from the Office Building Capital Reserve Fund;

AND THAT \$217,500 be transferred from Operations to the Office Building Reserve Fund;

AND THAT up to \$90,000 for employment related expenses, be financed by the Employment Compensation and Benefits Reserve Fund;

AND THAT \$225,000 be transferred from the Employment Compensation and Benefits Reserve Fund to the Levy Stabilization Reserve Fund;

AND THAT up to \$325,000 for expenditures within the Direct Owned Housing portfolio and \$30,000 for consulting services to finalize the development of the beautification, security, and environmental design study be financed by the Levy Stabilization Reserve Fund;

AND THAT up to \$10,000 of costs related to end of community housing operating agreements and \$50,000 for consultant costs related to the 10-year Homelessness Strategy be financed from the Community Housing Reserve Fund;

AND THAT \$3,179,200 be transferred from Operations to the Housing Portfolio Capital Reserve Fund, and up to \$1,715,000 for expenditures of a capital nature related to tenant move-out, accessibility modification, and extensive repairs where an insurance claim is not appropriate be financed from the Housing Portfolio Capital Reserve Fund;

AND THAT we approve the reconciliation adjustments for the Budget presentation in the 2025 Audited Financial Statements, as presented in Report No. 2024-49;

AND THAT the necessary By-law be presented to the Board, for consideration.

CARRIED

At 12:24 p.m. Marty Farough, Manager, Infrastructure & Assets Management, and Tafadzwa Mukubvu, Manager, Finance left the meeting.

2025 Rural Ontario Municipal
Association Conference Briefings
Package

Report No. 2024-50 (Chief Executive Officer Division) was presented to the Board providing the 2025 Rural Ontario Municipal Association Briefings Package.

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

At 12:26 p.m. Kathleen Lynch returned to the meeting.

A discussion was held regarding requesting feedback on alignment with TBDSSAB position papers. On consensus additional language was added to the resolution to reflect the Board's discussion.

Resolution No. 24/97

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

THAT with respect to Report No. 2024-50 (Chief Executive Officer Division), we The District of Thunder Bay Social Services Administration Board (the Board) approve the 2025 Rural Ontario Municipal Association Position Papers as presented;

AND THAT we direct the 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 to seek feedback on alignment with TBDSSAB Position Papers as provided;

AND THAT the Briefings Package be circulated to the Northern Ontario Services Deliverers' Association, the Ontario Municipal Social Services Association, the Northwestern Ontario Municipal Association, The Rural Ontario Municipal Association and the Association of Municipalities of Ontario;

AND THAT the CEO attend the 2025 ROMA Annual Conference to provide support to the Board Chair and other Board members in their meetings with provincial officials regarding these issues.

CARRIED

At 12:28 p.m. Tomi Akinyede, Supervisor, Research & Social Policy left the meeting.

Nominations Process for 2025 Board Executive, Committee & Tables

Memorandum from Ken Ranta, CEO dated December 2, 2024 was presented to the Board providing information on the nomination and election process for the Executive, Committee and Table positions for 2025.

Ken Ranta, CEO called for nominations for the position of Chair. Brian Hamilton was nominated and accepted the nomination. There were no further nominations for the position of Chair.

Ken Ranta, CEO called for nominations for the position of Vice-Chair. Jim Vezina and Kasey Etrene were nominated for the position of Vice Chair. Jim Vezina accepted the nomination. Kasey Etrene declined the nomination.

Ken Ranta, CEO called for members for the Audit Committee. Kathleen Lynch, Albert Aiello, Kasey Etrene, Jim Vezina and Anne-Marie Bourgeault were nominated and accepted the nomination.

Ken Ranta, CEO called for members for the Situation Analysis Review Committee. Elaine Mannisto, Meghan Chomut, Kasey Etrene, Kathleen Lynch and Ken Boshcoff were nominated and accepted the nomination.

Ken Ranta, CEO called for members for the Child Care and Early Years Advisory Table. Elaine Mannisto and Kathleen Lynch were nominated and accepted the nomination.

Ken Ranta, CEO called for members for the Homelessness Prevention Program Advisory Table. Greg Johnsen and Ken Boshcoff were nominated and accepted the nomination.

Resolution No. 24/98

Moved by: Albert Aiello
Seconded by: Meghan Chomut

THAT effective January 2, 2025 the position of Chair of The District of Thunder Bay Social Services Administration Board for the term ending December 31, 2025, be filled by Brian Hamilton;

AND THAT effective January 2, 2025 the position of Vice-Chair of The District of Thunder Bay Social Services Administration Board, for the term ending December 31, 2025, be filled by Jim Vezina;

AND THAT effective January 2, 2025 the following Members of The District of Thunder Bay Social Services Administration Board be appointed to the Audit Committee, for the term ending December 31, 2025:

1. Kathleen Lynch
2. Albert Aiello
3. Kasey Etrene
4. Jim Vezina
5. Anne-Marie Bourgeault

AND THAT the Committee Chair be appointed at the first Committee meeting of the year;

AND THAT effective January 2, 2025 the following Members of The District of Thunder Bay Social Services Administration Board be appointed to the Situation Analysis Review Committee, for the term ending December 31, 2025:

1. Elaine Mannisto
2. Meghan Chomut
3. Kasey Etrene
4. Kathleen Lynch
5. Ken Boshcoff

AND THAT the Committee Chair be appointed at the first Committee meeting of the year;

AND THAT effective January 2, 2025 the following Members of The District of Thunder Bay Social Services Administration Board be appointed to the Child Care and Early Years Advisory Table, for the term ending December 31, 2025:

1. Elaine Mannisto
2. Kathleen Lynch

AND THAT effective January 2, 2025 the following Members of The District of Thunder Bay Social Services Administration Board be appointed to the Homelessness Prevention Program Advisory Table, for the term ending December 31, 2025:

1. Greg Johnsen
2. Ken Boshcoff.

CARRIED

Proposed 2025 Board Meeting Dates and
2026 Inaugural Meeting Date

Memorandum from Ken Ranta, CEO dated December 2, 2024 was presented to the Board providing information on the proposed Board Meeting dates for the next Board term.

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

Homelessness Prevention Program
Encampment Response Initiative

Verbal update was provided by Ken Ranta, CEO, regarding the announcement of funding for the Encampment Response Initiative.

At 12:53 p.m. Aaron Park, Manager, Housing and Homelessness Programs joined the meeting.

Ken Ranta, CEO provided an update and responded to questions.

Aaron Park, Manager, Housing and Homelessness Programs provided further information and responded to questions.

At 12:56 p.m. Meghan Chomut, Board Member left the meeting.

On consensus the following resolution was presented.

Resolution No. 24/98A

Moved by: Kasey Etrei
Seconded by: Albert Aiello

THAT with respect to the verbal update provided by Ken Ranta, CEO regarding the Ministry of Municipal Affairs and Housing (MMAH) announcement for the Homelessness Prevention Program Encampment Response Initiative, we, The District of Thunder Bay Social Services

Administration Board (the Board) approve that Administration submit a Business Case to the MMAH by the January 3, 2025 deadline;

AND THAT should the submission be approved for funding, the Board directs Administration to report back to the Board for authorization to execute the Agreement or other documents related thereto.

CARRIED

CORRESPONDENCE

2024 Association of Municipalities of Ontario Conference

Correspondence from the Hon. Thanigasalam, Associate Minister of Housing, MMAH dated October 17, 2024 relative to the meeting at the AMO Conference, was presented to the Board.

BY-LAWS

First and Final Reading

Resolution No. 24/99

Moved by: Elaine Mannisto
Seconded by: Kathleen Lynch

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:

1. A By-law to adopt The District of Thunder Bay Social Services Administration Board Operating and Capital Budgets for the year 2025.

Explanation: A By-law to adopt The District of Thunder Bay Social Services Administration Board Operating and Capital Budgets for the year 2025.

Authorization: Board Meeting 2024Dec19.

BY-LAW NUMBER 03-2024

CARRIED

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, January 16, 2025 at 10:00 a.m., in the 3rd Floor Boardroom and via Microsoft Teams, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

ADJOURNMENT

Resolution No. 24/100

Moved by: Elaine Mannisto
Seconded by: Denis Nault

THAT the Board Meeting No. 19/2024 of The District of Thunder Bay Social Services Administration Board, held on November 21, 2024, be adjourned at 2:35 p.m.

Chair

Chief Executive Officer



**MINUTES OF BOARD (CLOSED SESSION) MEETING NO. 22/2024
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

DATE OF MEETING: December 19, 2024

TIME OF MEETING: 10:09 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
Kasey Etreni
Brian Hamilton
Greg Johnson
Kathleen Lynch
Elaine Mannisto
Jim Moffat
Dominic Pasqualino
Jim Vezina

OFFICIALS:

Ken Ranta, Chief Executive Officer
Georgina Daniels, Director, Corporate Services Division
Crystal Simeoni, Director, Integrated Social Services Division
Shari Mackenzie, Manager, Human Resources
Tafadzwa Mukubvu, Manager, Finance
Aaron Park, Manager, Housing & Homelessness Programs
Marty Farough, Manager, Infrastructure & Assets
Management
Glenda Flank, Recording Secretary

REGRETS:

Mark Thibert

GUESTS:

Aurel Malo, Consultant, Gallagher

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BOARD MEETING

DISCLOSURES OF INTEREST

None.

At 10:09 Aurel Malo, Consultant, Gallagher joined the meeting.

REPORTS OF ADMINISTRATION

CUPE Collective Bargaining Update

Report No. 2024CS-09 (Chief Executive Officer Division) was presented at the Board meeting providing the Board with information relative to the conclusion of the collective bargaining with the Canadian Union of Public Employees, Local 87 and Administrations recommendation for ratification, for information only.

Shari Mackenzie, Manager, Human Resources provided a brief verbal update on the outcomes from the collective bargaining, provided an overview of the settlement reached, and responded to questions.

At 10:12 a.m. Kasey Etreni, Board Member joined the meeting.

Aurel Malo, Consultant, Gallagher provided a brief update on the housekeeping changes which were made to the collective agreement and responded to questions.

Ken Ranta, Chief Executive Officer provided further information and responded to questions.

At 10:41 a.m. Aurel Malo, Consultant, Gallagher left the meeting and Tafadzwa Mukubvu, Manager, Finance, Aaron Park, Manager, Housing & Homelessness Programs and Marty Farough, Manager, Infrastructure & Assets Management joined the meeting.

Bertrand Court Regeneration Strategy Update

Report No. 2024CS-08 (Corporate Services Division / Integrated Social Services Division) was presented to the Board providing an update on the Bertrand Court property options and Administrations recommended Strategy.

Ken Ranta, Chief Executive Officer provided a brief introduction.

Georgina Daniels, Director, Corporate Services Division provided an overview of the report and responded to questions.

Aaron Park, Manager, Housing & Homelessness Programs responded to questions.

Ken Ranta, Chief Executive Officer provided further information and responded to questions.

Crystal Simeoni, Director, Integrated Social Services Division provided further information and responded to questions.

Ken Ranta, Chief Executive Officer and Georgina Daniels, Director, Corporate Services Division provided clarification and responded to further questions.

A discussion was held regarding Administration obtaining further information and providing a revised report to the Board.

On consensus, Report No. 2024CS-08 to be deferred to the January 16, 2025 meeting providing updated information.

ADJOURNMENT

Resolution No. 24/CS11

Moved by: Elaine Mannisto
Seconded by: Dominic Pasqualino

THAT the Board (Closed Session) Meeting No. 22/2024 of The District of Thunder Bay Social Services Administration Board, held on December 19, 2024, be adjourned at 11:50 a.m., to reconvene in Regular Session to consider the remaining agenda items.

CARRIED

Chair

Chief Executive Officer



BOARD REPORT

REPORT No.: 2025-01

MEETING DATE: JANUARY 16, 2025

SUBJECT: YEAR 2025 WEIGHTED ASSESSMENT CALCULATION AND 2025 LEVY
APPORTIONMENT

RECOMMENDATION

For information only.

REPORT SUMMARY

To present The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) with the 2025 weighted assessment calculation and 2025 levy apportionment for the Board's information.

BACKGROUND

In accordance with the *District Social Services Administration Boards Act*, TBDSSAB's annual levy is to be apportioned among its 15 Member Municipalities and the Territories Without Municipal Organization (TWOMO). The default apportionment method has been used since the establishment of TBDSSAB. This method requires the calculation of a weighted assessment to establish each municipality's share of the levy for each budget year once the Board has approved the total levy through the annual budget process.

In accordance with the Weighted Assessment Calculation Policy (CS-02:81), the weighted assessment calculation involves multiplying:

- the taxable assessment from the previous year for each prescribed property class, by the tax ratio established by the municipality for the prior year, for each class
 - the tax ratio used for each property class in the unincorporated territory is the weighted average of those established by incorporated municipalities
- the weighted assessment for each property class is then summed to determine a total for each municipality and unincorporated territory
- each municipality's sum is then divided by the aggregate of all Member Municipalities' weighted assessments to determine its respective share.

In 2018, the Board approved an updated Weighted Assessment Calculation Policy (CS-02:81), that confirmed that the implementation of the policy is operational, i.e., completing the approved calculation with the approved input values (assessment, tax ratios, budget), and that the Board should not be required to approve the results of this calculation each year, so that the weighted assessment calculation and the annual levy apportionment would be presented to the Board “for information only”.

COMMENTS

In accordance with the policy and administrative procedures, written confirmation was requested and received from each municipal funding partner relative to its Municipal Property Assessment Corporation (MPAC) assessment roll values and the 2024 respective Council-approved tax ratio By-laws.

At the December 19, 2024, Meeting, the Board was presented with Board Report No. 2024-49, 2025 Operating and Capital Budgets, which included the total 2025 TBDSSAB Operating Budget of \$132,680,800 with financing levied to Municipalities and TWOMO in the amount of \$26,456,100, an overall increase of 4.8%, relative to the 2024 levy of \$25,233,000.

Although the overall TBDSSAB levy increase, compared to 2024, is 4.8%, as a result of the weighted assessment calculation factors (MPAC assessment and municipal tax ratios), six funding partners will experience a relative increase that is higher than 4.8% and 10 will experience a relative decrease that is lower than 4.8%.

The apportionment is detailed in Attachment #1 Levy Calculation for 2025 Budget.

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



The financial implications for each municipal funding partner and TWOMO are provided in Attachment #2 Comparison of Levy for 2025 Budget with 2024 Budget, and Attachment #3 Distribution by Program of 2025 Budget Levy.

CONCLUSION

It is concluded that the Year 2025 weighted assessment calculation has been completed, and the Year 2025 levy apportionment has been determined, and should be distributed to TBDSSAB’s funding partners.

REFERENCE MATERIALS

- Attachment #1 [Levy Calculation for 2025 Budget](#)
- #2 [Comparison of Levy for 2025 Budget with 2024 Budget](#)
- #3 [Distribution by Program of 2025 Budget Levy](#)

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

**The District of Thunder Bay Social Services Administration Board
Levy Calculation for 2025 Budget**

Municipality	2024 Weighted Assessment		Annual Distribution (\$)
	(\$)	(%)	
Conmee	73,795,375	0.3641%	96,327
Dorion	52,576,859	0.2594%	68,627
Gillies	42,129,207	0.2079%	55,002
Greenstone	786,222,994	3.8796%	1,026,391
Manitouwadge	52,339,119	0.2583%	68,336
Marathon	170,641,890	0.8420%	222,760
Neebing	365,263,297	1.8024%	476,845
Nipigon	103,899,376	0.5127%	135,640
O'Connor	80,496,566	0.3972%	105,084
Oliver Paipoonge	919,777,620	4.5387%	1,200,763
Red Rock	41,564,712	0.2051%	54,261
Schreiber	47,090,121	0.2324%	61,484
Shuniah	838,990,981	4.1400%	1,095,283
Terrace Bay	120,625,895	0.5952%	157,467
Thunder Bay	14,213,492,840	70.1371%	18,555,541
Territory without municipal organization*	2,356,443,992	11.6279%	3,076,289
Total	20,265,350,844	100.0000%	26,456,100

* TWOMO levy billed as follows:	
Ministry of Children, Community & Social Services	508,686
Ministry of Education	157,267
Ministry of Municipal Affairs & Housing	2,410,336
Total TWOMO	3,076,289

**The District of Thunder Bay Social Services Administration Board
Comparison of Levy for 2025 Budget with 2024 Budget**

Municipality	2024 Weighted Assessment		Distribution of 2024 Budget Levy (\$)	Distribution of 2025 Budget Levy (\$)	Increase/ (Decrease) (\$)	Increase/ (Decrease) (%)
	(\$)	(%)				
Conmee	73,795,375	0.3641%	92,277	96,327	4,050	4.4%
Dorion	52,576,859	0.2594%	65,328	68,627	3,299	5.0%
Gillies	42,129,207	0.2079%	52,384	55,002	2,618	5.0%
Greenstone	786,222,994	3.8796%	903,997	1,026,391	122,394	13.5%
Manitouwadge	52,339,119	0.2583%	66,161	68,336	2,175	3.3%
Marathon	170,641,890	0.8420%	210,317	222,760	12,443	5.9%
Neebing	365,263,297	1.8024%	457,752	476,845	19,093	4.2%
Nipigon	103,899,376	0.5127%	130,455	135,640	5,185	4.0%
O'Connor	80,496,566	0.3972%	99,115	105,084	5,969	6.0%
Oliver Paipoonge	919,777,620	4.5387%	1,133,365	1,200,763	67,398	5.9%
Red Rock	41,564,712	0.2051%	52,308	54,261	1,953	3.7%
Schreiber	47,090,121	0.2324%	59,096	61,484	2,388	4.0%
Shuniah	838,990,981	4.1400%	1,046,463	1,095,283	48,820	4.7%
Terrace Bay	120,625,895	0.5952%	154,426	157,467	3,041	2.0%
Thunder Bay	14,213,492,840	70.1371%	17,751,996	18,555,541	803,545	4.5%
TWOMO	2,356,443,992	11.6279%	2,957,560	3,076,289	118,729	4.0%
Total	20,265,350,844	100.0000%	25,233,000	26,456,100	1,223,100	4.8%

**The District of Thunder Bay Social Services Administration Board
Distribution by Program of 2025 Budget Levy**

Municipality	2024 Weighted Assessment		Social Assistance (\$)	Child Care & Early Years (\$)	Community Housing (\$)	Income on Unrestricted Funds (\$)	Total (\$)
	(\$)	(%)					
Conmee	73,795,375	0.3641%	16,169	4,999	76,615	(1,456)	96,327
Dorion	52,576,859	0.2594%	11,519	3,561	54,585	(1,038)	68,627
Gillies	42,129,207	0.2079%	9,232	2,854	43,748	(832)	55,002
Greenstone	786,222,994	3.8796%	172,285	53,263	816,361	(15,518)	1,026,391
Manitouwadge	52,339,119	0.2583%	11,471	3,546	54,352	(1,033)	68,336
Marathon	170,641,890	0.8420%	37,392	11,560	177,176	(3,368)	222,760
Neebing	365,263,297	1.8024%	80,041	24,745	379,269	(7,210)	476,845
Nipigon	103,899,376	0.5127%	22,768	7,039	107,884	(2,051)	135,640
O'Connor	80,496,566	0.3972%	17,639	5,453	83,581	(1,589)	105,084
Oliver Paipoonge	919,777,620	4.5387%	201,555	62,312	955,051	(18,155)	1,200,763
Red Rock	41,564,712	0.2051%	9,108	2,816	43,157	(820)	54,261
Schreiber	47,090,121	0.2324%	10,320	3,191	48,903	(930)	61,484
Shuniah	838,990,981	4.1400%	183,849	56,838	871,156	(16,560)	1,095,283
Terrace Bay	120,625,895	0.5952%	26,432	8,172	125,244	(2,381)	157,467
Thunder Bay	14,213,492,840	70.1371%	3,114,648	962,912	14,758,528	(280,547)	18,555,541
TWOMO	2,356,443,992	11.6279%	516,372	159,639	2,446,790	(46,512)	3,076,289
Total	20,265,350,844	100.0000%	4,440,800	1,372,900	21,042,400	(400,000)	26,456,100



Memorandum

Date: January 2, 2025
To: Members of the Board
From: Shari (MacFayden) MacKenzie, Manager, Human Resources
Subject: **2024 Statement of Board Remuneration**

In accordance with s. 284(3) of the *Municipal Act*, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board) is required to provide each Municipality that has appointed a member of Council to serve as a member of TBDSSAB with an itemized statement of remuneration and expenses paid to that Board member.

These statements will be mailed to each Municipal Treasurer.

A summary of the total Board remuneration for the 2024 year is attached.

Sincerely,

Shari MacKenzie

Shari (MacFayden) MacKenzie
Manager, Human Resources

Attachment: [2024 Board Remuneration](#)

**The District of Thunder Bay Social Services Administration Board
2024 Board Remuneration**

Board Member	Mileage Paid (\$)	Meals (\$)	Travel and Accommodation (\$)	Total Travel (\$)	Honorarium (\$)	CPP & EHT (\$)	Total Honorariums (\$)	Total Travel and Honorariums (\$)
Albert Aiello	0	0	0	0	3,725	198	3,923	3,923
Ken Boshcoff	0	0	0	0	3,250	63	3,313	3,313
Anne-Marie Bourgeault	1,170	37	453	1,661	3,250	161	3,411	5,072
Meghan Chomut	0	0	0	0	3,125	151	3,276	3,276
Kasey Etreni	0	0	0	0	3,425	175	3,600	3,600
Nancy Gladun	805	148	120	1,073	1,625	80	1,705	2,778
Brian Hamilton	0	292	587	879	5,775	360	6,135	7,014
Greg Johnsen		0	0	0	3,000	141	3,141	3,141
Kathleen Lynch	0	0	0	0	0	0	0	0
Elaine Mannisto	4,294	16	2,133	6,443	3,125	61	3,186	9,629
Jim Moffat	6,860	728	1,799	9,387	4,850	287	5,137	14,524
Denis Nault	0	0	0	0	1,250	59	1,309	1,309
Dominic Pasqualino	0	0	0	0	3,125	151	3,276	3,276
Mark Thibert	0	0	0	0	3,000	141	3,141	3,141
Jim Vezina	0	0	0	0	3,625	190	3,815	3,815
Totals	13,129	1,221	5,092	19,442	46,150	2,218	48,368	67,811



BOARD REPORT

REPORT No.: 2025-02
MEETING DATE: JANUARY 16, 2025
SUBJECT: CHILD CARE WAITLIST POLICY

RECOMMENDATION

THAT with respect to Report No. 2025-02 (Integrated Social Services Division), we The District of Thunder Bay Social Services Administration Board, approve the Child Care Waitlist Policy as presented;

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.

REPORT SUMMARY

To request approval of the Child Care Waitlist Policy for the purpose of creating an equitable and consistent process for licensed child care programs that have service agreements with The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board).

BACKGROUND

In 2012, TBDSSAB transitioned all licensed child care programs with a service agreement to a centralized web-based waitlist system. This system provides families the opportunity to apply for any licensed child care program they may require for their children.

As there continues to be an increase in need for child care due to Canada Wide Early Learning Child Care (CWELCC) funding across the province, the waitlist in the District of Thunder Bay continues to grow. Under the Ministry Licensing Requirements, Part 11.6 Waiting Lists, all licensed child care programs are to have a written policy and procedure regarding waitlists and placement of children. Notably these procedures vary in intention and direction from one organization and geographical need to another.

In order to provide transparency and consistency across the sector, the implementation of a policy and procedure will assist in guiding licensed child care and licensed home child care programs in their ability to place children into programs in a timely and

equitable manner. This will provide the community with an understanding of how applications for child care will be processed as well as maintaining consistent language to families throughout the sector.

COMMENTS

The Child Care Waitlist Policy and Procedure has been established to support licensed child care programs with placement of children into programs in a timely and equitable manner. It will support consistent processes from each child care organization creating consistency across the sector.

STRATEGIC PLAN IMPACT

This report supports the stabilizing of services within the Strategic Plan by supporting operators with equitable practices consistent throughout the child care community. Further, it provides responsive community partnerships by increasing collaboration among system partners, creating a system responsive to the needs of the community.

FINANCIAL IMPLICATIONS



There are no immediate financial implications related to this Report.

CONCLUSION

It is concluded that the Child Care Waitlist Policy should be approved as presented.

REFERENCE MATERIALS

- Attachment #1 [Child Care Waitlist Policy](#)
 #2 [Child Care Waitlist Procedure](#)

PREPARED BY:	Dawnette Hoard, Manager, Child Care and Early Years Programs
SIGNATURE	
APPROVED BY	Crystal Simeoni, Director, Integrated Social Services
SIGNATURE	
SUBMITTED BY:	Ken Ranta, Chief Executive Officer

POLICY	CATEGORY/SECTION INTEGRATED SOCIAL SERVICES - CHILD CARE & EARLY YEARS
	SUBJECT CENTRALIZED CHILD CARE WAIT LIST

AUTHORITY

Child Care and Early Years Act 2014

INTENT OF POLICY

To determine the local priority for the placement of children and families in a licensed child care program from the centralized wait list.

DEFINITIONS

Parent/Caregiver/Guardian Legally responsible for a child for whom child care is required.

Wait list Automated application and centralized wait list system.

POLICY

To ensure parents and caregivers who have completed an application on the centralized wait list are placed in child care services in an equitable and timely manner. Child Care Operators with service contracts with The District of Thunder Bay Social Services Administration Board are required to follow this policy.

STANDARDS OF APPLICATION

1. Any person utilizing licensed child care in the District of Thunder Bay has the right to apply for child care through the centralized application process.
2. Any person utilizing licensed child care in the District of Thunder Bay will apply to a choice of provider using the web based application tool and centralized wait list.
3. Licensed Child Care Providers will offer every third child care space to a fee subsidy applicant, where possible. Otherwise, all child care space offers will be based on chronological order of the initial application regardless of the fee subsidy or full pay status of the applicant.

IMPLEMENTATION / BOARD APPROVAL DATE:

January 16, 2025

REVISION DATE(S):

PAGE

1 of 1



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

PROCEDURE	PROCEDURE NAME	Child Care Waitlist Prioritization
	PROCEDURE NUMBER	ISS-03:134
	PROCEDURE SECTION	Integrated Social Services – Child Care and Early Years
	POLICY REFERENCE	ISS-03:164
	REVISION DATE	New
	SUPERSEDES	n/a
	IMPLEMENTATION DATE	December 2024

PROCEDURE STATEMENT:

The intent of this procedure is to formalize a process for the placement of children in a licensed child care program from the centralized waitlist.

PROCEDURE:

1. Parents and caregivers must complete an application for child care on the TBDSSAB authorized web-based application tool and will be placed on the waitlist for placement.
2. All families will be encouraged to apply for a child care fee subsidy.
3. No fee or deposit will be charged to the family for placing a child on the waitlist.
4. Every third placement offer will be fee subsidy, where possible.
5. Children will be offered admission based on the child’s age, days and hours of care required (full-time vs. part-time), and the chronology in which the child was placed on the centralized waitlist. Priority for a child care space will be given in the following order:
 - children who are currently enrolled in a child care space and need to move to the next age grouping and siblings of children currently enrolled;
 - children of staff employed by the child care program;
 - a local priority approved by TBDSSAB.

6. When a space in the licensed child care program becomes available, the program supervisor or designate will refer to the centralized waitlist and contact the first eligible family in chronological order. All contact and messaging for the families will be documented in the family's electronic application, in the notes section.
7. The licensed child care program will complete internal enrollment procedures.
8. The program Supervisor or designate, or TBDSSAB Child Care Worker, may be the contact person for the family who wish to inquire about the status of their child's place on the waitlist.
9. Through the annual Capacity Building and Governance, Administration and Finance Review process, TBDSSAB will monitor procedures ensuring they are consistent and transparent for families applying for child care through the centralized waitlist.

AUTHORITY AND RESPONSIBILITY:

The Manager, Child Care and Early Years Programs is responsible for child care operator compliance with service agreements.

The Director, Integrated Social Services is responsible for ensuring the appropriate management of the child care system in accordance with legislation, and Service Manager requirements.

EMPLOYEE TRAINING

Affected stakeholders will be informed annually of the process and of any subsequent changes made to the procedure.