



Finance and Administration Standing Committee Meeting Minutes

Tuesday, December 9, 2025, 4:31 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
Krista Power, Director - Legislative Services & City Clerk
Kelly Robertson, Commissioner - Community Services
Leah Prentice, Director - Recreation & Culture
Callie Hemsworth, Supervisor - Initiatives, Marketing & Community Support
Flo-Ann Track, Council & Committee Clerk

1. Finance and Administration Standing Committee in the S.H. Blake Memorial Auditorium (Council Chambers) at 4:31 p.m.

Chair: Councillor Mark Bentz

2. Land Acknowledgement

Councillor Brian Hamilton provided a land acknowledgement.

3. Disclosures of Interest

Councillor Albert Aiello declared a conflict with Report 388-2025 Community Services - Recreation and Culture - 2026 Community, Youth & Cultural Funding Program as he works for an agency that is a recipient of this funding program.

4. Confirmation of Agenda

MOVED BY: Councillor Brian Hamilton

SECONDED BY: Mayor Ken Boshcoff

WITH RESPECT to the Tuesday, December 9, 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. Deputations

5.1 Thunder Bay Public Library Board Recruitment Process

Correspondence dated October 30, 2025 from Charmaine McCraw, Chair - Thunder Bay Public Library Board, requesting an opportunity to provide a deputation relative to the above noted.

Chair Charmaine McCraw and Vice-Chair Jordan Hudyma - Thunder Bay Public Library Board appeared before Committee, provided a deputation and responded to questions.

Referral – Thunder Bay Public Library Board Recruitment Process

MOVED BY: Mayor Ken Boshcoff

SECONDED BY: Councillor Michael Zussino

WITH RESPECT to the Deputation from the Thunder Bay Public Library relative to the recruitment and appointment process for the Thunder Bay Public Library board, we recommend that the subject matter be referred to Administration to report to Standing Committee – Finance and Administration on the options available that include a greater role for the Board to be involved in the recruitment and appointment process.

CARRIED

6. Minutes of Previous Meetings

Minutes of Finance and Administration Standing Committee, held on Tuesday, November 25, 2025, for information.

7. Reports of Administration

7.1 2026 Community, Youth and Cultural Funding Program

Report 388-2025 Community Services - Recreation & Culture providing information and a recommendation for the Community, Youth & Cultural Funding Program (CYCFP) allocations for the 2026 fiscal year, which will be included in the 2026 budget submission, for Council's consideration.

Councillor Albert Aiello declared a conflict and refrained from discussing or voting on the following resolution.

MOVED BY: Councillor Brian Hamilton

SECONDED BY: Mayor Ken Boshcoff

WITH RESPECT to Report 388-2025-Community Services-Recreation & Culture, we request endorsement of the Standing Committee to forward the following recommendations to City Council:

WE RECOMMEND THAT Operating Grant requests be capped at 22% of an organization's total budget, up to a maximum of \$40,000;

AND THAT the total cap for the Operating Grant category remain at \$220,000 for the 2027 intake;

AND THAT seed funding requests in the Project Grant category be capped at \$3,000;

AND THAT the revised Community, Youth & Cultural Funding Program Model be approved as attached to reflect changes to the Operating Grant cap and new program governance structure;

AND THAT final Review Team recommendations, including funding appeal outcomes, be reflected in the 2026 budget submission for Council's consideration;

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

Resolution to Resolve into Closed Session

MOVED BY: Councillor Michael Zussino

SECONDED BY: Mayor Ken Boshcoff

THAT we resolve into Closed Session in order to receive information that is relative to Report 373-2025-Community Services-Recreation & Culture pursuant to the Municipal Act (Section 239 (2)):

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

(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;

(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

CARRIED

Finance and Administration Standing Committee - Closed Session in the McNaughton Room at 5:28 p.m.

Present: Mayor Ken Boshcoff
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
Kelly Robertson, Commissioner - Community Services
Leah Prentice, Director - Recreation & Culture
Callie Hemsworth, Supervisor - Initiatives, Marketing & Community Support

7.1.1 Finance & Administration Standing Committee – Closed Session

Chair: Councillor Mark Bentz

7.1.2 Disclosures

Aside from the conflict previously declared by Councillor Albert Aiello with respect to Report 388-2025 - Community Services - Recreation & Culture - 2026 Community, Youth & Cultural Funding Program in Open Session earlier in the evening, no further conflicts were declared.

7.1.3 Reports of Municipal Officers

2026 Community, Youth and Cultural Funding Program

Confidential Memorandum from Callie Hemsworth – Supervisor - Strategic Initiatives, Marketing & Community dated December 3, 2025 relative to Report 388-2025 Community Services - Recreation & Culture was distributed separately to Members of City Council, City Manager, City Solicitor, and Commissioner – Corporate Services & City Treasurer only on Friday, December 5, 2025.

Matthew Hills, Executive Director - Thunder Bay Art Gallery entered the meeting room.

Matthew Hills provided a presentation and responded to questions.

Matthew Hills left the meeting room.

Andrew Edwards, Acting General Manager - Thunder Bay Community Auditorium entered the meeting room.

Andrew Edwards provided a presentation and responded to questions.

Andrew Edwards left the meeting room.

It was the consensus of Committee that alternate direction will be provided to Administration in Open Session.

At 7:25 p.m. the Closed Session concluded.

Finance & Administration Standing Committee – Open Session in the S.H. Blake Memorial Auditorium (Council Chambers) at 7:28 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
 Kelly Robertson, Commissioner - Community Services
 Leah Prentice, Director - Recreation & Culture
 Callie Hemsworth, Supervisor - Initiatives, Marketing &
 Community Support

7.1 2026 Community, Youth and Cultural Funding Program

Councillor Albert Aiello declared a conflict and refrained from discussing or voting on the following resolution.

MOVED BY: Councillor Brian Hamilton

SECONDED BY: Mayor Ken Boshcoff

WITH RESPECT to Report 388-2025-Community Services-Recreation & Culture, we request endorsement of the Standing Committee to forward the following recommendations to City Council:

WE RECOMMEND THAT Operating Grant requests be capped at 22% of an organization's total budget, up to a maximum of \$40,000;

AND THAT the total cap for the Operating Grant category remain at \$220,000 for the 2027 intake;

AND THAT seed funding requests in the Project Grant category be capped at \$3,000;

AND THAT the revised Community, Youth & Cultural Funding Program Model be approved as attached to reflect changes to the Operating Grant cap and new program governance structure;

AND THAT final Review Team recommendations, including funding appeal outcomes, be reflected in the 2026 budget submission for Council's consideration;

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

Amendment - 2026 Community, Youth and Cultural Funding Program

MOVED BY: Councillor Michael Zussino

SECONDED BY: Councillor Brian Hamilton

WITH RESPECT to the recommendation as contained in Report 388-2025 Community Services - Recreation & Culture we recommend that the following paragraph be added after paragraph 5:

"AND THAT Administration report back on a \$93,000 allocation to the Thunder Bay Community Auditorium from the Thunder Bay Community Auditorium Reserve Fund at the January 13, 2026 City Council meeting."

CARRIED

Amended - 2026 Community, Youth and Cultural Funding Program

MOVED BY: Councillor Brian Hamilton

SECONDED BY: Mayor Ken Boshcoff

WITH RESPECT to Report 388-2025-Community Services-Recreation & Culture, we request endorsement of the Standing Committee to forward the following recommendations to City Council:

WE RECOMMEND THAT Operating Grant requests be capped at 22% of an organization's total budget, up to a maximum of \$40,000;

AND THAT the total cap for the Operating Grant category remain at \$220,000 for the 2027 intake;

AND THAT seed funding requests in the Project Grant category be capped at \$3,000;

AND THAT the revised Community, Youth & Cultural Funding Program Model be approved as attached to reflect changes to the Operating Grant cap and new program governance structure;

AND THAT Administration report back on a \$93,000 allocation to the Thunder Bay Community Auditorium from the Thunder Bay Community Auditorium Reserve Fund at the January 13, 2026 City Council meeting;

AND THAT final Review Team recommendations, including funding appeal outcomes, be reflected in the 2026 budget submission for Council's consideration;

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

CARRIED

7:00 p.m. Resolution

During discussion, the following resolution was passed.

MOVED BY: Mayor Ken Boshcoff

SECONDED BY: Councillor Brian Hamilton

THAT the hour being 7:00 p.m. or later, we continue with the business at hand.

CARRIED

7.2 Long Term Financial Plan

Report 354-2025 Corporate Services - Finance presenting the draft Long-Range Financial Plan (LRFP) for tax-supported operations; a strategic framework for guiding the City's financial management over the long term. The Plan identifies key policies, guiding financial principles, and financial indicators to support sustainable, responsible, and strategic decision-making. With endorsement from the Finance and Administration Standing Committee, the LRFP, including a 10-year financial forecast, will be presented to the Special Committee of the Whole in January 2026, prior to the 2026 Operating Budget presentation.

Deferral – Long Term Financial Plan

MOVED BY: Mayor Ken Boshcoff

SECONDED BY: Councillor Brian Hamilton

WITH RESPECT to Report 354-2025 Corporate Services - Finance, we recommend that this item be deferred to the January 22, 2026 Special Committee of the Whole - Budget meeting.

CARRIED

7.3 2025 Unsuccessful Tax Sale Properties

389-2025-Corporate Services-Revenue seeking endorsement from the Finance and Administration Standing Committee to vest properties that did not sell in the 2025 tax sale.

MOVED BY: Councillor Brian Hamilton
SECONDED BY: Mayor Ken Boshcoff

WITH RESPECT to Report 389-2025-Corporate Services-Revenue 2025 Unsuccessful Tax Sale Properties, we request endorsement of the Standing Committee to forward the following recommendations to City Council:

WE RECOMMEND THAT Administration be authorized to enter into an agreement with the Crown relative to any Crown liens registered against the following property that did not sell in the 2025 tax sale:

Roll Number	Address	Balance at December 1, 2025
04.140.01600.0000	208 Simpson Street	\$202,631.51

AND THAT upon entering into an agreement with the Crown relative to any Crown liens, the City Treasurer vest the following property in the name of the municipality, having low environmental risk and that the property be declared surplus to municipal needs and either demolished and sold or sold in an “as is” “where is” condition on the open market:

Roll Number	Address
04.140.01600.0000	208 Simpson Street

AND THAT upon the vesting of the property, taxes be written off as uncollectible;

AND THAT immediately upon the vesting of property, Administration take the appropriate steps to manage all risks associated with ownership of the property;

AND THAT the Director – Development Services be authorized to execute all required documentation with respect to the sale of the property in a content and form satisfactory to the Manager - Realty Services;

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

CARRIED

8. Adjournment

The meeting adjourned at 7:35 p.m.