



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 13/2025
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

DATE OF MEETING: September 18, 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
Gordon Cuthbertson
Chris Eby
Kasey Etreni
Brian Hamilton
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
Dianne Lampi, Manager, Housing Operations
Marty Read, Manager, Infrastructure & Asset Management
Aaron Park, Manager, Housing & Homelessness Programs
Dawnette Hoard, Manager, Child Care & Early Years Programs
Tafadzwa Mukubvu, Manager, Finance
Tomi Akinyede, Supervisor, Research & Social Policy
Bindiya Patel, Communications Assistant
Glenda Flank, Recording Secretary

REGRETS:

Meghan Chomut
Greg Johnson
Kathleen Lynch

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

Kasey Etreni, Board Member requested that an item of new business be added to the Agenda, regarding directing Administration to attend at the District of Thunder Bay Municipal Council meetings to present the TBDSSAB budget be added to the Agenda.

A brief discussion was held regarding expanding the scope of the presentation to District Councils. On consensus, the matter to be added to the October Agenda.

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 25/55

Moved by: Dominic Pasqualino
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 September 18, 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. 11/2025 (Regular Session) and Meeting No. 12/2025 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on June 19, 2025, were presented for confirmation.

Resolution No. 25/56

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

THAT the Minutes of Meeting No. 11/2025 (Regular Session) and Meeting No. 12/2025 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on June 19, 2025, respectively, be confirmed.

CARRIED

Committee/Table Meetings

Draft Minutes of the Audit Committee Meeting held on April 3, 2025 were presented for information.

Draft Minutes of the CCEY Advisory Table Meeting held on June 16, 2025 were presented for information.

Draft Minutes of the Situation Analysis Review Committee Meeting held on June 19, 2025 were presented for information.

Draft Minutes of the HPP Advisory Table Meeting held on June 27, 2025 were presented for information.

CLOSED SESSION MEETING

Administration recommended that the Board adjourn to a closed meeting relative to receipt of information with respect to identifiable individuals and with respect to security of the property of the Corporation.

Resolution No. 25/57

Moved by: Jim Vezina
Seconded by: Chris Eby

THAT the Board adjourns to Closed Session relative to receipt of information with respect to identifiable individuals regarding the TBDSSAB 2026 Market Rent Report and relative to receipt of information with respect to security of the property of the Corporation regarding the Nipigon Direct-Owned Housing Property Options and COCHI – OPHI Capital Projects.

CARRIED

DEPUTATION/PRESENTATION

None

At 10:30 a.m. Dianne Lampi, Manager, Housing Operations and Marty Read, Manager, Infrastructure & Asset Management, joined the meeting.

REPORTS OF ADMINISTRATION

2026 TBDSSAB Market Rent Report

Report No. 2025-24 (Integrated Social Services Division) was presented to the Board providing information and Administration's recommendation regarding the 2026 market rents for the TBDSSAB owned units.

Crystal Simeoni, Director, Integrated Social Services provided a brief overview of the report and responded to questions.

Resolution No. 25/58

Moved by: Chris Eby
Seconded by: Kasey Etreni

THAT with respect to Report No. 2025-24 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the 2026 market rents as outlined in Confidential Attachment #1 of Report No. 2025-24, presented in Closed Session'

AND THAT any approved market rent increase be effective February 1, 2026.

CARRIED

Nipigon Direct-Owned Housing Property Options

Report No. 2025-25 (Corporate Services and Integrated Social Services Division) relative to providing the Board with information regarding the Nipigon Direct-Owned Housing Property Options and Administration's recommended option.

A memorandum from Richard Jagielowicz, Director, Corporate Services Division was presented in Closed Session providing the closed session information and Administration's recommended option relevant to the confidential information provided.

Ken Ranta, CEO provided a brief overview of Administration's recommendation and responded to questions.

Crystal Simeoni, Director, Integrated Social Services responded to questions.

Resolution No. 25/59

Moved by: Elaine Mannisto
Seconded by: Kasey Etreni

THAT with respect to Report No. 2025-25, (Corporate Services and Integrated Social Services Divisions), we, The District of Thunder Bay Social Services Administration Board, approve receipt of the Nipigon Direct-Owned Housing Property Options;

AND THAT the Board directs Administration to engage in a design and costing exercise for the development of a tri-plex residential building located on the 170 Wadsworth property;

AND THAT the Board directs Administration to prepare a report with an action for the properties in Nipigon to be presented at the December Board meeting.

CARRIED

Resolution No. 25/60

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

THAT with respect to Report No. 2025-25 Confidential Attachment #1 (Corporate Services and Integrated Social Services Divisions) we, The District of Thunder Bay Social Services Administration Board direct Administration to proceed as directed in Closed Session.

CARRIED

At 10:38 a.m. Dianne Lampi, Manager, Housing Operations and Marty Read, Manager, Infrastructure & Asset Management, left the meeting and Aaron Park, Manager, Housing & Homelessness Programs and Michelle Wojciechowski, Manager, Intake & Eligibility, joined the meeting.

COCHI and OPHI Investment Plan
2025-26

Report No. 2025-26 (Integrated Social Services Division) was presented to the Board providing information on the Canadian-Ontario Community Housing Initiative and Ontario Priorities Housing Initiative Capital Funding and Administration's recommendation for approval of the proposed Investment Plan.

Ken Ranta, CEO provided an update on the signed Agreement, provided a brief overview on the report and responded to questions.

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

Resolution No. 25/61

Moved by: Ken Boshcoff
Seconded by: Dominic Pasqualino

THAT with respect to Report No. 2025-26 (Integrated Social Services Division) and Resolution No. 25/53 we, The District of Thunder Bay Social Services Administration Board (the Board), confirm the Chair and the Chief Executive Officer's execution of the Transfer Payment Agreement for the Canada-Ontario Community Housing Initiative and the Ontario Priorities Housing Initiative and submission to the Ministry of Municipal Affairs and Housing;

AND THAT the Board approve the 2025-26 Investment Plan for the Canada-Ontario Community Housing Initiative and the Ontario Priorities Housing Initiative programs and authorize the Chief Executive Officer to execute the plan and submit to the Ministry of Municipal Affairs and Housing;

AND THAT the Board authorizes the Chief Executive Officer to execute any required agreements or documentation for the delivery of the Canada-Ontario Community Housing Initiative and the Ontario Priorities Housing Initiative programs;

AND THAT any necessary By-law be presented to the Board for consideration 20258.

CARRIED

Update to the Community Housing Local
Service Standards

Report No. 2025-27 (Integrated Social Services Division) was presented to the Board providing Administration's recommendation regarding the proposed changes to the Local Service Standards.

Crystal Simeoni, Director, Integrated Social Services provided a brief overview of the report and responded to questions.

Ken Ranta, CEO, provided further information.

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

Resolution No. 25/62

Moved by: Gordon Cuthbertson
Seconded by: Jim Vezina

THAT with respect to Report No. 2025-27 (Integrated Social Services Division), we The District of Thunder Bay Social Services Administration Board approve the proposed changes to the Local Service Standards as presented.

CARRIED

Transfer of Investment in Affordable
Housing Agreement – 175 Bell St.
Nipigon, Ontario

Report No. 2025-28 (Integrated Social Services Division) was presented to the Board providing information on the potential sale of an Investment in Affordable Housing funded property, and providing Administration's recommendation regarding consent for the assignment of the IAH Contribution Agreement.

Ken Ranta, CEO, provided a brief overview of the report and responded to questions.

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

Resolution No. 25/63

Moved by: Ken Boshcoff
Seconded by: Jim Moffat

THAT with respect to Report No. 2025-28 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board, consent to the transfer of the Investment in Affordable Housing for Ontario Program - Rental Housing Component Service Manager Contribution Agreement from the Township of Nipigon to Atlas Properties Inc.;

AND THAT we authorize the Chief Executive Officer to execute any related documentation required;

AND THAT a copy of the resolution be provided to the Ministry of Municipal Affairs and Housing.

CARRIED

At 10:59 a.m. Ken Boshcoff, Board Member left the meeting.

TBDSSAB Supported Affordable and
Transitional Housing Update

Report No. 2025-29 (Integrated Social Services Division) was presented to the Board providing information regarding the Affordable and Transitional housing projects that have been completed or are under development through TBDSSAB investment since 2014.

Ken Ranta, CEO provided a brief update and responded to questions.

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

Crystal Simeoni, Director, Integrated Social Services provided further information.

At 11:08 a.m. Aaron Park, Manager, Housing & Homelessness Programs, left the meeting and Dawnette Hoard, Manager, Child Care & Early Years joined the meeting.

Child Care Fee Subsidy Rates 2026

Report No. 2025-30 (Integrated Social Services Division) was presented to the Board providing information and the rationale regarding determining the maximum school age child care rates for fee subsidy recipients for the 2026 budget year.

Ken Ranta, CEO responded to questions.

Resolution No. 25/64

Moved by: Elaine Mannisto
Seconded by: Albert Aiello

THAT with respect to Report No. 2025-30 (Integrated Social Services Division), The District of Thunder Bay Social Services Administration Board, approve the maximum school age child care rates for fee subsidy recipients, effective January 1, 2026, as presented.

CARRIED

At 11:12 a.m. Dawnette Hoard, Manager, Child Care & Early Years and Michelle Wojciechowski, Manager, Intake & Eligibility, left the meeting.

2024-27 Strategic Plan – 2025 Second
Quarter Update

Report No. 2025-31 (Chief Executive Officer Division) was presented to the Board providing the second quarter update on status of the objectives of the 2024-27 Strategic Plan.

Ken Ranta, CEO provided a brief overview of the Strategic Plan 2nd Quarter Update and responded to questions.

Resolution No. 25/65

Moved by: Jim Vezina
Seconded by: Dominic Pasqualino

THAT with respect to Report No. 2025-31 (Chief Executive Officer Division) we, The District of Thunder Bay Social Services Administration Board, receive the 2024-27 Strategic Plan – 2025 Second Quarter Update for information only.

CARRIED

Situation Analysis Implementation Plan
Update

Report No. 2025-32 (Chief Executive Officer Division) was presented to the Board providing an update on the Situation Analysis Implementation Plan and Administration's recommendation regarding draft Terms of Reference for an Indigenous Advisory Table.

Ken Ranta, CEO provided a brief overview of the report, background on the development of the Terms of Reference and responded to questions.

Resolution No. 25/66

Moved by: Kasey Etrene
Seconded by: Albert Aiello

THAT with respect to Report No. 2025-32 (Chief Executive Officer Division) we, The District of Thunder Bay Social Services Administration Board, receive the Situation Analysis Implementation Plan update for information only;

AND THAT the Board approves the draft Terms of Reference for the creation of an Indigenous Advisory Table and directs Administration to proceed with a recruitment process.

CARRIED

At 11:44 a.m. Tafadzwa Mukubvu, Manager, Finance joined the meeting.

Enterprise Risk Management – Annual Update

Report No. 2025-33 (Corporate Services Division) was presented to the Board providing an update on the organization's Enterprise Risk Management (ERM) Framework.

Richard Jagielowicz, Director, Corporate Services provided a brief overview of the ERM process and responded to questions.

Tafadzwa Mukubvu, Manager, Finance provided an overview of the ERM summary of updates and responded to questions.

2025 Second Quarter Financial Report

Report No. 2025-34 (Corporate Services Division) was presented to the Board providing the 2025 Second Quarter Financial Report, projection to year-end and the progress of key performance indicators.

At 11:55 a.m. Tafadzwa Mukubvu, Manager, Finance left the meeting and Tomi Akinyede, Supervisor, Research & Social Policy joined the meeting.

2025 Second Quarter Operational Report

Report No. 2025-35 (Integrated Social Services Division) was presented to the Board providing an update containing the trends within TBDSSAB programs and services.

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

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

Ken Ranta, CEO provided clarification and responded to questions.

CORRESPONDENCE

TBDSSAB AMO Position Papers

Letter from Krista Power, Director of Legislative Services & City Clerk, City of Thunder Bay dated August 13, 2025 providing a resolution endorsing TBDSSAB's position papers presented at the 2025 Association of Municipalities of Ontario Conference in August was presented for information.

Municipality of Shuniah Resolution No. 226-25 dated July 8, 2025 endorsing TBDSSAB's position papers presented at the 2025 Association of Municipalities of Ontario Conference in August was presented for information.

At 12:06 p.m. Tomi Akinyede, Supervisor, Research & Social Policy left the meeting.

City of Thunder Bay 2026 Operating Budget Direction Request

Memorandum from John Collin, City Manager, City of Thunder Bay dated August 27, 2025 requesting that The District of Thunder Bay Social Services Administration Board follow the same budget increase as the City of Thunder Bay was presented for information.

Ken Ranta, CEO provided a brief overview of the request and responded to questions.

Homelessness Prevention Program Funding Allocation

Letter from the Hon. Robert Flack, MMAH dated July 18, 2025, confirming TBDSSAB's 2025-26 Funding Allocation under the Homelessness Prevention Program was presented for information.

Ken Ranta, CEO provided a brief overview and responded to questions.

BY-LAWS

None

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, October 16, 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. 25/67

Moved by: Jim Moffat
Seconded by: Jim Vezina

THAT the Board Meeting No. 13/2025 of The District of Thunder Bay Social Services Administration Board, held on September 18, 2025, be adjourned at 12:12 p.m.

CARRIED



Chair



Chief Executive Officer