



## **Finance and Administration Standing Committee Meeting Minutes**

**Tuesday, November 25, 2025, 7:05 p.m.**

**S.H. Blake Memorial Auditorium**

Present: Mayor Ken Boshcoff  
Councillor Albert Aiello  
Councillor Mark Bentz  
Councillor Brian Hamilton  
Councillor Michael Zussino

Officials: Jeff Walters, Deputy City Clerk  
John Collin, City Manager  
Patty Robinet, City Solicitor  
Keri Greaves, Commissioner - Corporate Services & City Treasurer  
Kerri Marshall, Commissioner - Growth  
Kelly Robertson, Commissioner - Community Services  
Joel DePeuter, Director – Development Services  
Andrea Morrison, Director - Finance  
Shannon Lane, Manager – Corporate Financial Services  
Deanna Walker, Manager – Realty Services  
Summer Stevenson, Project Manager  
Crystal DePeuter, Council & Committee Clerk

### **1. Finance and Administration Standing Committee in the S.H. Blake Memorial Auditorium (Council Chambers)**

Chair: Councillor Bentz

### **2. Land Acknowledgement**

Councillor Michael Zussino provided a land acknowledgement.

**3. Disclosures of Interest**

**4. Confirmation of Agenda**

MOVED BY: Councillor Brian Hamilton

SECONDED BY: Councillor Albert Aiello

WITH RESPECT to the Tuesday, November 25, 2025 Finance and Administration Standing Committee meeting, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

**5. Minutes of Previous Meetings**

Minutes of the Finance & Administration Standing Committee, held on October 14, 2025, for information.

**16. Reports of Administration**

**6.1 Thunder Bay Community Tennis Centre**

Report 368-2025-Corporate Services-Finance providing the Finance and Administration Standing Committee with information relative to the Thunder Bay Community Tennis Centre.

Correspondence received from Jamie Grieve and Deborah Rosnow, Thunder Bay Community Tennis Centre dated October 30, 2025 requesting the opportunity to provide a deputation relative to the Thunder Bay Community Tennis Centre.

Jamie Grieve and Deborah Rosnow, Thunder Bay Community Tennis Centre appeared before Committee, provided a deputation and responded to questions.

MOVED BY: Councillor Brian Hamilton

SECONDED BY: Mayor Ken Boshcoff

WITH RESPECT to Report 368-2025, we recommend administration review an additional financial contribution of up to \$650,000 for the capital costs associated

with the construction of the indoor tennis facility, to be provided to the Thunder Bay Community Tennis Centre (TBCTC) in the form of a loan and/or grant and report back to City Council at the December 2, 2025 meeting of City Council;

AND THAT the source of financing to support the grant and/or load be the Municipal Accommodation Tax Fund and/or Renew Thunder Bay;

AND THAT any necessary by-laws be presented to City Council for ratification.

CARRIED

## **6.2 2024 Audited Consolidated Financial Statements**

Report 327-2025-Corporate Services-Finance seeking endorsement of the Finance and Administration Standing Committee relative to the draft Audited Consolidated Financial Statements and the Trust Fund Statements was distributed separately on Monday, November 24, 2025.

Director-Finance Andrea Morrison provided a PowerPoint presentation and responded to questions.

David Kubinec and Ania Berezowski of MNP LLP to provide a presentation.

David Kubinec and Ania Berezowski, MNP LLP appeared before Committee, provided a PowerPoint presentation and responded to questions.

### **Resolution to Recess and Resolve into Closed Session**

MOVED BY: Councillor Albert Aiello

SECONDED BY: Councillor Michael Zussino

THAT we resolve into Closed Session in order to receive information that is relative to the confidential memorandum dated November 17, 2025 associated with Report 327-2025-Corporate Services-Finance pursuant to the Municipal Act (Section 239 (2)):

(a) the security of the property of the municipality or local board;

(b) personal matters about an identifiable individual, including municipal or local board employees;

(j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value.

CARRIED

**Finance and Administration Standing Committee – Closed Session in the McNaughton Room at 9:16 p.m.**

Present: Mayor Ken Boshcoff  
Councillor Albert Aiello  
Councillor Mark Bentz  
Councillor Brian Hamilton  
Councillor Michael Zussino

Officials: Jeff Walters, Deputy City Clerk  
John Collin, City Manager  
Patty Robinet, City Solicitor  
Keri Greaves, Commissioner - Corporate Services & City Treasurer  
Andrea Morrison, Directory - Finance  
Shannon Lane, Manager – Corporate Financial Services

Guests: Dominic Pasqualino  
David Kubinec, Auditor MNP LLP  
Ania Berezowski, Auditor MNP LLP

**6.2.1 Finance and Administration Standing Committee – Closed Session**

Chair: Councillor Mark Bentz

**6.2.2 Disclosures of Interest**

### **6.2.3 Reports of Municipal Officers**

#### **2024 Auditor Report – Management Letter**

Confidential Memorandum from Commissioner – Corporate Services & City Treasurer Keri Greaves dated November 17, 2025 relative to Report 327-2025-Corporate Services-Finance was distributed separately to Members of City Council, City Manager, City Solicitor, and Commissioner – Corporate Services & City Treasurer only on Friday, November 21.

Commissioner - Corporate Services & City Treasurer Keri Greaves, Director – Finance Shannon Lane, Manager – Corporate Financial Services Andrea Morrison, and MP LLP Auditor David Kubinec responded to questions.

At 9:49 p.m. Keri Greaves, Andrea Morrison, and Shannon Lane left the room.

At 10:01 p.m. the Closed Session concluded.

#### **Finance and Administration Standing Committee – Open Session in the S.H. Blake Memorial Auditorium (Council Chambers) at 10:01 p.m.**

Present: Mayor Ken Boshcoff  
Councillor Albert Aiello  
Councillor Mark Bentz  
Councillor Brian Hamilton  
Councillor Michael Zussino

Officials: Jeff Walters, Deputy City Clerk  
John Collin, City Manager  
Patty Robinet, City Solicitor  
Keri Greaves, Commissioner - Corporate Services & City Treasurer  
Kerri Marshall, Commissioner - Growth  
Kelly Robertson, Commissioner - Community Services  
Joel DePeuter, Director – Development Services  
Andrea Morrison, Directory - Finance  
Shannon Lane, Manager – Corporate Financial Services  
Deanna Walker, Manager – Realty Services  
Summer Stevenson, Project Manager  
Crystal DePeuter, Council & Committee Clerk

## **6.2.4 Finance and Administration Standing Committee – Open Session**

Chair: Councillor Mark Bentz

### **2024 Audited Consolidated Financial Statements**

MOVED BY: Mayor Ken Boshcoff

SECONDED BY: Councillor Albert Aiello

WITH RESPECT to Report 327-2025-Corporate Services-Finance, we request endorsement of the Standing Committee to forward the following recommendations to City Council:

WE RECOMMEND THAT the draft Audited Consolidated Financial Statements and the Trust Fund Statements of The Corporation of the City of Thunder Bay, for the year ended December 31, 2024, be approved;

AND THAT any necessary by-laws be presented to City Council for ratification.

CARRIED

## **6.3 Building Faster Fund and Housing Accelerator Fund Funding Reallocation**

Report 262-2025-Growth-Development Services seeking endorsement of the Finance and Administration Standing Committee relative to Appropriation No. 20-2025 reallocating Building Faster Fund and Housing Accelerator Fund funding.

MOVED BY: Mayor Ken Boshcoff

SECONDED BY: Councillor Brian Hamilton

WITH RESPECT to Report 262-2025-Growth-Development Services, we request endorsement of the Standing Committee to forward the following recommendations to City Council:

WE RECOMMEND THAT Appropriation No. 20-2025 be approved to reallocate

Building Faster Fund and Housing Accelerator Fund funding between the Burwood Road Network Expansion Phase II and Empire Avenue – Brown Street to 100M West projects, and increase the Empire Avenue project budget by \$180,000;

AND THAT any necessary by-laws be presented to City Council for ratification.

CARRIED

**9:30 p.m. Resolution**

MOVED BY: Councillor Brian Hamilton

SECONDED BY: Mayor Ken Boshcoff

THAT the hour being 9:30 p.m. or later that Standing Committee continue with the business at hand.

CARRIED

**6.4 2025 Operating Budget Q3 Financial Status Update**

Report 370-2025-Corporate Services-Finance providing the Finance and Administration Standing Committee with updated variance projections for the 2025 fiscal year, for information.

**7. Adjournment**

The meeting adjourned at 10:14 p.m.