

**AGENDA FOR THE COUNCIL MEETING OF  
THE CORPORATION OF THE TOWNSHIP OF RED ROCK  
FOR THE 1,003<sup>rd</sup> REGULAR MEETING ON MAY 6<sup>th</sup>, 2024 AT 6:30P.M.**

1. Closed Session

- |           |  |     |
|-----------|--|-----|
| Item 1.1: | Resolution to enter Closed Session, as authorized by the Municipal Act, 2001. Such paragraphs as set out in the minutes for the purpose of approval of the Closed Session minutes of the meeting held on April 15, 2024 (Item 1.3); and Paragraph 239(2)(c) (proposed or pending acquisition or disposition of land), regarding Item 1.4; and Paragraph 239(2)(b) (personal matters about an identifiable individual) regarding Item 1.5; and Paragraph 239(2)(f) (solicitor-client privilege) regarding Item 1.6; and Paragraph 239(2)(d) (labour relations and employee negotiations) regarding Item 1.7 | RES |
| Item 1.2: | Request/Receive Disclosures of Interest in Closed Session  |     |
| Item 1.3: | Minutes of the Closed Session portion of the regular Council Meeting held April 15, 2024   | RES |
| Item 1.4: | Report on Acquisition/Disposition of Land  |     |
| Item 1.5: | Report on Identifiable Individual  |     |
| Item 1.6: | Report on Legal Matters  |     |
| Item 1.7: | Report on Employee Negotiations  |     |
| Item 1.8: | Resolution to Rise from Closed Session and Report in Open Session  | RES |

2. Report from Closed Session

3. Preliminary Matters:

- |           |   |     |
|-----------|---|-----|
| Item 3.1: | Call to Order (7:00pm)                                    |     |
| Item 3.2: | Traditional Territory Acknowledgement & Moment of Silence |     |
| Item 3.3: | Amendments to/Acceptance of Agenda                        | RES |
| Item 3.4: | Request/Receive Disclosures of Interest                   |     |

4. Presentations or Deputations

- |           |   |  |
|-----------|---|--|
| Item 4.1: | Red Rock Developments Inc. – Proposed Tax Rate for New Builds |  |
|-----------|---|--|

5. Minutes of Previous Council Meeting(s)

- |           |   |     |
|-----------|---|-----|
| Item 5.1: | Minutes of the April 15, 2024 Council Meeting         | RES |
| Item 5.2: | Minutes of the April 25, 2024 Special Council Meeting | RES |

6. Correspondence

- |            |   |     |
|------------|---|-----|
| Item 6.1:  | Resolutions from other Municipalities                         | RES |
| Item 6.2:  | Nipigon Fire Department – Donation Request                    | RES |
| Item 6.3:  | Red Rock Fish & Game Club – Donation Request                  | RES |
| Item 6.4:  | CP Rail – 2024 Vegetation Control Program                     |     |
| Item 6.5:  | Ministry of Finance – OMPF Funding Allocation                 |     |
| Item 6.6:  | TBDSSAB – March 21, 2024 Meeting Minutes (Open & Closed)      |     |
| Item 6.7:  | TBDHU – March 20, 2024 Meeting Minutes                        |     |
| Item 6.8:  | TBDML – November 15, 2023 Meeting Minutes                     |     |
| Item 6.9:  | TBDML – December 16, 2023 Meeting Minutes                     |     |
| Item 6.10: | MPAC – 2023 Financial Statements                              |     |
| Item 6.11: | Top of Lake Superior Chamber – April 16, 2024 Meeting Minutes |     |

- Item 6.12: TBDSSAB – Update from the Board
  - Item 6.13: Ministry of Transportation – Highway Resurfacing Preliminary Design
  - Item 6.14: TBDSSAB – 2023 Annual Report
  - Item 6.15: Top of Lake Superior Chamber – 2024 Sponsorship RES
7. Reports from Committees, Boards or Agencies
8. Reports from Administration
- Item 8.1: Report on Administrative Activity RES
  - Item 8.2: Report on Declaration of Surplus Property RES
9. By-laws
10. New Business
11. Unfinished Business
- Item 11.1: EMS Consolidation
  - Item 11.2: OPP Detachment
  - Item 11.3: Red Rock Hockey
12. Closed Session
13. Report from Closed Session
14. Confirming By-law (#2024-1358) RES
15. Adjournment

**THE CORPORATION OF THE TOWNSHIP OF RED ROCK**

**1001<sup>st</sup> REGULAR MEETING OF COUNCIL**

**APRIL 15<sup>th</sup>, 2024**

Present: Mayor: D. Robinson (7:05-8:19pm)  
Deputy Mayor: G. Muir  
Councillors: N. Gladun  
M. Smith  
C. Brand

Chief Administrative Officer: M. Figliomeni  
Municipal Secretary: W. Odahl

**ONE: CLOSED SESSION**

**1.1 Resolution to Close the Meeting**

Resolution #1

Moved by: Councillor Gladun

Seconded by: Councillor Smith

BE IT RESOLVED THAT Council move into Closed Session at 6:30pm under the authorities as printed in the Agenda.

**CARRIED**

Council entered Closed Session.

**1.2 Disclosures of Interest**

In response to Deputy Mayor Muir's request, Councillor Brand disclosed interest for Item 1.4 of the agenda in Closed Session. Councillor Brand left the Council Chambers at 6:36pm and returned at 6:43pm.

Resolution #2

Moved by: Councillor Gladun

Seconded by: Councillor Smith

BE IT RESOLVED THAT Council rise from Closed Session at 7:03pm and report in Open Session.

**CARRIED**

The open session re-convened at 7:03pm.

**TWO: REPORT FROM CLOSED SESSION**

Council discussed legal matters, an item regarding an identifiable individual, employee negotiations and acquisition/disposition of land in Closed Session.

### **THREE: PRELIMINARY MATTERS**

#### **3.1 Call to Order**

Deputy Mayor Muir called the meeting to order at 7:04p.m.

#### **3.2 Traditional Territory Acknowledgement & Moment of Silence**

Deputy Mayor Muir read aloud the following land recognition and then proceeded in a moment of silence:

*“Council of the Township of Red Rock hereby acknowledge that we are on the traditional territory of the Robinson-Superior Treaty and that the land we gather on is home to the Red Rock Indian Band, the Anishnaabek and the Metis People.”*

**CARRIED**

#### **3.3 Acceptance of the Agenda**

The Agenda was approved with the following resolution:

Resolution #3

Moved by: Councillor Brand

Seconded by: Councillor Smith

BE IT RESOLVED THAT the Agenda for this Meeting of Council, be accepted.

**CARRIED**

#### **3.4 Disclosures of Interest**

In response to Deputy Mayor Muir’s request, no members disclosed interest in matters before Council this evening.

### **FOUR: PRESENTATIONS OR DEPUTATIONS**

#### **4.1 Nipigon OPP – 4<sup>th</sup> Quarter Report**

Dave Moscall from Nipigon OPP Detachment presented the 4<sup>th</sup> Quarterly Report to Council. Council discussed foot and school patrols within the community.

Resolution #4

Moved by: Councillor Brand

Seconded by: Mayor Robinson

BE IT RESOLVED THAT the 4<sup>th</sup> Quarterly Report from the Nipigon OPP Detachment be accepted.

**CARRIED**

#### 4.2 OCWA – 2023 Annual Report for Red Rock Wastewater Treatment Plant

Patrick Albert from OCWA presented the 2023 Annual Summary Report for the Wastewater Treatment Plant. Council requested maintenance reports be included in the quarterly reports.

Resolution #5

Moved by: Mayor Robinson  
Seconded by: Councillor Gladun

BE IT RESOLVED THAT the 2023 Annual Report for the Red Rock Wastewater Treatment Plan from Ontario Clean Water Agency, be accepted.

**CARRIED**

#### **FIVE: MINUTES OF PREVIOUS COUNCIL MEETINGS**

##### 5.1 Minutes of the April 2, 2024 Meeting of Council

Council approved the Minutes for the April 2, 2024 Regular Meeting of Council with the following resolution:

Resolution #6

Moved by: Councillor Smith  
Seconded by: Mayor Robinson

BE IT RESOLVED THAT Council approves the Minutes of the April 2, 2024 Regular Meeting of Council.

**CARRIED**

#### **SIX: CORRESPONDENCE**

##### 6.1 Resolutions from other Municipalities

No resolutions from other municipalities were brought forward at the meeting.

##### 6.2 NWMO – 2023 Annual Report & 2024-28 Implementation Plan

CAO Figliomeni revealed that the NWMO had inquired about a conversation with Council regarding a recent resolution in support of correspondence from We The Nuclear Free North.

##### 6.3 Red Rock, Nipigon & Dorion Libraries – A Superior Adventure

Council discussed the previous donation of gift cards to the event before deciding to go with a \$250.00 donation.

Resolution #7

Moved by: Councillor Smith  
Seconded by: Mayor Robinson

Council approves a donation of \$250.00 to the Red Rock, Nipigon and Dorion Libraries for their program '*A Superior Adventure*'.

**CARRIED**

6.4 NOMA – Draft 2024 Conference Agenda

Council posed no questions or discussions on the report.

6.5 TC Energy – Annual Inspection Programs within Northern Ontario

Council asked Administration if they are also informed by phone of inspections.

6.6 Parks Canada – What We Heard Report

Council posed no questions or discussions on the report.

6.7 NWO Sports Hall of Fame Newsletter

Council posed no questions or discussions on the report.

6.8 Top of Lake Superior Chamber of Commerce – April 2, 2024 Meeting Minutes

Council posed no questions or discussions on the report.

**SEVEN: REPORTS FROM COMMITTEES, BOARDS OR AGENCIES**

7.1 Red Rock Public Library Board – March 19, 2024 Meeting Minutes

Council posed no questions or discussions on the minutes.

Resolution #8

Moved by: Councillor Smith

Seconded by: Councillor Gladun

BE IT RESOLVED THAT the minutes of the Red Rock Public Library Board's meeting on March 19, 2024, be received.

**CARRIED**

**EIGHT: REPORTS FROM ADMINISTRATION**

8.1 Report from Community Development Officer

The CAO answered questions on behalf of the CDO. Council discussed the arborist progress currently underway and details of the Red Rock Recreation Centre upgrades. Council discussed possible funding opportunities for marina docks.

Resolution #9

Moved by: Councillor Gladun

Seconded by: Mayor Robinson

BE IT RESOLVED THAT Council supports the submission of an application to the FCM Community Buildings Retrofit Initiative – GHG Reduction Pathway Feasibility Study to

conduct energy audits and building condition assessments of its facilities with recommendations, Class C cost estimates, and GHG Reduction Pathway scenarios, to support the development and implementation of our Municipal Energy Conservation and Demand Management Plan, to cover 80% of project costs, or approximately \$100,670.50.

**CARRIED**

Resolution #10

Moved by: Mayor Robinson  
Seconded by: Councillor Smith

BE IT RESOLVED THAT the report from the Community Development Officer be received.

**CARRIED**

### 8.2 Report on Administrative Activity

The CAO reviewed his report with Council. The CAO updated Council on the municipal insurance process and noted that a special meeting of Council may be held prior to May 1<sup>st</sup>. CAO Figliomeni followed up with the new reporting structure that eliminates a Public Works report. Council discussed a town hall meeting to address resident concerns in the upcoming months. Council agreed that a structured meeting with an Agenda would be most effective.

Resolution #11

Moved by: Councillor Brand  
Seconded by: Councillor Smith

BE IT RESOLVED THAT the report on Administrative Activity be received.

**CARRIED**

### 8.3 Report on OPP Detachment Board Appointment

Based on a previous Council Meeting's recommendation, Councillor Muir was appointed to represent Red Rock on the OPP Detachment Board.

Resolution #12

Moved by: Mayor Robinson  
Seconded by: Councillor Gladun

BE IT RESOLVED THAT Council appoints Gord Muir as the Township of Red Rock representative on the OPP Detachment Board.

**CARRIED**

### 8.4 Report on BDO Auditor Fees Agreement

Council participated in a lengthy discussion on municipal auditors and the proposed contract brought forward by administration. A motion to pass a 5 year contract with the current financial audit company was defeated by a 3-2 vote. After much consideration, Council came to a majority decision to direct Administration to authorize a 3 year contract with BDO Canada LLP based on the proposed quotes.

Resolution #13

Moved by: Councillor Smith

Seconded by: Mayor Robinson

BE IT RESOLVED THAT Council approves to enter into a 3 year agreement with BDO Canada LLP for annual audit services for the 2024-2026 calendar years.

**CARRIED**

8.5 Report on Tax Write-Off

CAO Figliomeni brought forward the second step in a property the Township vested at the prior meeting of Council.

Resolution #14

Moved by: Councillor Gladun

Seconded by: Mayor Robinson

BE IT RESOLVED THAT Council approves a tax write-off for the property known as 419 HWY 628, in the amount of \$17,610.50.

**CARRIED**

**NINE: BY-LAWS**

None

**TEN: NEW BUSINESS**

None

**ELEVEN: UNFINISHED BUSINESS**

There were no updates on items under Unfinished Business.

**TWELVE: CLOSED SESSION**

Council did not go into back Closed Session.

**THIRTEEN: REPORT FROM CLOSED SESSION**

None

**FOURTEEN: CONFIRMING BY-LAW**

Resolution #15

Moved by: Mayor Robinson

Seconded by: Councillor Smith

BE IT RESOLVED THAT By-law 2024-1356, to confirm the proceedings of this evening's meeting be passed as circulated.



**CARRIED**

**FIFTEEN: ADJOURNMENT**

Deputy Mayor Muir reminded the public that the next meeting of Council will be held on Monday, May 6<sup>th</sup>.

With no further business to conduct, Deputy Mayor Muir declared the meeting adjourned at 8:19p.m.

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Mayor

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Chief Administrative Officer/Clerk

DRAFT

**THE CORPORATION OF THE TOWNSHIP OF RED ROCK**

**1002<sup>nd</sup> SPECIAL MEETING OF COUNCIL**

**APRIL 25<sup>th</sup>, 2024**

Present: Mayor: D. Robinson  
Councillors: G. Muir  
N. Gladun  
M. Smith  
C. Brand

Chief Administrative Officer: M. Figliomeni  
Deputy Clerk S. Cameron  
Municipal Secretary: W. Odahl

**ONE: PRELIMINARY MATTERS**

1.1 Call to Order

Mayor Robinson called the meeting to order at 3:00p.m.

1.2 Traditional Territory Acknowledgement & Moment of Silence

Mayor Robinson read aloud the following land recognition and then proceeded in a moment of silence:

*“Council of the Township of Red Rock hereby acknowledge that we are on the traditional territory of the Robinson-Superior Treaty and that the land we gather on is home to the Red Rock Indian Band, the Anishnaabek and the Metis People.”*

**CARRIED**

1.3 Acceptance of the Agenda

The Agenda was approved with the following resolution:

Resolution #1

Moved by: Councillor Brand

Seconded by: Councillor Muir

BE IT RESOLVED THAT the Agenda for this Meeting of Council, be accepted.

**CARRIED**

1.4 Disclosures of Interest

In response to Mayor Robinson’s request, no members disclosed interest in matters before Council this evening.

**TWO: PRESENTATIONS OR DEPUTATIONS**

**THREE: MINUTES OF PREVIOUS COUNCIL MEETINGS**

None

**FOUR: CORRESPONDENCE**

None

**FIVE: REPORTS FROM COMMITTEES, BOARDS OR AGENCIES**

None

**SIX: REPORTS FROM ADMINISTRATION**

6.1 Report on Insurance Policy Renewal

The CAO reviewed the report with Council and 3 quotes received. Council briefly discussed the Cyber Insurance portion of the report.

Resolution #2

Moved by: Councillor Smith

Seconded by: Councillor Muir

BE IT RESOLVED THAT Council approves the quote from Westland Insurance Group for General Liability Insurance the period of May 1, 2024 to May 1, 2025 in the amount of \$152,288.00 plus applicable taxes; and

Also approves the quote of \$3,125.00 plus applicable taxes for Cyber Insurance, for a total of \$155,413.00 plus applicable taxes.

**CARRIED**

**SEVEN: BY-LAWS**

None

**EIGHT: NEW BUSINESS**

None

**NINE: UNFINISHED BUSINESS**

None

**TEN: CLOSED SESSION**

None

**ELEVEN: REPORT FROM CLOSED SESSION**

None

**TWELVE: CONFIRMING BY-LAW**

Resolution #3

Moved by: Councillor Brand

Seconded by: Councillor Gladun

BE IT RESOLVED THAT By-law 2024-1357, to confirm the proceedings of this evening's meeting be passed as circulated.

**CARRIED**

**THIRTEEN: ADJOURNMENT**

With no further business to conduct, Mayor Robinson declared the meeting adjourned at 3:08p.m.

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Mayor

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Chief Administrative Officer/Clerk

July 5, 2023

Via Email: [Kaleed.Rasheed@ontario.ca](mailto:Kaleed.Rasheed@ontario.ca)  
Minister of Public and Business Service Delivery (MPBSD)

Honourable Rasheed:

**Re: Time for Change**  
**Municipal Freedom of Information and Protection of Privacy Act**

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on June 26, 2023 passed the following resolution:

WHEREAS the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990 (MFIPPA) dates back 30 years;

AND WHEREAS municipalities, including the Municipality of Chatham-Kent, practice and continue to promote open and transparent government operations, actively disseminate information and routinely disclose public documents upon request outside of the MFIPPA process;

AND WHEREAS government operations, public expectations, technologies, and legislation surrounding accountability and transparency have dramatically changed and MFIPPA has not advanced in line with these changes;

AND WHEREAS the creation, storage and utilization of records has changed significantly, and the Municipal Clerk of the Municipality is responsible for records and information management programs as prescribed by the Municipal Act, 2001;

AND WHEREAS regulation 823 under MFIPPA continues to reference antiquated technology and does not adequately provide for cost recovery, and these financial shortfalls are borne by the municipal taxpayer;

AND WHEREAS the threshold to establish frivolous and/or vexatious requests is unreasonably high and allows for harassment of staff and members of municipal councils, and unreasonably affects the operations of the municipality;

AND WHEREAS the Act fails to recognize how multiple requests from an individual, shortage of staff resources or the expense of producing a record due to its size, number or physical location does not allow for time extensions to deliver requests and unreasonably affects the operations of the municipality;

AND WHEREAS the name of the requestor is not permitted to be disclosed to anyone other than the person processing the access request, and this anonymity is used by requesters to abuse the MFIPPA process and does not align with the spirit of openness and transparency embraced by municipalities;

AND WHEREAS legal professionals use MFIPPA to gain access to information launch litigation against institutions, where other remedies exist;

AND WHEREAS there are limited resources to assist administrators or requestors to navigate the legislative process;

AND WHEREAS reform is needed to address societal and technological changes in addition to global privacy concerns and consistency across provincial legislation;

BE IT RESOLVED THAT the Ministry of Government and Consumer Services be requested to review the MFIPPA, and consider recommendations as follows:

1. That MFIPPA assign the Municipal Clerk, or designate to be the Head under the Act;
2. That MFIPPA be updated to address current and emerging technologies;
3. That MFIPPA regulate the need for consistent routine disclosure practices across institutions;
4. That the threshold for frivolous and/or vexatious actions be reviewed, and take into consideration the community and available resources in which it is applied;
5. That the threshold for frivolous and/or vexatious also consider the anonymity of requesters, their abusive nature and language in requests to ensure protection from harassment as provided for in Occupational Health and Safety Act;
6. That the application and scalability of fees be designed to ensure taxpayers are protected from persons abusing the access to information process;
7. That administrative practices implied or required under the Act, including those of the IPC, be reviewed and modernized;
8. That the integrity of the Act be maintained to protect personal privacy and transparent governments.

If you have any questions or comments, please contact Judy Smith at [ckclerk@chatham-kefn.ca](mailto:ckclerk@chatham-kefn.ca)

Sincerely,

**Judy Smith**

Digitally signed by  
Judy Smith  
Date: 2023.07.05  
10:48:27 -04'00'

Judy Smith, CMO  
Director Municipal Governance  
Clerk /Freedom of Information Coordinator

c.

Lianne Rood, MP  
Dave Epp MP  
Trevor Jones, MPP  
Monte McNaughton, MPP  
Information and Privacy Commissioner of Ontario  
Association of Municipalities of Ontario  
AMCTO Legislative and Policy Advisory Committee  
Ontario municipalities



MUNICIPALITY OF SHUNIAH

# COUNCIL RESOLUTION

Resolution No.: 309-23

Date: Aug 8, 2023

Moved By: 

Seconded By: 

THAT Council receives and supports the resolutions from Chatham-Kent and South Huron regarding changes to MFIPPA;

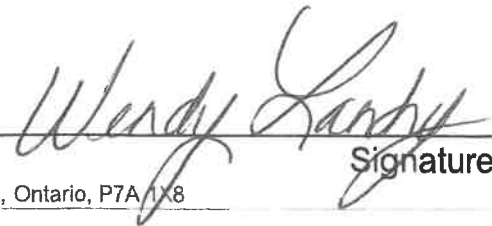
AND THAT Council directs the Clerk to forward a copy of this resolution to MP Marcus Powlowski, MP Patty Hajdu, MPP Lise Vaugeois, MPP Kevin Holland, Information and Privacy Commissioner of Ontario, Association of Municipalities of Ontario, AMCTO Legislative and Policy Advisory Committee and Ontario Municipalities.

Carried

Defeated

Amended

Deferred

  
Signature

Municipality of Shuniah, 420 Leslie Avenue, Thunder Bay, Ontario, P7A 1X8





April 22, 2024

This summer, the Nipigon fire department is excited to announce that we will be hosting the 1st Annual Mutual Aid Golf Tournament being held June 1, 2024 at the North Shore Golf Club in Nipigon Ontario.

This one day, 18 hole tournament will be for all fire department members (current & retired), mine rescue and wildland firefighters with prizes and dinner.

We are asking for a donation toward making this tournament a success and to expand and continue it for years to come.

If you're willing to provide a donation, please feel free to call me at 807-631-8596 or email me at [firechief@nipigon.net](mailto:firechief@nipigon.net)

Thank you for your support.

Sincerely,

*Ryan Pitre*

Ryan Pitre, Fire Chief  
Nipigon Volunteer Fire Department



## Red Rock Fish and Game Club

PO Box 206  
2 Park Road  
Red Rock Ontario P0T 2P0

Dear Mayor Robinson and Council Members,

The Red Rock Fish and Game Club is looking forward to our 25<sup>th</sup> Annual Trout Derby May 31, June 1<sup>st</sup> & June 2<sup>nd</sup>, 2024.

This derby has attracted hundreds of anglers and their families to our community since 1996 and serves as a major fundraiser for the club. We anticipate another great turn out after a very successful derby last year.

In April 2010, the Annual Trout Derby was declared a sanctioned community event by the Township of Red Rock. In keeping with this support and previous township donations for this derby, we are writing to request free camping and boat launching for registered anglers. We are also requesting that boat slips for the weekend be available for registered anglers to purchase should they wish to keep their boats in the water overnight. These requests are in keeping with donations made in 2023, and derbies previous to that.

Thank you for your consideration of this request. We look forward to hearing from you soon.

Sincerely,

Shirley Jean  
Treasurer

Red Rock Fish and Game Club

April 9, 2024

Township of Red Rock  
42 Salls Street  
Red Rock (ON)  
P0T 2P0

**Subject: Canadian Pacific Kansas City 2024 Vegetation Control Program**

Dear Madam:

Dear Sir:

Please be advised that Canadian Pacific Kansas City Railway (CPKC) will be carrying out its 2024 annual vegetation control program within your city limits. This program will be confined to CPKC's right-of-way, part of this program will consist of grass and weed control using herbicides on the ballast (gravelled section) and the second part (if needed) will take care of the brush on selected rail lines. The rail ballast portion of the program will take place within your municipality between May 14 and August 31<sup>st</sup>, as for the brush control, if needed, will be between May 14 and August 31<sup>st</sup>. Some manual brush control involving stump treatment may occur from May 14 until December 15.

This program is necessary to eliminate brush and weeds which constitute a hazard to the public and to CPKC's employees as well. If left uncontrolled, vegetation contributes to trackside fires, impairs visibility of train signals, impairs sight lines at railway crossings, impairs proper inspection of track infrastructure, etc. This is all in accordance with Ontario *Regulation 63/09*, which grants public works the right to use herbicides when it comes to the safety of their infrastructure. All applications will be carried out by qualified operators in conformity with current federal and provincial regulations. This program will also be subject to all habitation and aquatic setbacks listed on the products' label. All herbicides are registered under the PMRA and they are all biodegradable.

We invite you to visit CPKC's web site at [www.cpkcr.com](http://www.cpkcr.com), where a detailed schedule of our vegetation control operations is posted. To find the schedule please copy and past the following address <https://www.cpkcr.com/en/community/Ontario-Spray-Schedules> into your browser. On the same page you will also be able to review previous vegetation management programs.

We also have a 24/7 service called Community Connect dedicated in providing answers to any question related to CPKC's railway operations. You can contact them through an online form by visiting <https://www.cpkcr.com/en/community/community-connect-contact-form> on CPKC's website.

We invite you to communicate this information to your citizens as well. We would like also to take this opportunity to remind you that, as per Transport Canada "*Railway Safety Act*", it is illegal to be on any railway property without lawful authorization.

Yours truly,

A handwritten signature in black ink, appearing to read 'Geoff Gordon', written in a cursive style.

Geoff Gordon  
Vegetation Management Specialist  
Canadian Pacific Kansas City Railway

c.c.: Ministry of the Environment, Conservation and Parks of Ontario



**Ministry of Finance**

Provincial-Local Finance Division

Frost Building North  
95 Grosvenor Street  
Toronto, ON M7A 1Y7

**Ministère des Finances**

Division des relations provinciales  
municipales en matière de finances

Édifice Frost Nord  
95 rue Grosvenor  
Toronto, ON M7A 1Y7

April 22, 2024

Dear Treasurer/Clerk Treasurer:

I am pleased to inform you that the second quarterly payment of your 2024 Ontario Municipal Partnership Fund (OMPF) allocation will be processed later this week. The payment will be made by electronic funds transfer and is in respect of the period April through June 2024.

Please find enclosed a *Payment Notice* providing details of your 2024 OMPF second quarter payment.

If you have any questions regarding the processing of this payment, please contact Alula Yimam at (437) 216-9863 or at [alula.yimam@ontario.ca](mailto:alula.yimam@ontario.ca).

Sincerely,

A handwritten signature in black ink, appearing to read "Ian Freeman".

Ian Freeman, CPA, CMA  
Assistant Deputy Minister  
Provincial-Local Finance Division

Enclosure

**Ontario Municipal Partnership Fund (OMPF)**  
**2024 Second Quarter Payment Notice**



Township of Red Rock

5841

|  |                                  |                                   |                  |
|--|----------------------------------|-----------------------------------|------------------|
| <b>A. Total 2024 OMPF (2024 Allocation Notice, Line A)</b> |                                  |                                   | <b>\$637,500</b> |
| <b>B. 2024 OMPF Quarterly Payments Schedule</b>            |                                  |                                   | <b>\$637,500</b> |
| 1.   | 2024 OMPF First Quarter Payment  | <i>Issued January 2024</i>        | \$159,375        |
| 2.   | 2024 OMPF Second Quarter Payment | <i>Issued April 2024</i>          | \$159,375        |
| 3.   | 2024 OMPF Third Quarter Payment  | <i>Scheduled for July 2024</i>    | \$159,375        |
| 4.   | 2024 OMPF Fourth Quarter Payment | <i>Scheduled for October 2024</i> | \$159,375        |
| <b>C. Payment Issued in April</b>                          |                                  |                                   | <b>\$159,375</b> |
| 1.   | 2024 OMPF Second Quarter Payment | <i>Issued April 2024</i>          | \$159,375        |



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 05/2024  
OF**

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

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**DATE OF MEETING:** March 21, 2024

**TIME OF MEETING:** 10:01 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  
Kasey Etreni  
Nancy Gladun  
Brian Hamilton  
Greg Johnson  
Kathleen Lynch  
Elaine Mannisto  
Jim Moffat  
Mark Thibert  
Dominic Pasqualino  
Jim Vezina

**OFFICIALS:**

William Bradica, Chief Administrative Officer  
Ken Ranta, Director, Integrated Social Services Division  
Georgina Daniels, Director, Corporate Service Division  
Shari Mackenzie, Manager, Human Resources  
Aaron Park, Manager, Housing & Homelessness Programs  
Crystal Simeoni, Manager, Housing Operations  
Marty Farough, Manager, Infrastructure & Assets Management  
Jennifer Lible, Manager, Social Assistance Programs  
Dawnette Hoard, Manager, Child Care & Early Years Programs  
Tafadzwa Mukubvu, Manager, Finance  
Tomi Akinyede, Supervisor, Research & Social Policy  
Carole Lem, Communications & Engagement Officer  
Larissa Jones, Communications Assistant  
Glenda Flank, Recording Secretary

**REGRETS:**

Meghan Chomut

**GUESTS:**

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**BOARD MEETING**

DISCLOSURES OF INTEREST

None.

NEW BUSINESS

On consensus a verbal update was added to the agenda relative to an email from Bill Bradica, regarding Peterborough modular cabins.

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 24/17

Moved by: Albert Aiello  
Seconded by: Dominic Pasqualino

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 March 21, 2024, we approve the agendas as presented;

AND THAT we approve any additional information and new business.

CARRIED

At 10:03 a.m. Kasey Etreni, Board Member joined the meeting.

MINUTES OF PREVIOUS MEETINGS

Board Meetings

Minutes of Meeting No. 03/2024 (Regular Session) and 04/2024 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on February 15, 2024, respectively, were presented for confirmation.

Resolution No. 24/18

Moved by: Kasey Etreni  
Seconded by: Kathleen Lynch

THAT the Minutes of Board Meeting No. 03/2024 (Regular Session) and No. 04/2024 (Closed Session) of TBDSSAB, held on February 15, 2024, be confirmed.

CARRIED



CLOSED SESSION

Administration recommended that the Board adjourn to a closed meeting relative to receipt of information with respect to identifiable individuals including members of Administration regarding the Chief Administrative Officer Position, with respect to security of the property of the Board regarding the 2024 Security Update and Budget Request.

Resolution No. 24/19

Moved by: Kasey Etreni  
Seconded by: Jim Vezina

THAT the Board adjourns to Closed Session relative to identifiable individuals including members of Administration regarding the Chief Administrative Officer Position, with respect to security of the property of the Board regarding the 2024 Security Update and Budget Request.

CARRIED

At 11:20 a.m. William Bradica, Chief Administrative Officer, Ken Ranta, Director, Integrated Social Services Division, Georgina Daniels, Director, Corporate Services Division, Crystal Simeoni, Manager, Housing Operations, Marty Farough, Manager, Infrastructure & Assets Management, Carole Lem, Communications & Engagement Officer and Larissa Jones, Communications Assistant joined the meeting.

REPORTS OF ADMINISTRATION

2024 Security Update & Budget Request

Verbal update and Memorandum from Administration dated March 14, 2024, were presented in Closed Session providing the Board with information regarding the 2024 Security Update and Budget Request.

The following resolution is presented to the Board for consideration.

At 11:20 a.m. Aaron Park, Manager, Housing Programs joined the meeting.

Resolution No. 24/20

Moved by: Dominic Pasqualino  
Seconded by: Anne-Marie Bourgeault

THAT with respect to the memorandum from Administration regarding various security updates, we The District of Thunder Bay Social Services Administration Board, direct that Administration proceed as directed in Closed Session;

AND THAT we approve the use of up to \$378,400 from the Levy Stabilization Reserve Fund for the items identified in Closed Session.

CARRIED

At 11:25 a.m. Crystal Simeoni, Manager, Housing Operations, Marty Farough, Manager, Infrastructure & Assets Management left the meeting.

10 Year Housing & Homelessness Plan  
Annual Update

Report No. 2024-08 (Integrated Social Services Division) was presented to the Board providing the draft TBDSSAB 10-Year Housing and Homelessness Plan Annual Progress Report and Administration's recommendation.

Bill Bradica, CAO responded to questions and provided clarification.

Ken Ranta, Director, Integrated Social Services provided further information and responded to questions.

Resolution No. 24/21

Moved by: Nancy Gladun  
Seconded by: Elaine Mannisto

THAT with respect to Report No. 2024-08 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the TBDSSAB 10-Year Housing and Homelessness Plan Annual Progress Report as presented;

AND THAT the Board authorizes Administration to submit the 10-Year Housing and Homelessness Plan Annual Progress Report to the Ministry of Municipal Affairs and Housing as required.

CARRIED

At 11:27 a.m. Jennifer Lible, Manager, Social Assistance Programs joined the meeting and Aaron Park, Manager Housing Programs left the meeting.

2024 Ontario Works Service Plan  
Addendum

Report No. 2024-09 (Integrated Social Services Division) was presented to the Board providing the Ontario Works Service Delivery Plan Addendum for the 2024 planning cycle

required by the Ministry of Children, Community and Social Services and Administration's recommendation.

At 11:33 a.m. Albert Aiello, Board Member left the meeting.

Bill Bradica, CAO responded to questions.

Jennifer Lible, Manager, Social Assistance Programs provided further information and responded to questions.

**Resolution No. 24/22**

Moved by: Kasey Etrene  
Seconded by: Ken Boshcoff

THAT with respect to Report No. 2024-09 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the draft 2024 Ontario Works Service Plan Addendum, as presented;

AND THAT we direct the Chief Administrative Officer to submit the approved 2024 Ontario Works Service Plan Addendum to the Ministry of Children, Community and Social Services.

**CARRIED**

At 11:35 a.m. Dawnette Hoard, Manager, Child Care & Early Years Programs and Tafadzwa Mukubvu, Manager, Finance joined the meeting.

**Before & After School Program Update**

Report No. 2024-10 (Integrated Social Services Division) was presented to the Board providing information regarding the proposed closure of four before and after school programs, identifying legislated responsibility for before and after school programs and providing Administration's recommendation.

Bill Bradica, CAO provided a brief overview and responded to questions.

**Resolution No. 24/23**

Moved by: Nancy Gladun  
Seconded by: Dominic Pasqualino

THAT with respect to Report No. 2024-10 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board, direct Administration to prepare a letter from the Board Chair to the Chairs of the Boards of Education throughout the District of Thunder Bay outlining the school

boards' responsibility for the offering and delivery of before and after school programming;

AND THAT a letter enclosing a copy of this resolution and Board Report No. 2024-10 be sent to the Premier of Ontario, the Minister of Education, local Members of Provincial Parliament, member municipalities, the Ontario Municipal Social Services Association, the Northern Ontario Service Deliverers' Association, the Northwestern Ontario Municipal Association, the Rural Ontario Municipality Association, and the Association of Municipalities of Ontario.

CARRIED

At 11:39 a.m. Dawnette Hoard, Manager Child Care & Early Years left the meeting.

#### April 2024 Mortgage Renewal – Picton 3

Report No. 2024-11 (Integrated Social Services Division) was presented to the Board providing the upcoming mortgage renewal arrangements for the properties identified as Picton 3 in the City of Thunder Bay and Administration's recommendation.

Resolution No. 24/24

Moved by: Kasey Etreni  
Seconded by: Elaine Mannisto

THAT with respect to Report No. 2024-11 (Corporate Services Division), we, The District of Thunder Bay Social Services Administration Board, approve the Ministry Resolution as attached, to be duly signed in accordance with TBDSSAB Governance and Procedural By-Law No. 03-2021;

AND THAT we authorize the Board Chair and Chief Administrative Officer to execute the mortgage financing documents related thereto.

CARRIED

At 11:46 a.m. Dominic Pasqualino, Board Member and Tafadzwa Mukubvu, Manager, Finance left the meeting and Marty Farough, Manager Infrastructure & Asset Management and Aaron Park, Manager Housing Programs joined the meeting.

#### Environmental Stewardship Initiatives

Report No. 2024-12 (Integrated Social Services Division) was presented to the Board providing information on initiatives undertaken in 2023 to enhance environmental stewardship across the organization, in keeping with the objective of being an environmentally friendly organization.

Bill Bradica, CAO, responded to questions.

Ken Ranta, Director, Integrated Social Services provided further information and responded to questions.

Carole Lem, Communications and Engagement Officer responded to questions.

Bill Bradica provided further information and clarification.

Marty Farough, Manager, Infrastructure and Assets Management responded to questions.

Georgina Daniels, Director, Corporate Services provided clarification.

### Peterborough Modular Homes

Bill Bradica, CAO provided a brief update regarding the email forwarded to the Board regarding the Peterborough modular cabins project and responded to questions.

A discussion was held regarding different types of housing construction and accommodations.

Bill Bradica, CAO provided clarification.

Ken Ranta, Director, Integrated Social Services responded to questions.

Georgina Daniels, Director, Corporate Services responded to questions.

### CORRESPONDENCE

### BY-LAWS

### NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, April 18, 2024, at 10:00 a.m. in the 3<sup>rd</sup> Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario and via Microsoft Teams.

ADJOURNMENT

Resolution No. 24/25

Moved by: Jim Moffat  
Seconded by: Ken Boshcoff

THAT Board Meeting No. 05/2024 of The District of Thunder Bay Social Services Administration Board, held on March 21, 2024, be adjourned at 12:15 p.m.

CARRIED

  
Chair

  
Chief Administrative Officer



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

**BOARD MINUTES**

**MINUTES OF BOARD (CLOSED SESSION) MEETING NO. 06/2024  
OF  
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

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**DATE OF MEETING:** March 21, 2024

**TIME OF MEETING:** 10:04 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  
Kasey Etreni  
Nancy Gladun  
Brian Hamilton  
Greg Johnson  
Kathleen Lynch  
Elaine Mannisto  
Jim Moffat  
Mark Thibert  
Dominic Pasqualino  
Jim Vezina

**OFFICIALS:**

William Bradica, Chief Administrative Officer  
Ken Ranta, Director, Integrated Social Services Division  
Georgina Daniels, Director, Corporate Service Division  
Shari Mackenzie, Manager, Human Resources  
Crystal Simeoni, Manager, Housing Operations  
Marty Farough, Manager, Infrastructure & Assets Management  
Larissa Jones, Communications Assistant  
Glenda Flank, Recording Secretary

**GUESTS:**

**REGRETS:**

Meghan Chomut

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**BOARD MEETING**

### DISCLOSURES OF INTEREST

None.

At 10:04 a.m. Shari MacKenzie, Manager, Human Resources left the meeting.

### REPORTS OF ADMINISTRATION

On consensus of the Board, Administration provide a verbal update relative to an application denied by the Ministry of Municipal Affairs and Housing under the one-time end of year Canada Ontario Community Housing Initiative funding.

Bill Bradica, CAO provided a brief update and responded to questions.

Ken Ranta, Director, Integrated Social Services Division responded to questions.

At 10:17 a.m. Greg Johnsen, Board Member left the meeting.

### 2024 Security Update and Budget Request

A verbal update was provided relative to recent incidents occurring at the R.K. Andras Court and Paterson Court housing properties.

Crystal Simeoni, Manager, Housing Operations provided an overview of the steps Administration has taken relative to the Paterson Court incident and responded to questions.

Bill Bradica, CAO provided clarification and responded to questions.

At 10:22 a.m. Greg Johnsen joined the meeting.

Crystal Simeoni, Manager, Housing Operations provided an overview of the steps Administration has taken relative to the R.K. Andras Court incidents and responded to questions.

Bill Bradica, CAO provided further information and responded to questions.

A Memorandum from Administration (Integrated Social Services Division & Corporate Services Division) dated March 14, 2024 was presented to the Board providing an update on the increase in security issues at various TBDSSAB housing properties and providing a recommendation for funding increased security costs.

Bill Bradica, CAO provided an overview and responded to questions.



Georgina Daniels, Director, Corporate Services Division and Crystal Simeoni, Manager, Housing Operations responded to questions.

On consensus of the Board the resolution to be presented in Regular Session.

At 11:13 a.m. William Bradica, Chief Administrative Officer, Ken Ranta, Director, Integrated Social Services Division, Georgina Daniels, Director, Corporate Services Division, Crystal Simeoni, Manager, Housing Operations, Marty Farough, Manager, Infrastructure & Assets Management and Larissa Jones, Communications Assistant left the meeting and Shari MacKenzie, Manager Human Resources joined the meeting.

Chief Administrative Officer Position

Verbal update was provided by Jim Moffat, Committee Chair, CAO Hiring Committee relative to the selection of the executive search organization and next steps for the CAO Hiring Committee.

Shari MacKenzie, Manager, Human Resources responded to questions.

ADJOURNMENT

Resolution No. 24/CS03

Moved by: Albert Aiello  
Seconded by: Greg Johnsen

THAT the Board (Closed Session) Meeting No. 06/2024 of The District of Thunder Bay Social Services Administration Board, held on March 21, 2024, be adjourned at 11:19 a.m., to reconvene in Open Session to consider the remaining agenda items.

CARRIED



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Chair



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Chief Administrative Officer



## Thunder Bay District Health Unit Board of Health Meeting Minutes

**MINUTES OF THE MEETING:** MARCH 20, 2024

**TIME OF MEETING:** 1:00 PM

**PLACE OF MEETING:** FIRST FLOOR BOARDROOM /  
VIDEOCONFERENCE

**CHAIR:** MR. DON SMITH

**BOARD MEMBERS PRESENT:**

Mr. Grant Arnold  
Ms. Kasey Etreni  
Ms. Cynthia Olsen  
Mr. Paul Malashewski  
Mr. James McPherson  
Mr. Allan Mihalcin  
Mr. Jim Moffat  
Mr. Don Smith  
Mr. Todd Wheeler  
Ms. Lucy Belanger  
Ms. Kristine Thompson

**ADMINISTRATION PRESENT:**

Dr. Janet DeMille, Medical Officer of Health and  
Chief Executive Officer  
Ms. Diana Gowanlock, Director – Health Protection  
Mr. Dan Hrychuk, Director – Corporate Services  
Ms. Shannon Robinson, Director – Health  
Promotion  
Ms. Dana Wilson, Associate Director –  
Communications & Strategic Initiatives  
Ms. Lila McNeice, Executive Assistant and Secretary  
to the Board of Health  
Ms. Diana Carlson, Administrative Assistant –  
Corporate Services

**REGRETS:**

Ms. Cindy Brand  
Ms. Donna Peacock  
Dr. Mark Thibert

**1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

The Chair called the meeting to order at 1:02 PM.

**2. ATTENDANCE AND ANNOUNCEMENTS**

The Chair presented regrets from Ms. Cindy Brand, Ms. Donna Peacock, and Dr. Mark Thibert.

**3. DECLARATIONS OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest.

**4. AGENDA APPROVAL**

Resolution No. 25-2024

**Moved By:** T. Wheeler

**Seconded By:** K. Thompson

"THAT the Agenda for the Regular Board of Health Meeting to be held on March 20, 2024, be approved."

**CARRIED**

**5. INFORMATION SESSION**

**5.1 Foundational Standards Presentation**

Ms. Dana Wilson (Associate Director of Strategic Initiatives & Communications) introduced Ms. Erica Sawula (Epidemiologist), Ms. Rachael Shaffer (Professional Practice Lead) and Ms. Erin Pleson (Program Evaluator) who provided a presentation to the Board on the TBDHU's Foundational Standards Team, after which the Board provided comments.

**6. MINUTES OF THE PREVIOUS MEETINGS**

The Minutes of the Thunder Bay District Board of Health Special and Regular Session Meetings held on February 21, 2024, were presented for approval.

**6.1 Thunder Bay District Board of Health**

Resolution No. 26-2024

**Moved By:** K. Thompson

**Seconded By:** T. Wheeler

"THAT the Minutes of the Thunder Bay District Board of Health (Special and Regular Session) Meeting held on February 21, 2024, to be approved."

**CARRIED**

**7. MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the previous minutes.

**8. BOARD OF HEALTH (CLOSED SESSION) MEETING**

No closed session was scheduled for this meeting.

## 9. DECISIONS OF THE BOARD

### 9.1 Household Food Insecurity in TBDHU

Ms. S. Robinson (Director of Health Promotion) introduced Ms. Marianne Stewart (Manager of Family and School Health) and presented Report No. 06-2024 (Healthy Living) relative to household food insecurity, including a resolution to endorse correspondence from Ontario Dietitians in Public Health to the National Finance Committee of Canada to support Bill S-233, and to write a letter of support, as well as to write a letter calling on the provincial government to incorporate food affordability findings to better serve recipients of social assistance.

Resolution No. 27-2024

**Moved By:** K. Thompson

**Seconded By:** T. Wheeler

“THAT with respect to Report No. 06-2024 (Healthy Living), we recommend that:

- The Board of Health receive the attached reports “The Cost of Eating Well in Thunder Bay and District (2023)” and “Hungry for Change in the Thunder Bay District”;
- The Board of Health endorse the correspondence from the Ontario Dietitians in Public Health to the National Finance Committee of Canada to support Bill S-233, which seeks to develop a national framework for a guaranteed livable basic income;
- AND THAT a letter of support for the above be sent to the Federal Minister of Finance and the National Finance Committee, and a copy of the letter be sent to the Prime Minister, Federal Minister of Health, and local members of parliament;
- AND THAT The Board of Health also send a letter calling on the provincial government to incorporate local food affordability findings in determining adequacy of social assistance rates and to index Ontario Works rates to inflation going forward to ensure that all recipients of social assistance have enough money for food and shelter, and this letter be sent to the Premier of Ontario; Ontario Minister of Children, Community and Social Services; and Ontario Minister of Municipal Affairs and Housing and local Members of provincial parliament.”

**CARRIED**

## **9.2 Employee Group Benefit Plan Renewal**

Mr. D. Hrychuk (Director of Corporate Services) presented Report No. 08-2024 (Finance / Human Resources) relative to renewal of the employee group benefit program and responded to comments and questions from the Board.

Resolution No. 28-2024

**Moved By:** T. Wheeler

**Seconded By:** J. McPherson

"THAT with respect to Report No. 08–2024 (Finance / Human Resources), we recommend the renewal of the Employee Group Benefit Plan with Green Shield Canada (Health, Dental and Travel) and Sun Life Financial (Basic Life and Long Term Disability) through the Association of Local Public Health Agencies (alPHa) Employee Group Benefit Consortium Plan as presented for the policy term of April 1, 2024 to March 31, 2025.

AND THAT the Director of Corporate Services and the Manager of Finance be authorized to complete any administrative requirements of the renewal."

**CARRIED**

## **9.3 April 2024 Special Meeting of the Board**

A memorandum was presented by Dr. J. DeMille (MOH / CEO) containing a resolution proposing a Special Meeting of the Board for next month.

Resolution No. 29-2024

**Moved By:** J. McPherson

**Seconded By:** P. Malashewski

"THAT we propose a Special Meeting of the Board be held at 9:30 AM on April 17, 2024, for a presentation from MNP and discussion on the Voluntary Merger Assessment Report."

**CARRIED**

## **9.4 YMHAC Visual Identity Funding from RNAO**

Ms. D. Gowanlock (Director of Health Protection) presented a memorandum containing a resolution relative to the Youth Mental Health and Addiction Champion (YMHAC) Program Visual Identity Funding from the Registered Nurses' Association of Ontario (RNAO).

**Resolution No. 30-2024**

**Moved By:** K. Thompson

**Seconded By:** J. McPherson

"THAT we recommend the RNAO Youth Mental Health and Addiction Champion Visual Identity funding be approved, accepting \$1,000 in additional funding for 2023-24;

AND THAT the Director of Corporate Services and Manager of Finance be authorized to complete any administrative requirements of the budget submission process as required."

**CARRIED**

**10. COMMUNICATIONS FOR INFORMATION**

**10.1 MOH/CEO Update**

Dr. J. DeMille (Medical Officer of Health and Chief Executive Officer) provided an update on the Ministry of Health's Strengthening Public Health initiative and indicated that an update on the Ontario Public Health Standards is expected next month.

She also provided updates on TBDHU's immunization program, Immunization of School Pupils Act mandate progress, TBDHU's emergency preparedness approach in planning for a potential measles outbreak, and responded to questions and comments from the Board.

**10.2 Facilities Update**

Mr. D. Hrychuk (Director of Corporate Services) presented Report No. 07-2024 (Information Systems and Property) relative to the annual review of TBDHU's facilities and equipment, for information.

**11. NEXT MEETING**

The next regularly scheduled meeting will be held on April 17, 2024.

**12. ADJOURNMENT**

Resolution No. 31-2024

**Moved By:** J. McPherson

**Seconded By:** P. Malashewski

THAT the Board of Health meeting held on March 20, 2024, be adjourned at 2:20 pm.

**CARRIED**



## *Thunder Bay District Municipal League*

Board Meeting

**MINUTES**

November 15, 2023

### **1. Call to Order**

The meeting was called to order at 5:03PM

### **2. Approval of the Agenda**

#### **MOTION**

Moved by: Councillor Pietsch (Greenstone)

Seconded by: Councillor Johnson (Terrace Bay)

THAT the agenda for the November 15<sup>th</sup>, 2023 meeting be approved.

### **3. Approval of the Minutes of the Previous Meeting: October 18<sup>th</sup>, 2023**

#### **MOTION**

Moved by: Councillor Crane (O'Connor)

Seconded by: Councillor McGrath (Schreiber)

THAT the minutes of the previous board meeting held Virtually on October 18<sup>th</sup>, 2023 be approved.

### **4. Deputation**

None.

### **5. Business Arising from the Minutes**

CIBC Update:

The ED was directed to select whichever ONE Investment HISA (full-serve at CIBC vs. self-serve at Scotiabank) was more accessible/user friendly/easy to set up

SNEMS Update (from September 16, 2023 Minutes)

ED Further directed to inquire about Regional District Reps (East/West) when following-up with Chief Muir. Request to bring more information to conference and to speak to the group annually about regional/district managers and updates in each relative area.

NOMA Conference Sponsorship – no update at this time

## 6. Financial Matters

No further discussion.

## 7. Ongoing Business

### 2024 Conference & AGM:

ED has reached out to all Municipalities and Organizations ahead of time to predetermine how many people plan to be attending from each in order to assist in planning. We are still awaiting responses to the survey; however, we currently have the following estimates:

# Attendees for Conference: 55-69 and counting

# Requiring Accommodation: 28-30 and counting

# Requiring Dinner Reservations: 33-38 and counting

Sponsorship information has not yet been sent out but will be this week. **Board members are encouraged to bring forward ideas for sponsorships or who to reach out to.**

The Board approved Mayor Jim Vezina (O'Connor) to present at Conference regarding purchasing of infrastructure (Steel Bridges and Burred Steel Bridges aka Culverts). The presentation would explain the basics and what kinds of questions elected officials should be asking of consultants before deciding what to use on large scale projects.

Mark Figliomeni (Red Rock) and Councillor Pietsch (Greenstone) may have projectors available to lend for conference if necessary.

ED provided debrief from October 29<sup>th</sup> Convention Committee Meeting.

## 8. New Business

RSV Vaccine:



Councillor Crane (O'Connor) discussed resolution regarding RSV Vaccine accessibility for adults over 65 living in community vs. those living in LTC. Board supports O'Connor bringing resolution forward to the league at future meeting.

## **9. Upcoming Business**

No other upcoming business other than the conference and AGM which were discussed previously.

## **10. Correspondence**

Correspondence A – Frontier Lithium Secures \$2M to advance it's processing technology

Correspondence B – Ontario Increasing Funding for Indigenous Energy Support Programs

Correspondence C – “Waiting on Government is not a Strategy” says NW Ontario Mine Developer

Correspondence D – MPAC – September/October 2023 In Touch Edition

## **11. Committee Reports**

- **NOMA:**

Mayor Dumas (Marathon) provided update on communication with NOSM. Councillor Pietsch (Greenstone) will be attending ROMA and will bring forward concerns regarding 300% increase in cost due to the use of Agency Nursing Staff in the Province.

Mayor Dumas (Marathon) and Councillor Johnson (Terrace Bay) debriefed on the Caribou workshop that was attended. Reported that old data (older than the lifespan of some Caribou) is resulting in frustrations.

- **Convention Committee:**

Previously discussed under “Ongoing Business”

- North Superior Workforce Planning Board

Board requests that Gary Christian (NSWFPB Executive Director) presents at 2024 Conference

## **12. Discussion:**

Councillors Pasqualino & Agarwal (City of Thunder Bay) requested clarification on Regular Member versus Alternate Member attendance at League meetings. It was clarified that the members are to coordinate between one another to determine who will be attending the meeting ahead of time.

Councillor Agarwal (City of Thunder Bay) shared update from the “Clean, Green, and Beautiful” Committee and commended Red Rock’s Remembrance Day banners. Mark (CAO/Red Rock) will bring more info forward to the group regarding this initiative. Mayor Dumas (Marathon) will also share Remembrance Day initiatives from their Legion

## **13. Adjournment:**

The meeting was adjourned at 5:37PM

## **14. Next Meeting**

The next board meeting will be held **IN-PERSON** in Nipigon at the Branch  
32 Legion – 102 5<sup>th</sup> Street  
Saturday December 16<sup>th</sup> from 12:00-4:00  
Meeting materials to be provided within a week of the meeting date



# Thunder Bay District Municipal League

Board Meeting

**Minutes**

December 16, 2023

## **1. Call to Order**

The meeting was called to order at 12:15

## **2. Approval of the Agenda**

### **MOTION**

Moved by: Councillor Johnson (Terrace Bay)

Seconded by: Councillor Pietsch (Greenstone)

THAT the agenda for the December 16<sup>th</sup>, 2023 meeting be approved.

## **3. Approval of the Minutes of the Previous Meeting:**

The minutes for the November 15<sup>th</sup> meeting will be brought back at a later time for approval.

## **4. Deputation**

Shane Muir – Chief, Superior North EMS

Chief Muir provided a presentation on District Station Updates & Response Stats. The group further discussed items such as employee benefits, Education Cost Recovery programs, Deputy Chief reporting structures, MPDS System for Emergency prioritization used by SNEMS.

## **5. Business Arising from the Minutes**

NOMA Conference Sponsorship: Resolution 2023-07

Moved by: Councillor Johnson (Terrace Bay)

Seconded by: Councillor McGrath (Schreiber)

THAT further to resolution 2023-05, passed on May 17<sup>th</sup> at a regular board meeting, the \$6000 sponsorship to NOMA will consist of a \$3000 cheque and \$3000 “in-kind” contribution consisting of a \$2000 sponsorship to the TBDML conference and a \$1000 contribution to assistance in preparing for the NOMA Conference.

MTO Update re: weigh scales:

ED provided update regarding MTOs response to current inoperable weigh scales on highways 102 and 17 entering/exiting Thunder Bay. Group discussed new inspection station East of Thunder Bay on highway 11/17 that is set to open January 2024.

RSV Vaccine Resolution Letter of Support: Resolution 2023-08

Moved by: Councillor Johnson (Terrace Bay)

Seconded by: Councillor Pietsch (Greenstone)

THAT the TBDML will support O’Connor Township in their advocacy for the RSV Vaccine affordability for older adults living in the community.

## **6. Financial Matters**

CIBC Update

Our GIC has come to term. Releasing \$10,710.43 into the chequing account. The ED has been directed to invest \$15,000 into ONE Investment HISA

ONE Investment agreement to be reviewed by Finance Committee

## **7. Ongoing Business**

## 2024 Conference & AGM:

The Board reviewed the DRAFT Agenda and provided feedback. A list of back-up speakers will be started as per the Board and Convention committee Chair's request.

## Strategic Planning Update

The ED still has extensive work to do on the Strategic Plan. No planning session will be held today however the ED was directed to circulate questions to the Board Members for feedback via email.

## **8. New Business**

### Review/Approval of 2024 TBDML Board Meeting Schedule

Meeting schedule reviewed and approved. It was noted that in-person meetings will start at 12:00 and will have no end time. Length of time will be dependent on activity chosen at in-person meetings. It was also noted that hybrid meeting options are appreciated during the "in-person" dates if possible. The board would like the ED to explore the purchase of a Meeting Owl after the conference dependent on revenue results.

## **9. Upcoming Business**

AGM and Conference as previously discussed

NOMA Conference

The NOMA ED is requesting a "Host" Municipality for the 2024 conference. TBDML has nominated Shuniah to be the host. ED will connect with Shuniah and NOMA as Shuniah was not in attendance at today's meeting.

## **10. Correspondence**

1. Oliver Paipoonge letter of support re: OHIP Coverage for Chronic Pain
2. Oliver Paipoonge letter of support re: Fixing Long-term Care Homes Act
3. Margaret Sideen Award thank you and Annual Report

4. Red Rock Memorial Banner Program
5. MNRFB seeking feedback on proposal for renewing Ontario Invasive Species Strategic Plan
6. Waasigan Transmission Line Procedural Order No. 2
7. DSSAB Re: National Housing Accord
8. 2024 NOMA Levy Update
9. Article: Provincial biomass funding supports northwestern Ontario projects
10. Sharing from Jon Hall, CAO Terrace Bay: Indigenous Municipal Conference/Meeting
11. MNRFB Decision notice on regulating ten species and four genera as invasive species
12. Terrace Bay letter of support re: Conservation Officer Reclassification

The Board voted to support items 1, 2, and 12

Moved by: Councillor Johnson (Terrace Bay)

Seconded by: Councillor Pietsch (Greenstone)

## **11. Committee Reports**

### NOMA

NOMA reps gave brief update regarding work on Healthcare and upcoming ROMA conference.

### Convention Committee

ED will meet with Councillor Agarwal (Thunder Bay) as the only Committee member present following today's meeting to discuss the venue layout, along with Mayor Kukko (Nipigon).

**12. Discussion:**

Nothing to report.

**13. Adjournment:**

The meeting was adjourned at 1:45PM

**14. Next Meeting**

The next board meeting will be held **IN-PERSON** in Nipigon at the Branch  
32 Legion – 102 5<sup>th</sup> Street  
Wednesday February 28<sup>th</sup> @ 7:00PM  
Meeting materials to be provided within a week of the meeting date

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# Financial statements of Municipal Property Assessment Corporation

December 31, 2023

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## Independent Auditor's Report

To the Board of Directors of  
Municipal Property Assessment Corporation

### Opinion

We have audited the financial statements of Municipal Property Assessment Corporation (the "Corporation"), which comprise the statement of financial position as at December 31, 2023, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies (collectively referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Corporation as at December 31, 2023, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Corporation in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Other Information

Management is responsible for the other information. The other information comprises the information included in the Annual Report, but does not include the financial statements and our auditor's report thereon. The Annual Report is expected to be available to us after the date of this auditor's report.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

When we read the Annual Report, if we conclude that there is a material misstatement therein, we are required to communicate the matter with those charged with governance.

## Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Corporation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Corporation or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Corporation's financial reporting process.

## Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian GAAS will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Corporation's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Corporation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Corporation to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Deloitte LLP*

Chartered Professional Accountants

Licensed Public Accountants

March 27, 2024

**Municipal Property Assessment Corporation**  
**Statement of financial position**

As at December 31, 2023  
(In thousands of dollars)

|   | Notes    | 2023<br>\$     | 2022<br>\$ |
|---|----------|----------------|------------|
| <b>Assets</b>                             |          |                |            |
| Current assets                            |          |                |            |
| Cash                                      |          | 14,884         | 12,160     |
| Accounts receivable                       |          | 4,536          | 4,113      |
| Prepaid expenses                          |          | 2,906          | 2,618      |
|   |          | <b>22,326</b>  | 18,891     |
| Investments                               | 3        | 156,137        | 149,449    |
| Capital assets                            | 4        | 7,719          | 8,450      |
| Long-term prepaid expenses                |          | 52             | 170        |
| Intangible assets                         | 5        | 11             | 6          |
|   |          | <b>186,245</b> | 176,966    |
| <b>Liabilities</b>                        |          |                |            |
| Current liabilities                       |          |                |            |
| Accounts payable and accrued liabilities  | 14       | 29,831         | 30,171     |
| Deferred revenue                          | 6        | 1,483          | 2,669      |
| Current portion of capital leases         | 10       | 322            | 641        |
|   |          | <b>31,636</b>  | 33,481     |
| Employee future benefits                  | 7        | 40,451         | 35,340     |
| Deferred lease inducements                |          | 1,120          | 1,501      |
| Long-term portion of capital leases       | 10       | 706            | 1,030      |
|   |          | <b>73,913</b>  | 71,352     |
| Commitments and contingencies             | 9 and 11 |                |            |
| <b>Net assets</b>                         |          |                |            |
| Unrestricted                              |          | 7,402          | 7,174      |
| Internally restricted                     | 8        | 98,228         | 91,655     |
| Invested in capital and intangible assets |          | 6,702          | 6,785      |
|   |          | <b>112,332</b> | 105,614    |
|   |          | <b>186,245</b> | 176,966    |

The accompanying notes are an integral part of the financial statements.

Approved by the Board of Directors

 \_\_\_\_\_, Director

 \_\_\_\_\_, Director

**Municipal Property Assessment Corporation**  
**Statement of operations**

Year ended December 31, 2023  
(In thousands of dollars)

|   | 2023           | 2022           |
|---|----------------|----------------|
|   | \$             | \$             |
| <b>Revenue</b>  |                |                |
| Municipal   | 214,919        | 214,919        |
| Other   | 26,117         | 27,094         |
| Interest and dividend income  | 5,097          | 4,297          |
|   | <b>246,133</b> | <b>246,310</b> |
| <b>Expenses</b>   |                |                |
| Salaries and benefits   | 199,198        | 193,095        |
| Professional services   | 10,978         | 11,909         |
| Information technology  | 11,783         | 11,732         |
| Facilities  | 8,567          | 8,600          |
| General and administrative  | 8,203          | 6,937          |
| Royalties   | 2,697          | 4,290          |
| Amortization of capital and intangible assets                                 | 3,002          | 3,171          |
| Gain on disposal of capital assets  | (119)          | (618)          |
|   | <b>244,309</b> | <b>239,116</b> |
| Excess of revenue over expenses before<br>change in fair value of investments | 1,824          | 7,194          |
| Change in fair value of investments   | 7,998          | (13,711)       |
| <b>Excess (deficiency) of revenue<br/>over expenses for the year</b>          | <b>9,822</b>   | <b>(6,517)</b> |

The accompanying notes are an integral part of the financial statements.

**Municipal Property Assessment Corporation**  
**Statement of changes in net assets**

Year ended December 31, 2023  
(In thousands of dollars)

|  | Unrestricted   | Internally<br>restricted | Invested<br>in capital<br>and<br>intangible<br>assets | 2023<br>Total  | 2022<br>Total |
|--|----------------|--------------------------|---|----------------|---------------|
| Notes  | \$             | \$                       | \$  | \$             | \$            |
|  |                | <b>(Note 8)</b>          |   |                |               |
| <b>Net assets, beginning of year</b>   | <b>7,174</b>   | <b>91,655</b>            | <b>6,785</b>  | <b>105,614</b> | 95,792        |
| Excess (deficiency) of revenue over expenses for the year                                | <b>12,705</b>  | —                        | <b>(2,883)</b>  | <b>9,822</b>   | (6,517)       |
| Remeasurements and other items on employee future benefits                               | <b>(3,104)</b> | —                        | —   | <b>(3,104)</b> | 16,339        |
| Acquisition of capital and intangible assets   | <b>(2,287)</b> | —                        | <b>2,287</b>  | —              | —             |
| Proceeds from disposal of capital and intangible assets                                  | <b>130</b>     | —                        | <b>(130)</b>  | —              | —             |
| (Repayment) retirement of lease obligations for vehicles accounted for as capital leases | <b>(643)</b>   | —                        | <b>643</b>  | —              | —             |
| Interfund transfers to internally restricted reserves                                    | <b>(6,573)</b> | <b>6,573</b>             | —   | —              | —             |
| <b>Net assets, end of year</b>   | <b>7,402</b>   | <b>98,228</b>            | <b>6,702</b>  | <b>112,332</b> | 105,614       |

The accompanying notes are an integral part of the financial statements.

## Municipal Property Assessment Corporation

### Statement of cash flows

Year ended December 31, 2023

(In thousands of dollars)

| Notes   | 2023<br>\$    | 2022<br>\$      |
|---|---------------|-----------------|
| <b>Operating activities</b>                               |               |                 |
| Excess (deficiency) of revenue over expenses for the year | 9,822         | (6,517)         |
| Employee future benefits payments                         | (810)         | (607)           |
| Add (deduct): Items not affecting cash                    |               |                 |
| Change in fair value of investments                       | (7,998)       | 13,711          |
| Reinvested investment income                              | (3,860)       | (3,470)         |
| Employee future benefits expense                          | 2,817         | 3,019           |
| Amortization of capital assets                            | 2,998         | 3,168           |
| Amortization of intangible assets                         | 4             | 3               |
| Gain on disposal of capital assets                        | (119)         | (618)           |
| Amortization of deferred lease inducements                | (381)         | (400)           |
|   | <b>2,473</b>  | <b>8,289</b>    |
| Changes in non-cash working capital                       |               |                 |
| Accounts receivable                                       | (423)         | (778)           |
| Prepaid expenses  | (170)         | (367)           |
| Accounts payable and accrued liabilities                  | (340)         | 2,262           |
| Deferred revenue  | (1,186)       | (92)            |
|   | <b>354</b>    | <b>9,314</b>    |
| <b>Investing activities</b>                               |               |                 |
| Purchase of investments                                   | (153,395)     | (12,500)        |
| Proceeds from sale of investments, net of fees            | 158,565       | 500             |
| Purchase of capital assets                                | (2,278)       | (1,493)         |
| Proceeds on disposal of capital assets                    | 130           | 658             |
| Purchase of intangible assets                             | (9)           | —               |
|   | <b>3,013</b>  | <b>(12,835)</b> |
| <b>Financing activity</b>                                 |               |                 |
| Repayment of lease obligations                            | (643)         | (838)           |
| Increase (decrease) in cash during the year               | 2,724         | (4,359)         |
| Cash, beginning of year                                   | 12,160        | 16,519          |
| <b>Cash, end of year</b>                                  | <b>14,884</b> | <b>12,160</b>   |
| <b>Supplementary cash flow information</b>                |               |                 |
| Non-cash transactions                                     |               |                 |
| Acquisition of leased vehicles                            | —             | (1,361)         |
| Incurrence of lease obligations                           | —             | 1,361           |

The accompanying notes are an integral part of the financial statements.



# **Municipal Property Assessment Corporation**

## **Notes to the financial statements**

December 31, 2023

(In thousands of dollars)

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### **1. Description of business**

Municipal Property Assessment Corporation (the Corporation), formerly the Ontario Property Assessment Corporation, was incorporated effective January 1, 1998 and is a special act corporation under the Municipal Property Assessment Corporation Act, 1997 (Ontario). The Corporation is responsible for providing property assessment services for municipalities in the Province of Ontario, as well as providing other statutory duties and other activities consistent with such duties as approved by its board of directors. All municipalities in Ontario are members of the Corporation.

### **2. Summary of significant accounting policies**

The financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations.

The significant accounting policies are summarized as follows:

#### *Fund accounting*

The financial statements include the following funds:

- The unrestricted fund comprises mainly amounts available for immediate use for the general purpose of the Corporation.
- The reserve for board-appropriated working fund is set aside by the board of directors in accordance with the Corporation's reserve strategy for contingencies and funding for identified one-time expenditures.
- The reserve for employee future benefits is the portion of net assets consisting of internally restricted investments set aside to settle employee future benefits.
- The reserve for enumeration was established to fund the costs associated with the preparation of preliminary voters' lists for municipal and school board elections. This function will be transferred to the Elections Ontario in January 2024. MPAC will maintain the municipal and school board election support going forward, and the balance of this reserve will be used to pay for those activities.
- The reserve for assessment update was established to fund the costs associated with the assessment update. The Corporation contributes annually to the reserve but may vary the annual contribution with approval from the board of directors. The unspent reserve balance will be maintained to finance the next Assessment Update.
- Invested in capital and intangible assets represents assets that have been invested in long-lived capital and intangible assets which are not readily converted to cash, net of any liabilities related to the acquisition of those assets.

#### *Financial instruments*

The Corporation records cash, accounts receivable, accounts payable and accrued liabilities initially at fair value and subsequently at amortized cost. Financial assets are tested for impairment at the end of each reporting period when there are indications the assets may be impaired.

Investments are recorded at fair value. Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred.

**Municipal Property Assessment Corporation**  
**Notes to the financial statements**

December 31, 2023

(In thousands of dollars)

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**2. Summary of significant accounting policies (continued)**

*Capital assets*

Capital assets are recorded at cost and are amortized using the straight-line method as follows:

|                              |               |
|------------------------------|---------------|
| Office equipment             | 5 years       |
| Furniture and fixtures       | 5 to 10 years |
| Computer equipment           | 3 to 4 years  |
| Small boats and vessels      | 3 to 8 years  |
| Vehicles under capital lease | 5 years       |

Leasehold improvements are also amortized on a straight-line basis over the term of the lease or ten years, whichever is less.

*Impairment of long-lived assets*

The Corporation reviews the carrying amount, amortization and useful lives of its long-lived assets on an annual basis. If the long-lived asset no longer has any long-term service potential to the Corporation, the excess of the net carrying amount over any residual value is recognized as an expense in the statement of operations.

*Intangible assets*

Intangible assets consist of computer software, which is recorded at cost and is amortized over three years.

The costs of developing in-house software are expensed as incurred.

*Revenue recognition*

Municipal revenue relates to assessment services and is recognized in the year in which the services are provided, and collection is reasonably assured.

Other revenues are comprised of services sold and products delivered from business development. These revenues are recognized when the services have been provided and/or the product is delivered, and collection is reasonably assured.

Interest income is recognized when earned.

The Corporation follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

*Employee future benefits*

The Corporation has defined benefit plans that provide for post-retirement medical and dental coverage and special termination benefits for defined eligible employees. Certain investments have been internally restricted but not segregated to pay for post-retirement benefits.

**Municipal Property Assessment Corporation**  
**Notes to the financial statements**

December 31, 2023

(In thousands of dollars)

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**2. Summary of significant accounting policies (continued)**

*Employee future benefits (continued)*

The Corporation has the following policies:

- The Corporation accrues its obligations under defined benefit plans and the related costs when the benefits are earned through current service using the accounting valuation method.
- The cost of post-employment benefits earned by employees is actuarially determined using the projected benefit method pro-rated on service and management's best estimates of retirement ages of employees, expected health-care costs and dental costs. The accrued benefit obligation related to employee future benefits is discounted using market rates on high-quality debt instruments.
- Remeasurements and other items are composed of actuarial gains (losses) on the accrued benefit obligation and arise from differences between the actual and expected experience and from changes in the actuarial assumptions used to determine the accrued benefit obligation, past service costs and gains and losses arising from settlements and curtailments. Actuarial gains and losses arise when the accrued benefit obligations change during the year. The actuarial gains and losses and other remeasurements including plan amendments are recorded in the statement of changes in net assets when incurred.

In addition, all employees of the Corporation are part of a defined benefit multi-employer benefit plan providing both pension and other retirement benefits. Contributions made to this plan are expensed as paid as the plan is accounted for as a defined contribution plan.

*Deferred lease inducements*

Lease liabilities include deferred lease inducements, which represent the free rent and improvement allowances received from landlords and are amortized over the term of the lease, and step-rent liability, which represents the difference between the average annual rent over the term of the lease agreement and actual rent paid in the year.

*Use of estimates*

In preparing the Corporation's financial statements, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates. Accounts requiring significant estimates include accounts payable and accrued liabilities, useful lives of capital assets and employee future benefits.

**3. Investments**

Investments are held within third party managed accounts, which invest independently. The breakdown of total investments by category is outlined below:

|                       | <b>2023</b>    | 2022    |
|-----------------------|----------------|---------|
|                       | \$             | \$      |
| Cash to be reinvested | <b>149</b>     | —       |
| Fixed income          | <b>92,665</b>  | 88,827  |
| Equity                | <b>45,639</b>  | 40,585  |
| Real assets           | <b>17,684</b>  | 20,037  |
|                       | <b>156,137</b> | 149,449 |

## Municipal Property Assessment Corporation

### Notes to the financial statements

December 31, 2023

(In thousands of dollars)

#### 3. Investments (continued)

The Corporation internally restricts certain securities to fund employee future benefits. The breakdown of total investments by intended use is outlined below:

|                          | 2023           | 2022           |
|--------------------------|----------------|----------------|
|                          | \$             | \$             |
| Working capital          | 87,267         | 85,861         |
| Employee future benefits | 68,870         | 63,588         |
|                          | <b>156,137</b> | <b>149,449</b> |

#### 4. Capital assets

|                                 | Cost          | Accumulated<br>amortization | 2023<br>Net book<br>value | 2022<br>Net book<br>value |
|---------------------------------|---------------|-----------------------------|---------------------------|---------------------------|
|                                 | \$            | \$                          | \$                        | \$                        |
| Office equipment                | 398           | 398                         | —                         | —                         |
| Furniture and fixtures          | 8,642         | 7,526                       | 1,116                     | 1,135                     |
| Computer equipment              | 15,896        | 13,858                      | 2,038                     | 2,196                     |
| Small boats and vessels         | 387           | 362                         | 25                        | 14                        |
| Leasehold improvements          | 21,013        | 17,458                      | 3,555                     | 3,445                     |
| Vehicles under capital<br>lease | 4,112         | 3,136                       | 976                       | 1,583                     |
| Assets under construction       | 9             | —                           | 9                         | 77                        |
|                                 | <b>50,457</b> | <b>42,738</b>               | <b>7,719</b>              | <b>8,450</b>              |

#### 5. Intangible assets

|                   | Cost  | Accumulated<br>amortization | 2023<br>Net book<br>value | 2022<br>Net book<br>value |
|-------------------|-------|-----------------------------|---------------------------|---------------------------|
|                   | \$    | \$                          | \$                        | \$                        |
| Computer software | 3,031 | 3,020                       | 11                        | 6                         |

#### 6. Deferred revenue

|   | 2023         | 2022         |
|---|--------------|--------------|
|   | \$           | \$           |
| Business development unearned revenue and<br>customer down payments | 1,290        | 2,487        |
| Other deferred amounts  | 193          | 182          |
|   | <b>1,483</b> | <b>2,669</b> |

**Municipal Property Assessment Corporation**  
**Notes to the financial statements**

December 31, 2023  
(In thousands of dollars)

**7. Employee future benefits**

The Corporation has accrued an obligation for its post-employment benefits as follows:

*Employees who transferred to the Corporation from the Government of Ontario on December 31, 1998*

- Employees who transferred to the Corporation with less than ten years of service with the province will receive post-retirement group benefit coverage through the Corporation for themselves and for their dependents' lifetimes. The cost of these benefits is shared equally between the Corporation and the employee for those employees who retire after January 1, 2018.

The Government of Ontario continues to provide post-retirement benefits for employees who transferred to the Corporation with ten or more years of service with the province.

*Employees hired by the Corporation after December 31, 1998*

- These employees will receive post-retirement group benefit coverage for themselves and for their dependents through the Corporation until age 65.

*All employees*

- The Corporation is a Schedule II employer under the Workplace Safety and Insurance Act (Ontario), 1997 and follows a policy of self-insurance for all its employees. The obligation as at December 31, 2023 is \$617 (\$473 in 2022) and is included in the total obligations below.

Information about the Corporation's accrued benefit obligations and accrued benefit liabilities is as follows:

|  | <b>2023</b>   | 2022     |
|--|---------------|----------|
|  | \$            | \$       |
| Accrued benefit obligations, beginning of year | <b>35,340</b> | 49,267   |
| Current service costs                          | <b>1,049</b>  | 1,455    |
| Interest on accrued obligations                | <b>1,768</b>  | 1,564    |
| Actuarial loss (gain)                          | <b>3,104</b>  | (16,339) |
| Contributions                                  | <b>(810)</b>  | (607)    |
| Accrued benefit obligations, end of year       | <b>40,451</b> | 35,340   |

The employee future benefits expense recorded in the statement of operations during the year is as follows:

|                                 | <b>2023</b>  | 2022  |
|---------------------------------|--------------|-------|
|                                 | \$           | \$    |
| Current service costs           | <b>1,049</b> | 1,455 |
| Interest on accrued obligations | <b>1,768</b> | 1,564 |
|                                 | <b>2,817</b> | 3,019 |

Remeasurements and other items, consisting of curtailments, settlements, past service costs and actuarial loss of \$3,104 (gain of \$16,339 in 2022), have been recognized directly in net assets.

**Municipal Property Assessment Corporation**  
**Notes to the financial statements**

December 31, 2023  
(In thousands of dollars)

**7. Employee future benefits (continued)**

*All employees (continued)*

The significant actuarial assumptions adopted in measuring the Corporation's accrued benefit obligations are as follows:

|                                  | <b>2023</b>                                    | 2022                                  |
|----------------------------------|--|---------------------------------------|
|                                  | \$   | \$                                    |
| Discount rate                    | <b>4.65%</b>                                   | 5.05%                                 |
| Health care inflation            | <b>5.2% grading<br/>down to 4%<br/>by 2040</b> | 5.2% grading<br>down to 4%<br>by 2040 |
| Vision and dental care inflation | <b>5.1% grading<br/>down to 4%<br/>by 2040</b> | 5.1% grading<br>down to 4%<br>by 2040 |

The date of the most recent actuarial valuation of the accrued benefit obligations was December 31, 2022.

The Corporation paid \$30,133 (\$28,694 in 2022) of employer and employee contributions to the defined benefit multi-employer benefit plan.

**8. Internally restricted net assets**

|   | <b>2023</b>   | 2022   |
|---|---------------|--------|
|   | \$            | \$     |
| Reserve for board-appropriated working fund | <b>55,199</b> | 50,595 |
| Reserve for employee future benefits        | <b>28,419</b> | 28,248 |
| Reserve for enumeration                     | <b>1,141</b>  | 1,343  |
| Reserve for assessment update               | <b>13,469</b> | 11,469 |
|   | <b>98,228</b> | 91,655 |

Interfund transfers are approved by the board of directors. During the year, the board of directors approved the transfers between the unrestricted fund and the internally restricted net assets as follows: \$4,604 to (\$3,312 to in 2022) the board-appropriated working fund reserve to pay for future one-time expenditures; \$2,000 to (\$1,361 to in 2022) the assessment update reserve to set aside funds for the property assessment process, and \$202 from (\$857 from in 2022) the enumeration reserve.

The purpose and use of the employee future benefit reserve was approved by the board of directors at initial setup, and an annual approval for transfers is not required. A transfer of \$171 to (\$6,670 to in 2022) the employee future benefit reserve was made during the year.

Refer to note 2 for a description of the reserves.

**Municipal Property Assessment Corporation**  
**Notes to the financial statements**

December 31, 2023  
(In thousands of dollars)

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**9. Commitments**

The Corporation has commitments under various operating leases for properties. Minimum lease payments due in each of the next five years and thereafter are as follows:

|            | <u>\$</u>    |
|------------|--------------|
| 2024       | 3,933        |
| 2025       | 2,997        |
| 2026       | 1,918        |
| 2027       | 611          |
| 2028       | 227          |
| Thereafter | <u>81</u>    |
|            | <u>9,767</u> |

The Corporation is also committed to paying operating costs and property taxes on its various property leases.

**10. Capital leases**

The Corporation entered into several vehicle leases with an interest rate of between 2.51% and 4.34%, with lease terms up to 60 months. On termination of the lease, the Corporation has guaranteed a certain residual value of the vehicle to the lessor, depending on the ultimate lease term.

As at December 31, 2023 the current portion of the capital leases is \$322 (\$641 in 2022) and the long-term portion is \$706 (\$1,030 in 2022).

Future minimum annual lease payments required under capital lease arrangements are as follows:

|                                    | <u>\$</u>   |
|------------------------------------|-------------|
| 2024                               | 358         |
| 2025                               | 308         |
| 2026                               | 301         |
| 2027                               | 135         |
| 2028                               | <u>—</u>    |
| Total lease payments               | 1,102       |
| Less: amount representing interest | <u>(74)</u> |
|                                    | 1,028       |
| Less: current portion              | <u>322</u>  |
|                                    | <u>706</u>  |

**11. Contingent liabilities and guarantees**

The Corporation has been named as a defendant in certain legal actions in which damages have either been sought or, through subsequent pleadings, could be sought. The outcome of these actions is not determinable or is considered insignificant as at December 31, 2023 and, accordingly, no provision has been made in these financial statements for any liability that may result. Any losses arising from these actions will be recorded in the year the related litigation is settled.

## **Municipal Property Assessment Corporation**

### **Notes to the financial statements**

December 31, 2023

(In thousands of dollars)

---

#### **11. Contingent liabilities and guarantees (continued)**

In the normal course of business, the Corporation enters into agreements that meet the definition of a guarantee, as outlined in the Chartered Professional Accountants of Canada Handbook. The Corporation's primary guarantee subject to disclosure requirements is as follows:

- The Corporation enters into agreements that include indemnities in favor of third parties, such as purchase agreements, confidentiality agreements, leasing contracts, information technology agreements and service agreements. These indemnification agreements may require the Corporation to compensate counterparties for losses incurred by the counterparties as a result of breaches of contractual obligations, including representations and regulations, or as a result of litigation claims or statutory sanctions that may be suffered by the counterparty as a consequence of the transaction. The terms of these indemnities are not explicitly defined, and the maximum amount of any potential reimbursement cannot be reasonably estimated.

The nature of the above indemnifications prevents the Corporation from making a reasonable estimate of the maximum exposure due to the difficulties in assessing the amount of liability, which stems from the unpredictability of future events and the unlimited coverage offered to counterparties. Historically, the Corporation has not made any significant payments under such or similar indemnification agreements and, therefore, no amount has been accrued in the statement of financial position with respect to these agreements.

#### **12. Risk management**

##### *Market risk*

The Corporation's investments are susceptible to market risk, which is defined as the risk the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. The Corporation's market risk is affected by changes in the level or volatility of market rates or prices, such as interest rates, foreign currency exchange rates and equity prices. The Corporation is subject to cash flow interest rate risk due to fluctuations in the prevailing levels of market interest rate sensitive investments. The risk is mitigated through the Corporation's investment policy, which requires investments to be held in high grade, low risk investments.

##### *Credit risk*

Credit risk arises from the potential a counterparty will fail to perform its obligations. The Corporation is exposed to credit risk from banks and debtors. The risk is mitigated in that the Corporation conducts business with reputable financial institutions and its debtors are mainly entities within a level of the provincial government.

##### *Liquidity risk*

Liquidity risk is the risk the Corporation will not be able to meet its financial obligations as they come due. The Corporation manages liquidity through regular monitoring of forecasted and actual cash flows.

#### **13. Credit facility**

The Corporation has an unsecured credit facility of \$10,000 to be used for its operations, which is renewable annually.



**Municipal Property Assessment Corporation**  
**Notes to the financial statements**

December 31, 2023

(In thousands of dollars)

---

**14. Government remittances**

Government remittances consist of workplace safety insurance costs, sales taxes and payroll withholding taxes required to be paid to government authorities when the amounts come due. In respect of government remittances, \$2,001 (\$3,381 in 2022) is included in accounts payable and accrued liabilities.



Meeting Minutes  
General Meeting  
Tuesday, April 16<sup>th</sup>, 2024  
ZOOM Online  
ID# 821 9588 6447 password #418902

**Present:** Levina Collins; Chair, Doris Shewchuk, Alan Aubut; Ahmad Ghayeni  
**Absent:** Laura Lynch; Treasurer, Marvin Broughton, Bonnie Broughton  
**Recording Secretary:** Marci Watson

1. Call to order at **7:05 pm (EST)**

2. Agenda

a) Modification: Add to New Business: Proposals, Alan Aubut  
Approval of Agenda

3. Approval of Previous March's Minutes

**MOTION: To approve minutes from March's meeting**

**Moved by: Alan Aubut**

**2<sup>nd</sup> by: Doris Shewchuk**

**CARRIED**

4. Financials

- Received a letter from Laura Lynch, Treasurer Account Balance \$725.51
- Treasurer's Report is attached and have been distributed to Executives
- Lisa Lacoste; Events Coordinator has been paid her first \$1,000 with remainder to be paid at the end

5. General Discussion

- Levina Collins have not met with our IT man yet; Levina Collins and Marci W. have been very busy with Grants but will make arrangements within the next few days.
- Doris Shewchuk spoken with the Chrome Domes they charge \$200 per person; too much. Another group will have to be found.
- MAT (Municipal Accommodation Tax. Debate emerged around the Tax but then Alan Aubut stated it has been passed.
- Levina Collins asked if Alan Aubut would be Master of Ceremony, he accepted.
- Al Creswell cannot speak at awards but now the Guest Speaker will be Marlo Sobush from Red Rock presenting on First Nations relations and the Theme is "Working Together As One."

## 6. Members/New Business

Proposal, Alan Aubut: Team Intelligence Workshop Proposal. Suggested to the Chamber. Leo Ojala proposed for a workshop on team intelligence and problem solving. The Chamber suggested to hold the Workshop on a Saturday in June, before the Awards Night on June 6, at 10-2pm at the Legion in the small room. Doris Shewchuk will run it by the Legion. Alan Aubut will check with Leo Ojala to see if date is good and how many people he can accommodate. Having it before the Awards is a good idea and tickets can be sold there for the Workshop. Alan Aubut will ask Leo Ojala to present a poster for the event. Alan Aubut will present all to Leo Ojala.

-New Member is The National Hearing Conservation has about 24 members and have become a Chamber Member but won't have a vote.

- Canadian Tire has donated \$250 plus \$750 in prizes for the Penny Auction.

-

## 7. Decision of Next Meeting Date

**Tuesday, April 30<sup>th</sup>, 2024 at 7 p.m. on-line ZOOM**

## 8. Adjournment motioned by: Marvin Broughton at **8:04 pm (EST)**



# Update from the Board

TBDSSAB Board Newsletter | April 17, 2024

Message from the Chair ..... 1

Next Meeting ..... 2

Spotlight: 25<sup>th</sup> Anniversary Celebration - April 18th ..... 2

Board Reports: February 15, 2024 ..... 3

Board Reports: March 21, 2024..... 4

Feedback..... 5

## Message from the Chair

Please find below the latest issue of Update from The Board, the monthly newsletter from the Board of Directors of The District of Thunder Bay Social Services Administration Board.

**Please circulate to members of your respective Municipal Councils and Local Roads Boards.**

The purpose of this newsletter is to keep our municipal stakeholders informed about TBDSSAB activities by providing an overview of TBDSSAB Board information and reports following all monthly meetings.

Some highlights from February and March:

- The Board was presented with 2023 year-end summary and fourth quarter operational and administrative reports. Links to related reports are included below.
- The Board received an update on the 10-year Housing and Homelessness Plan. A link to this report is included below.

- Administration announced plans to celebrate the 25<sup>th</sup> Anniversary of TBDSSABs on April 18<sup>th</sup>. An invitation was sent to Municipal partners in March and has been included again as the Spotlight below. We hope to see you there!

Thank you,

**Brian Hamilton**  
Chair, TBDSSAB

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This edition of Update from the Board covers TBDSSAB's regular monthly meeting in **February and March 2024**, as well as key initiatives taking place in this time span.

Our aim is to provide an overview of TBDSSAB Board information and reports in a timely manner following all monthly meetings.

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## Next Meeting

The next Board meeting will be held **Thursday April 18, 2024 at 10:00am**

The Board meeting is scheduled to take place in person. For more information, please visit the [Board Meetings page](#) on our website.

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## Spotlight: 25<sup>th</sup> Anniversary Celebration - April 18th

Join us as we celebrate the upcoming 25th anniversary of The District of Thunder Bay Social Services Administration Board!

As a valued community partner, we invite you to join us on April 18th for cake, refreshments, and a chance to reflect on the past 25 years of TBDSSAB. Please RSVP via the form below if you are able to attend.



**TBDSSAB 25th Anniversary Celebration**  
Thursday April 18, 2024, 3:00pm - 4:30pm  
TBDSSAB HQ - 231 May Street South, Thunder Bay



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## Board Reports: February 15, 2024

### **Advocacy & Engagement Annual Update**

Download: [RPT 2024-02 \(PDF\)](#)

The Board was presented with an annual update on advocacy and engagement activities completed by the Board and/or Administration.

### **Quarterly Strategic Plan Update (2023-Q4)**

Download: [RPT 2024-03 \(PDF\)](#)

The Board was presented with the 2023 Strategic Plan–Fourth Quarter Strategic Plan Update for information only.

### **Corporate Complaints Policy – Update**

Download: [RPT 2024-04 \(PDF\)](#)

The Board was presented with proposed revisions to the Corporate Complaints Policy for approval.

## **Internal Review Policy**

Download: [RPT 2024-05 \(PDF\)](#)

The Board was presented with a revised Internal Review Policy for approval.

## **Social Assistance Rates and Common Assessment Tool**

Download: [RPT 2024-06 \(PDF\)](#)

The Board was presented with information regarding advocacy related to social assistance rates and the newly introduced Common Assessment Tool (CAT) questionnaire developed by the Ontario Government for use with Ontario Works and Ontario Disability Program.

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## **Board Reports: March 21, 2024**

### **Q4 Operational Report**

Download: [RPT 2024-07 \(PDF\)](#)

The Board was presented with TBDSSAB's quarterly operational report for October 1 – December 31, 2023.

### **10 Year Housing & Homelessness Plan Annual Update**

Download: [RPT 2024-08 \(PDF\)](#)

The Board was presented with information related to the TBDSSAB 10-Year Housing and Homelessness Plan Annual Progress Report.

### **2024 Ontario Works Service Plan Addendum**

Download: [RPT 2024-09 \(PDF\)](#)

This Report outlines TBDSSAB's Ontario Works Service Delivery Plan Addendum for the 2024 planning cycle as required by the Ministry of Children, Community and Social Services (MCCSS).

## **Before and After School Programs Update**

Download: [RPT 2024-10 \(PDF\)](#)

The Board was presented with information regarding proposed closure of four before and after school programs, and to identify legislated responsibility for before and after school programs.

## **April 2024 Mortgage Renewal – Picton 3**

Download: [RPT 2024-11 \(PDF\)](#)

The Board was presented with the upcoming mortgage renewal arrangements for the properties identified as Picton 3 in the city of Thunder Bay.

## **2023 Environmental Stewardship Initiatives**

Download: [RPT 2024-12\(PDF\)](#)

The Board was presented with information on initiatives undertaken in 2023 to enhance environmental stewardship across the organization.

Board reports for past meetings are available on our website:  
<https://www.tbdssab.ca/board/reports>

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## **Feedback**

We appreciate feedback and comments regarding the content of this newsletter.

**Contact:** Carole Lem (she/her), Communications & Engagement Officer  
E: [Carole.Lem@tbdssab.ca](mailto:Carole.Lem@tbdssab.ca) T: 807-766-4219



**Ministry of Transportation**  
Northwestern Region  
615 South James Street  
3rd Floor  
Thunder Bay, Ontario  
P7E 6P6  
Tel: 705-492-3176  
Fax: 807-473-2168

**Ministère des Transports**  
Région du Nord-Ouest  
615, rue James Sud  
3e étage  
Thunder Bay, Ontario  
P7E 6P6  
Tél: 705-492-3176  
Télé: 807-473-2168



April 23<sup>rd</sup>, 2024

**Attn:** Mark Figliomeni  
Red Rock Township  
cao@redrocktownship.com

**RE: Highway 628 and Highway 11/17 Preliminary Design  
GWP 6628-16-00**

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The Ministry of Transportation Ontario (MTO) is initiating an in-house Preliminary Design Study to resurface Highway 628 0.55 km east of Highway 11/17 easterly for 6.82 km and to resurface Highway 11/17 at 1<sup>st</sup> Street in Nipigon westerly for 2.83 km. Please see the attached key plan for location details.

The purpose of the project is to improve the riding quality of the pavement along both Highways and to add pavement strength by milling or pulverizing and re-paving problem areas. The project will also improve drainage as well as address operational safety concerns by examining potential improvements to enhance driver safety. It is anticipated that construction activities will remain within the existing MTO right-of-way and measures will be incorporated into the design to ensure there are no adverse impacts to the environment resulting from construction.

If you have any comments or questions, please reply to this letter by May 23<sup>rd</sup>, 2024. I can be reached by phone at 705-492-3176 or by email at Justin.Green2@ontario.ca.

Sincerely,

A handwritten signature in black ink that reads "Justin Green".

Justin Green  
Engineering Associate, Project Delivery Section Northwest

**Attached:** Location Map

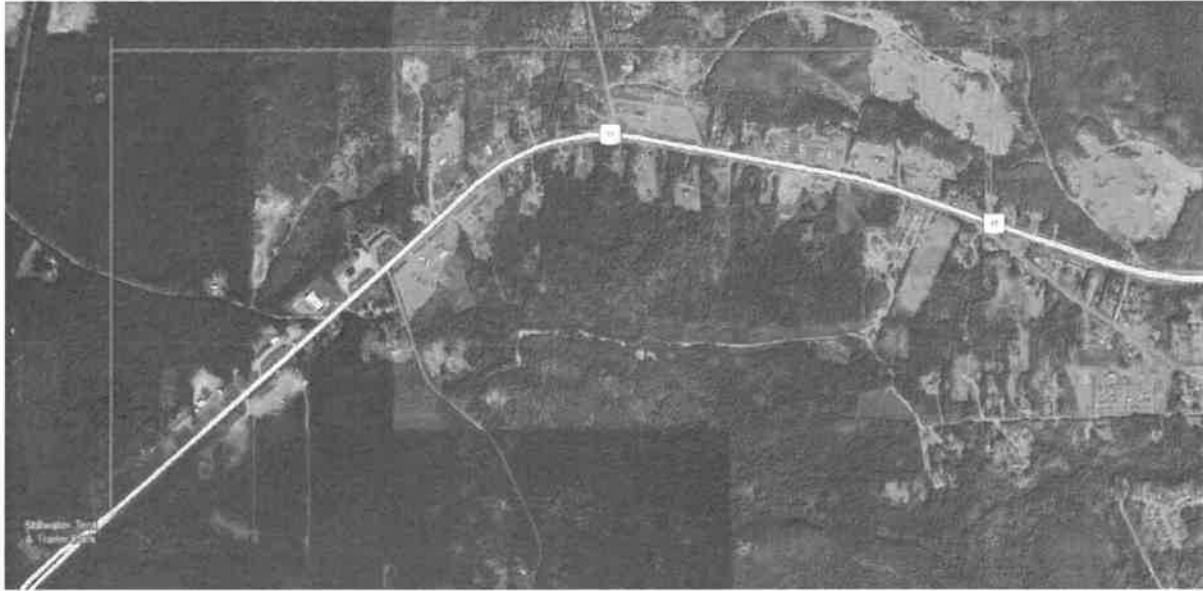
**Cc:** Jody Heerema, Environmental Planner [Jody.Heerema@ontario.ca](mailto:Jody.Heerema@ontario.ca)  
Joel Richard, Stakeholder Relations Advisor [Joel.Richard@ontario.ca](mailto:Joel.Richard@ontario.ca)  
Whitney Odahl, Municipal Secretary [admin@redrocktownship.com](mailto:admin@redrocktownship.com)

**Ministry of Transportation**  
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615 South James Street  
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Tél: 705-492-3176  
Télé: 807-473-2168



Highway 11/17 Location Map:



Highway 628 Location Map:



# 2023

## ANNUAL REPORT

Dignity, Respect  
& Quality of Life



## Message from the Chair

On behalf of The District of Thunder Bay Social Services Administration Board, I am delighted to present the 2023 Annual Report.

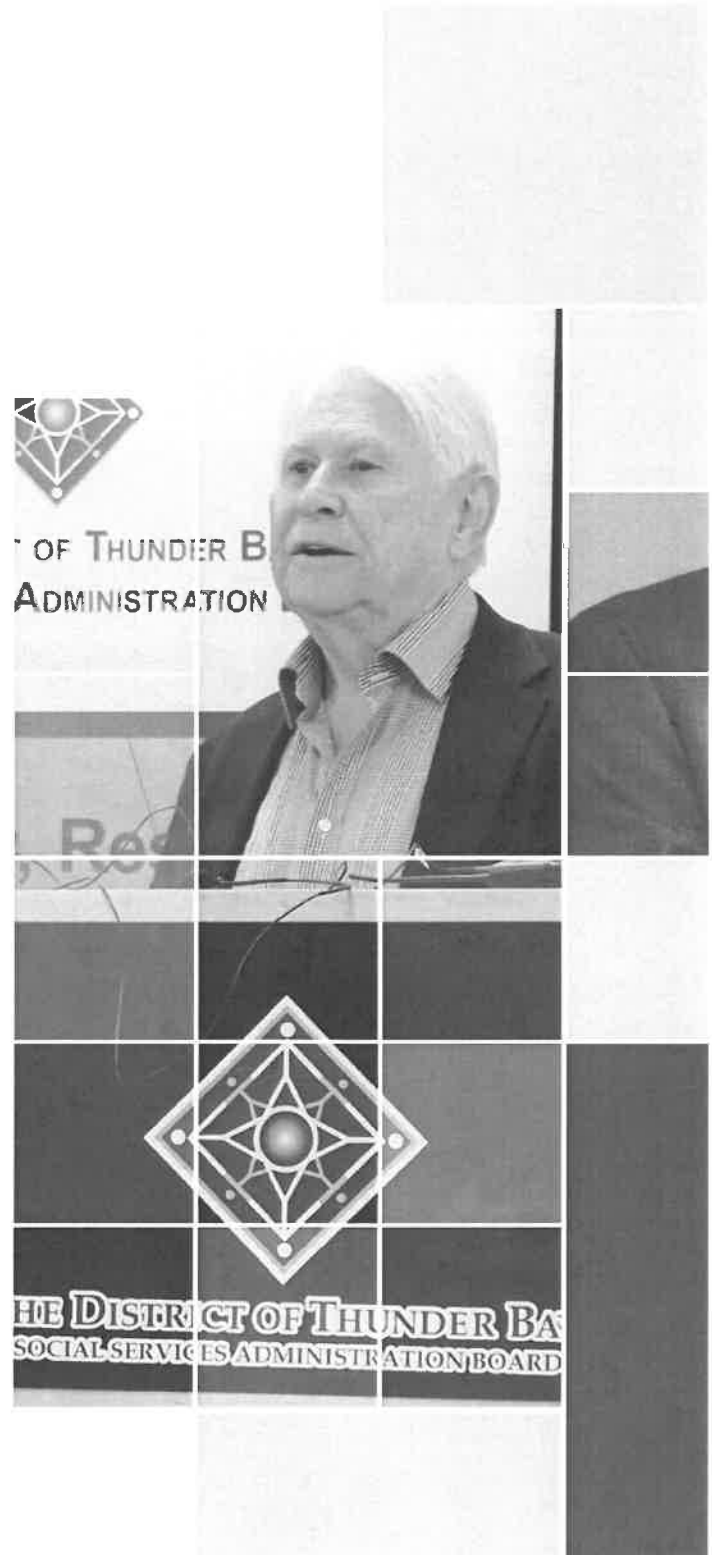
This annual report stands as a testament to the combined achievements of our Board and Administration, showcasing the impactful outcomes of our knowledge-driven efforts and unwavering advocacy for the people we serve.

- Acknowledging years of clear Board advocacy and results-driven work by Administration, TBDSSAB's Homelessness Prevention Programs funding nearly tripled in 2023.
- The TBDSSAB team was recognized with an Ontario Municipal Social Services Association Local Municipal Champion award for community resource centers and technology hubs in housing properties, exemplifying community collaboration and streamlined service integration.

My time as Chair has been an immensely enjoyable and educational experience. I extend my gratitude to my fellow Board members, our dedicated team, valued partners, and supportive community for their integral role in making 2023 a success.

Together, we continue to shape a brighter future. Thank you for your trust and collaboration.

**Ken Boshcoff**  
Chair, 2023



## Message from the CAO



Reflecting on 2023, I'm proud to see the accomplishments of the TBDSSAB team summarized in this year's Annual Report.

My thanks go to the team for your diligence, resilience, and willingness to show up for the people we serve. The year brought us new challenges, opportunities, and different perspectives that we have navigated together.

- In Housing and Homelessness programs, we used the significant increase in Homelessness Prevention Program funding toward expanding outreach and shelter services, collaborating with community partners, and adding new transitional housing spaces.
- The Social Assistance Programs team has demonstrated their resilience in navigating the ongoing province-wide modernization process, a journey that will continue into the year ahead.
- Child Care and Early Years programs continued to steer operators through the shortage of educators and the resulting impact on access to child care spaces in our system. New partnerships and a service system plan was approved in 2023 that will set our child care system up for long term success.
- Recognizing the shortage of Early Childhood Educators in our District, we announced the Fast Track ECE program with Confederation College in June.
- Our Intake and Eligibility team saw an increase to outreach activities throughout the district, including the expansion of our Transitional Outreach and Support Workers team to better support municipalities outside the city of Thunder Bay.
- And last but not least, my thanks goes to the Corporate Services, CAO Office, and Human Resources teams for supporting the organization, our programs, and our Board and keeping us operational through thick and thin.

TBDSSAB concluded our 2020-2023 strategic plan with a 93% completion rate by year-end. Thank you to my team and the Board for your role in achieving the majority of our goals amidst significant systems-level change and the challenges posed by a global pandemic. Our organization will continue to build on the accomplishments from previous years with the 2024-2027 Strategic Plan.

Looking ahead to all that is in store for us in 2024 and beyond, TBDSSAB remains dedicated to working collaboratively with stakeholders to address community needs. Thank you all for your ongoing support.

**Bill Bradica**  
Chief Administrative Officer

### Contents:

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| Our Board          | 5  |
| Our Programs       | 7  |
| Our Footprint      | 13 |
| Financial Position | 14 |

## About Us

The District of Thunder Bay Social Services Administration Board (TBDSSAB) supports people to improve their lives and become self-sufficient. We do this as the service system manager for vital, quality social services needed by individuals and families living in the District of Thunder Bay—including child care and early years, community housing, homelessness prevention programs—and through the delivery of Ontario Works.

### Mission

TBDSSAB delivers provincially mandated services on behalf of the citizens of the District of Thunder Bay.

### Vision

TBDSSAB provides quality services within the context of a commitment to social justice and recognition of people's potential to achieve self-sufficiency.

### Values

At TBDSSAB, we:

- Respect
- Accept
- Collaborate
- Understand
- Are Empathetic
- Have Integrity
- Promote Wellness

### Service Area

TBDSSAB currently delivers services to people living in 15 municipalities and Territory Without Municipal Organization within the District of Thunder Bay.

There are eight TBDSSAB offices across the District.



TBDSSAB employs 170 people within our Corporate Services, Integrated Social Services, and CAO Office divisions.

Our interdisciplinary team includes staff experienced in: social assistance, child care and early years, property management, maintenance, community housing, infrastructure, research, communications, information services, finance, human resources, and administration.

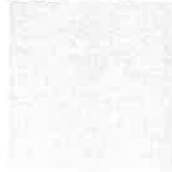
### Employee Giving

Our team is dedicated to supporting our communities in the work we do every day as well as the initiatives we support through employee giving campaigns. In 2023, TBDSSAB staff donated \$11,790 to the United Way through various internal fundraisers.

### Staff Training

TBDSSAB staff complete mandatory training on an annual basis, with additional training topics offered each year. In 2023, some special training topics offered to all staff included:

- Wake the Giant Inclusivity Training
- Mental Health First Aid
- Opioid Poisoning Response Training
- Change Management Through a Personality Dimension Lens
- Stigma Ends With Me: Substance Use Health Training



**170**

TBDSSAB Staff



**29**

staff celebrated years of service milestones (5-35 years!)

# Our Board



Past and present Board members celebrating 2022 Board retirements.

Following the 2022 municipal election, TBDSSAB welcomed 11 new Board members in 2023. This is the highest turnover since the TBDSSAB's inception in 1999.



**Ken Boshcoff**  
Chair, 2023  
City of Thunder Bay



**Meghan Chomut**  
Vice Chair, 2023  
Township of Shuniah



**Albert Aiello**  
City of Thunder Bay



**Anne-Marie Bourgeault**  
Township of Schreiber



**Kasey Etreni**  
City of Thunder Bay



**Nancy Gladun**  
Township of Red Rock



**Greg Johnsen**  
City of Thunder Bay



**Brian Hamilton**  
City of Thunder Bay



**Kathleen Lynch**  
Territories Without Municipal Organization



**Elaine Mannisto**  
Municipality of Greenstone



**Jim Moffat**  
Township of Manitowadge



**Dominic Pasqualino**  
City of Thunder Bay



**Mark Thibert**  
Municipality of Neebing



**Jim Vezina**  
Township of O'Connor





Members of the Board at the AMO 2023 conference with Associate Minister Nina Tangri and MPP Kevin Holland.

## Board Advocacy

The Board is committed to ongoing advocacy in response to local service system needs.

In 2023, six position papers were formally presented at delegation meetings with government officials at the Rural Ontario Municipal Association (ROMA) and Association of Municipalities of Ontario (AMO) conferences. In addition, joint papers and letters of endorsement were produced to advocate for administrative or budgetary changes to address unmet local needs.

### 2023 Highlights:

#### Housing & Homelessness Program Funding Increase

In April 2023, the province announced a significant increase to Homelessness Prevention Program (HPP) funding, increasing the total allocation to \$16.5 million. During the media announcement, MPP Kevin Holland acknowledged the advocacy done by the TBDSSAB Board of Directors as a contributing factor for the funding increase.

#### Mental Health & Addictions Supports & Partnerships

The need for supports from health-funded agencies for mental health and addictions has been an ongoing topic for TBDSSAB

advocacy, including policy advocacy to increase access to substance use health supports at ROMA 2023.

#### Reconciliation & Inclusion

In 2023, TBDSSAB presented the Board with a proposed Implementation Plan based on the recommendations in the 2022 Situation Analysis report via Blue Sky. This led to the formation of an ad hoc Board Committee and the approval of most of the items in the implementation plan in the fall.

[Click here](#) to view past position papers related to Board Advocacy.

## Strategic Plan

TBDSSAB's 2020-2023 Strategic Plan concluded on December 31, 2023. The Plan includes 9 Strategies and 47 total Objectives under 3 Strategic Directions for 2020-2023.

Administration's goal was to complete 90% of the objectives from the 2020-23 Plan by December 31, 2023. The overall progress on the Plan is 93%.

The Board extends its gratitude and respect to Administration for the impressive progress made toward strategic goals while navigating the challenges of the COVID-19 pandemic and delivery of related relief services.

# Our Programs

## Intake & Eligibility

TBDSSAB's programs are delivered through one Integrated Social Services division, with a one-stop Intake & Eligibility team. This helps us make sure that service users are connected to all available resources they may need. The team includes intake staff for all program areas, as well as Transitional Outreach and Support Workers that do outreach with individuals experiencing homelessness.

### Robin's Story

The Transitional Outreach and Support Workers (TOSW) team first met Robin (name changed) during a visit to an emergency shelter in 2023. After settling into an apartment, the TOSW team followed up with Robin.

Q: How has it been living in your new apartment?

A: I've been here 6 weeks and it's been outstanding, very quiet. All the doorways and entrance points are ok for my walker, they are nice and wide. My Neighbour's are friendly and suspicious of strangers which is good, kind of like a family watch.

Q: Do you feel there has been an impact of living here vs living at a shelter?

A: Oh, [the difference] is like night and day... [At the shelter] personalities would clash

sometimes; even visitors to our room would be condescending or not pleasant. I had individuals confront me. All in all, I think everybody there wants to get help and I found the staff very helpful, and that includes [TOSWs and OW worker]. Here, its nice and quiet its mostly more elderly folks which is fine, they all seem to be super friendly. It's a very nice building.

Q: Can you tell us a bit about your experience leading up to this point?

A: I was discharged after 9 months at [hospital] and then I came into the shelter environment; you know that transition took a bit of adjusting, maybe a week, but once I got the lay of the land and you know...[I] got to meet some quality people. Every Tuesday [TOSWs] were there to handle pretty much all the paperwork [for housing].



Staff from TBDSSAB's Transitional Outreach and Support Workers team.



**3370**

calls received by Intake each month (on average)



**44,972**

visitors to TBDSSAB HQ office intake area in 2023



**66**

people experiencing homelessness housed on TOSW caseload in 2023

## Child Care & Early Years Programs

TBDSSAB manages the child care and early years system in the District of Thunder Bay. Our Child Care & Early Years Programs help families by managing the child care wait list and offering child care fee subsidies to offset the costs of child care. We also provide operational funding and resources to Child Care operators and EarlyON programs throughout our district.

### Early Years Campaign

In January 2023, TBDSSAB partnered with Ontario's Child Care and Early Years system managers to launch a province-wide marketing campaign to generate an increased understanding of, and support for, Ontario's licensed child care sector.

[Click here](#) to view the campaign page.

### Professional Learning

A full day training session was held with 340 educators from across the district. Topics included: Indigenous Perspectives in Early Childhood Education, Inclusive Practices in Early Childhood Education Settings, Leadership Well-Being, and Nature-Based Learning.

### Workforce Development

In 2023, TBDSSAB announced funding for the **Early Childhood Education (ECE) Fast-Track program** in partnership with Confederation College, which allows staff currently working in child care to graduate in 15 months. TBDSSAB also provided \$204,000 in bursaries for Confederation College ECE students.

### Child Care Worker & Early Childhood Educator Appreciation Day 2023

In honour of CCW & ECE Appreciation Day on October 17, 2023, TBDSSAB provided bilingual Hero-themed sweaters to educators across the District of Thunder Bay. Free downloads were also available on our website for families to thank the educators in their lives. Educators are truly heroes to children and families, and our economy could not function without the essential work they perform.

### Service Plan

In 2023, the Board approved a five-year Child Care and Early Years Service Plan. This plan provides a vision which ensures families have access to services that are: Accessible, Affordable, Accountable, High Quality, and Inclusive. These priorities are responsive to community needs and align with Ontario's vision for the child care and early years sector.



TBDSSAB staff celebrating Child Care Worker & Early Childhood Educator Appreciation Day 2023.



**3,196**

children served in child care programs in 2023



**436**

children receiving fee subsidies in 2023



**2,726**

children served in EarlyON programs in 2023



**2,109**

EarlyON child visits in 2023

# Housing & Homelessness Prevention Programs

TBDSSAB manages the community housing and homelessness prevention system in the District of Thunder Bay. Our Housing Programs assist individuals and families by offering affordable housing and rent supports. We also work with community organizations and the emergency shelter system to support initiatives that aim to address homelessness throughout our district.



## Community Gardens

The Housing Operations team delivered 48 flats of flowers to our properties this 2023 season. The tenant communities then work to plant and maintain the gardens throughout the summer and into the fall. Initiatives such as this help support a sense of community and bring pride to the areas we serve.

Thanks to all the tenants and staff that helped this season with the flowers, community gardens and fall harvest that support our community kitchens.

## Geraldton Bench Donation

On June 5th, 2023 the Geraldton Composite High School's all female shop class donated Fisher and Neil Court seniors complexes in

Geraldton this lovely outdoor bench (pictured, above). Students and teachers who made the bench attended the building for a party, to install the bench and give the tenants the ability to thank them.

Thank you to Geraldton Composite High School students and staff for thinking of our tenants! TBDSSAB staff and tenants were thrilled to receive this generous donation.

## Wardrope Court Anniversary

TBDSSAB celebrated the 50th anniversary of Wardrope Court in October 2023. To mark the occasion, staff, Board Chair and tenants gathered for a celebration that included an opening song and smudging, lunch, bannock, cupcakes, prizes, and bingo.



**256**

new tenants housed in 2023



**2,473**

direct-owned housing units



**7,170**

maintenance calls received and dispatched



**7,925**

tenant visits by Tenant Support Workers



Pictures, left to right:

1. Bench made and donated by Geraldton high school students.
2. Ribbon cutting ceremony at Elizabeth Fry transitional housing announcement.
3. Groundbreaking ceremony at Northern Linkage transitional housing announcement.
4. Northern Linkage project under construction.

## New Housing Units

In 2023, TBDSSAB announced funding partnerships with community partners to increase housing availability across our service system.

- **Elizabeth Fry** received \$219,500 via Social Services Relief Funding to create 7 new transitional housing spaces for women and gender-diverse people.

[Click here](#) for the full Elizabeth Fry project announcement.

- **Northern Linkage** received \$1,652,000 in Canada-Ontario Community Housing Initiative (COCHI) funding to create 14 affordable housing units, including 7 fully accessible units.

[Click here](#) for the full Northern Linkage announcement.

## HPP Funding Increase

The Homelessness Prevention Program (HPP) is a provincially funded program that aims to prevent, reduce, and address homelessness.

In 2023, TBDSSAB's HPP allocation was increased to \$16.5M, nearly triple the 2022 allocation. TBDSSAB has allocated \$9M of this amount under capital funding for the creation of 50 transitional housing spaces throughout the district. These projects will be announced in 2024. Additionally, TBDSSAB funded seven organizations a combined total of \$2M toward homelessness outreach initiatives.

[Click here](#) to read the HPP Investment Plan media release.



**58**

people housed off High Needs Homeless waitlist in 2023



**\$1.8M**

in capital funding announced in 2023, resulting in 21 new community housing spaces



**31,584**

stays at emergency shelters in 2023 (includes Salvation Army, Shelter House, Urban Abbey)



## Social Assistance Programs

TBDSSAB delivers social assistance programs, including Ontario Works, throughout the District of Thunder Bay. Our Social Assistance Programs empower people in need to achieve self-sufficiency through financial aid and employment assistance. We also partner with community services to connect our clients with education, training, and community or employment placements.

### ID Clinics

Building on the success of TBDSSAB partnership with Kinna awaya Legal Clinic, caseworkers were trained, and a process was set up so that we can assist our participants to apply for birth verification. Due to the complexity and method of required payment, clients who are unable to apply on their own can work with their caseworker in obtaining both Ontario and other provinces birth verification.

### Employment Supports

The Going to Work pilot project assisted 40 recipients (22% of those sent to employers) in gaining employment through partnerships with 29 district employers.

The program saw just under \$19,000 paid to employers as incentive. Thank you to all employers who partnered in this pilot.



**2,618**

average monthly caseload



**208**

clients employed and had an average earnings of \$734 each



**824**

exits to employment, equivalent to 32% of caseload for the whole year



**294**

ODSP grants issued with assistance from caseworkers



## OMSSA Local Municipal Champion Award

TBDSSAB was awarded a Local Municipal Champion Award from the Ontario Municipal Social Services Association (OMSSA) at the OMSSA Exchange Conference held in Ottawa on May 8-10, 2023.

TBDSSAB received this award in recognition of three community resource centres and five technology hubs established in five neighbourhoods. These were recognized as an example of community collaboration and streamlined integration of services. Over the past five years, TBDSSAB has worked to create community resource centres for tenants and clients, creating centralized access for neighbourhood enhancement. The resource centre is a dedicated unit within the neighbourhood that provides a variety of services and supports to the households in the area. On a scheduled basis, staff from the Integrated Social Services team—including Social Assistance, Housing, and Child Care—attend at the resource centres and meet with clients/tenants with the goal of delivering integrated supports to tenants close to home.

Additional services include life skills sessions, community kitchens, community gardens, access to computers, printers and the internet, and provision of space for community partner organizations to offer services. Other services offered through community partners include medical access via a nurse practitioner, local health unit support, healthy kids sites, harm reduction supplies and support referrals for mental health and addictions programming, cultural programming opportunities and employment supports.



Pictures, from top:

1. TBDSSAB staff involved with the resource centres pose with the award in Thunder Bay.
2. Bill Bradica, CAO, and Jennifer Lible, Manager Social Assistance Programs, at the OMSSA Award ceremony.

## Our Footprint

The priority for green, environmentally sustainable practices is to reduce TBDSSAB's environmental footprint, with a secondary impact of reducing the operating costs in our housing portfolio. In 2023, TBDSSAB completed various projects to enhance the environmental stewardship lens of its housing portfolio through capital projects.

### 2023 Highlights:

#### Elizabeth Court

A full roof replacement was completed at Elizabeth Court. Removing the end of life roofing materials and replacing with new insulation and Ethylene Propylene Diene Terpolymer (EPDM) roof membrane was completed to reduce heat loss and create a watertight building envelope. The Make-up Air unit was also replaced to a new more energy efficient unit.

#### Glenwood Court

All unit windows, which were original to the building, were replaced at Glenwood Court. The new windows will achieve greater energy efficiency and comfort for the tenants.

#### Manion Court

At Manion Court, outside garden boxes were added to support tenants' working with the earth and protecting the environment while supporting food security efforts.

[Click here](#) to view past reports related to Environmental Stewardship.



New windows at Glenwood Court increase energy efficiency and comfort for tenants.



## \$1.49 M

spent on capital projects related to Housing Portfolio Energy Management, financed from the Housing Portfolio Capital Reserve Fund, as well as opportunities through 100% funded capital programs.



## \$75,634

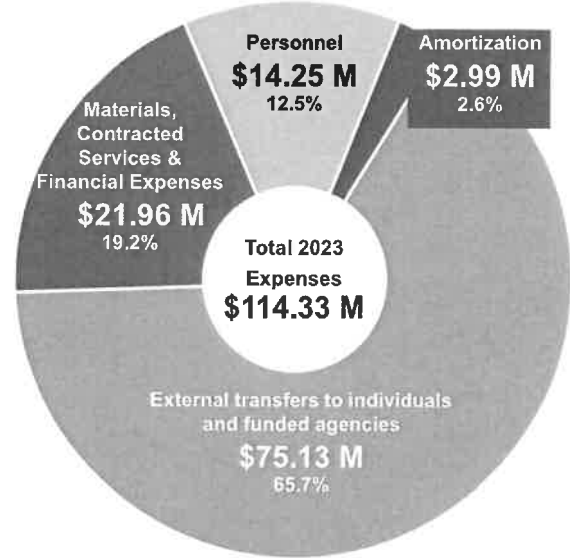
reduction in utility costs across housing portfolio in 2023 compared to 2022. Utility costs remain one of the largest operating expenses TBDSSAB incurs within its housing portfolio. Natural gas and electricity amounted to \$2,397,200 in 2023 (2022: \$2,472,834), which accounts for approximately 13% of the operating costs of the housing portfolio.



# Financial Position

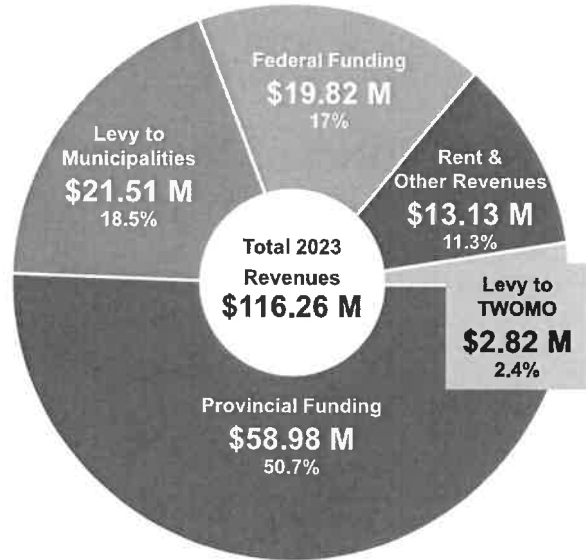
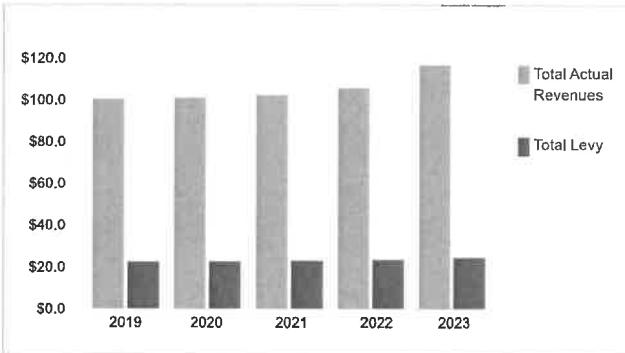
## Balance Sheet

|                                    | 2023              | 2022              |
|------------------------------------|-------------------|-------------------|
| Cash and Cash Equivalents          | 25,388,993        | 22,753,596        |
| Marketable Securities              | 26,135,193        | 25,667,769        |
| Client Benefit Advances            | 1,692,454         | 1,698,035         |
| Accounts Receivable                | 2,504,540         | 2,486,115         |
| <b>Total Financial Assets</b>      | <b>55,721,180</b> | <b>52,605,515</b> |
| Accounts Payable                   | 15,313,820        | 13,397,599        |
| Deferred Revenue                   | 2,024,172         | 4,482,442         |
| Long-term Debt                     | 8,254,238         | 10,722,732        |
| Employee Benefit Obligations       | 2,927,475         | 2,974,366         |
| Asset Retirement Obligations       | 13,690,597        | 12,985,485        |
| <b>Total Liabilities</b>           | <b>42,210,302</b> | <b>44,562,624</b> |
| <b>Net Financial Assets (Debt)</b> | <b>13,510,878</b> | <b>8,042,891</b>  |
| <b>Non-Financial Assets</b>        | <b>39,543,874</b> | <b>41,820,340</b> |
| <b>Accumulated Surplus</b>         | <b>53,054,752</b> | <b>49,863,231</b> |



## Municipal and TWOMO Levy vs Total Revenues by Year

in millions



\*TWOMO = Territories Without Municipal Organization



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

# The District of Thunder Bay Social Services Administration Board

2023 Annual Report

[tbdssab.ca](http://tbdssab.ca)





**Top of Lake Superior**  
CHAMBER OF COMMERCE

P.O. Box, 600 Nipigon, P0T2J0

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April 4, 2024

**RE: CHAMBER AWARDS – June 6<sup>th</sup>, 2024**

It is with great pleasure I write to you about our upcoming awards to be held on June 6<sup>th</sup>, 2024. This is an event to acknowledge dedicated staff and business in our Region.

Now that the pandemic restrictions are lessening, the Chamber of Commerce is excited to gather once again and acknowledge the perseverance, hard work and creativity so many of you have demonstrated throughout these challenging times. With this said, this year's theme is **"Working Together As One."** The eight categories will still be given out as well as Milestone Executive Awards & anybody who is dedicated to our communities of Dorion, Hurkett, Red Rock, Nipigon & Red Rock Indian Band.

The Top of the Lake Superior Chamber of Commerce has proudly served and promoted the communities of Dorion, Hurkett, Red Rock, Nipigon and Red Rock Indian Band for many years. We are looking forward to further promoting this breathtaking Region and offer business owners the ability to work together to grow our Region.

Attached, you will find a sponsorship opportunity to promote your business and/or your organization while supporting the Awards Dinner.

The continued success of our Chamber of Commerce depends on all our communities Working together. Once again, we are seeking your help to ensure hard work does not go unnoticed and to thank those responsible for making this such a great place to live, work and raise a family.

Yours truly,

Levina Collins  
President

Top of Lake Superior Chamber of Commerce  
807-887-4579  
collinslevina@gmail.com



# Top of Lake Superior CHAMBER OF COMMERCE

## 2024 BOARD OF DIRECTORS

**President:**

*Levina Collins*

**Vice President:**

*Marvin Broughton*

**Treasurer:**

*Laura Lynch*

**Secretary:**

*Ahmand Ghayeni*

**Directors:**

*Doris Sewchuck*

*Alan Aubut*

**Events Coordinator:**

*Lisa Lacoste*

## 2024 Awards Ceremony

Held June 6<sup>th</sup>, 2024

Please Select one of the following

### *Sponsorship packages*

#### **Gold Sponsor - \$1000**

- ❖ 1 logo marked table with 8 free tickets
- ❖ Free Booth Space
- ❖ Logo on event Banner
- ❖ Logo on the program cover and on the rotating screen
- ❖ Award named after your company\*
- ❖ Award presented by your chosen employee/representative\*

#### **Silver Sponsor - \$550**

- ❖ 4 free tickets
- ❖ Logo in the program and on the rotating screen
- ❖ Award named after your company\*
- ❖ Award presented by your chosen employee/representative\*

#### **Bronze Sponsor - \$250**

- ❖ 2 Free tickets
- ❖ Logo in the program
- ❖ Award named after your company\*
- ❖ Award presented by your chosen employee/representative\*

\*8 Awards available for sponsorship on a first come basis

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Please submit by email to [info@topoflakesuperiorchamber.com](mailto:info@topoflakesuperiorchamber.com) to receive invoice.



# Top of Lake Superior CHAMBER OF COMMERCE

## 2024 CALL FOR NOMINATIONS

Awards Ceremony: June 6 at Nipigon Legion Branch #32

**PLEASE CIRCLE ONE  
AWARD FOR WHICH YOU  
ARE NOMINATING.**

**SELF-NOMINATIONS  
ENCOURAGED!**

To nominate a business or individual for multiple awards you must fill out this form for each nomination.

### **NOMINEE INFORMATION**

Nominee's Name: \_\_\_\_\_

Business/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

### **NOMINATION SUBMITTED BY:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

**RETURN NOMINATION FORM AND SUPPORTING MATERIAL BY Monday May 6, 2024 TO:**

Township of Nipigon & Library  
Township of Red Rock & Library  
Township of Dorion

Tourist Information Centre Nipigon  
Red Rock Indian Band Office

Please include a detailed summary of the reasons why you are nominating this person. If you need more space, please write on the back of this page or attach a second sheet. You may contact the nominee for more information if you wish. (information provided will be shared with voters)

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

**BUSINESS OF THE YEAR**

**TRAIL BLAZER**

**EMPLOYEE OF THE  
YEAR**

**CUSTOMER SERVICE  
INDIVIDUAL AWARD**

**CUSTOMER SERVICE  
BUSINESS AWARD**

**TOURISM AWARD**

**ENVIRONMENTAL  
STEWARDSHIP AWARD**

**VOLUNTEER AWARD**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# Top of Lake Superior CHAMBER OF COMMERCE

## 2024 Nomination Criteria

### **Business of the Year**

Outstanding achievement in business  
Provides quality product(s) and/or services  
Friendly, efficient and knowledgeable staff  
Provides a healthy and productive work environment  
Community involvement and participation

### **Employee of the Year**

Demonstrates reliability & dependability  
Strong work ethic  
Goes beyond required job duties  
Excellent product/service knowledge

### **Customer Service Award—Business**

Outstanding achievement in business  
Provides quality product(s) and/or services  
Friendly, efficient and knowledgeable staff  
Pleasant atmosphere if applicable

### **Customer Service Award—Individual**

Consistently provides quality products and/or services

### **Tourism Award**

Demonstrates an ability to satisfy visitors expectations  
Provides an outstanding visitor experience  
Knowledgeable of the region

### **Trail Blazer Award**

Individual, business or organization  
Introduces unique products, services or ideas  
Thinks outside of the box, initiates innovative solutions

### **Volunteer of the Year**

This award recognizes the voluntary contributions of any resident of the region whose social commitment

### **Environmental Stewardship Award**

Protects or restores the environment in th region  
Promotes activities that benefits the environ-

**The Corporation of the Township of Red Rock  
Administrative Report**

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**Date:** May 6<sup>th</sup>, 2024  
**To:** Mayor and Council  
**Subject:** CAO Activity Report  
**Submitted by:** Mark Figliomeni – CAO/Clerk/Treasurer

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**BACKGROUND:**

April 16<sup>th</sup>, 2024 – May 6<sup>th</sup>, 2024

**DISCUSSION:**

This report is for information only and provides Council with an update on the activities within Administration & the office of the CAO/Clerk/Treasurer.

Please feel free to ask any questions that you may have and reach out at any time.

**SUMMARY OF ACTIVITY:**

Bi-Weekly Internal Staff / Team Meetings / Discussions.  
Day to Day Operations- General Discussions & Meetings – Residents & Stakeholders.  
Continued detailed work on the annual Municipal Insurance renewal process.  
Continued detailed work on the close out process on the WPCP Project. \*  
Continued discussions with MNRF regarding Red Rock landfill ownership.  
Township of Red Rock project meetings – Ashley Davis – CDO & Stakeholders.  
Weekly meetings & discussions – Trevor Appelkvist – PW Leadhand. \*  
Budget Meetings – April 17<sup>th</sup> & 18<sup>th</sup>, 2024. \*  
Startup Meeting – PSD City Wide – AMP – April 22<sup>nd</sup>, 2024.  
Attended NOMA Board Meeting – April 24<sup>th</sup>, 2024.  
Attended NOMA Annual Conference – April 24<sup>th</sup>, 25<sup>th</sup> & 26<sup>th</sup>, 2024.  
Meeting/Discussion – NWMO – May 25<sup>th</sup>, 2024.  
Attended AMCTO – Zone 9 Meetings – April 30<sup>th</sup> & May 1<sup>st</sup>, 2024.  
Meetings with Township Legal.  
Attended Startup Meeting / Discussions – OPP Detachment Board – May 3<sup>rd</sup>, 2024.

This is a summary of some of the activity within Administration & the Office of the CAO/Clerk/Treasurer. We continue to build and grow as a Team and as a Community that is striving to move forward. This is our major focus and ultimately part of our overall vision for Red Rock both now and in the future.

**ATTACHMENTS:**

N/A

**MONITORING SITUATIONS:**

\*Continue to set internal policies and procedures based on overall best practice within the Municipal Act.

**DIRECTION / DISCUSSION / UPDATES:**

- \*Quad Council - May 13<sup>th</sup>, 2024 – Nipigon – 4PM – 6PM (Edge Arts Building)
- \*Town Hall Meeting – Dates – Topics – (Invite Stakeholders – Councillor Muir) \*
- \*Amalgamation – Discussion – Councillor Brand \*
- \*NWMO – Discussion – Follow up / Dates – Display Unit
- \*Minister Hajdu Visit – Save the Date – May 14<sup>th</sup>, 2024 @ 1 PM.
- \*AMO Conference – August 18<sup>th</sup>- 21<sup>st</sup>, 2024 – Ottawa
- \*Office Closure – May 8<sup>th</sup> & 9<sup>th</sup> – Staff Training / Development
- \*Speed of Travel – Red Rock Streets – Follow up from Fall Discussions



**The Corporation of the Township of Red Rock  
Administrative Report**

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**Date:** May 6<sup>th</sup>, 2024  
**To:** Mayor and Council  
**Subject:** Step # 3 - Final – Declaration of Surplus Property  
**Submitted by:** Mark Figliomeni – CAO/Clerk/Treasurer

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**RECOMMENDATION:**

That Council direct Administration to declare the property known as 419 HWY 628 - CON 4 LOT3 within the Township of Red Rock as a surplus property available to be listed for sale.

**BACKGROUND:**

The property was vested by the Township of Red Rock by resolution at the meeting of Council on March 18<sup>th</sup>, 2024.

The tax amount of \$17,610.50 was written off by the Township of Red Rock by resolution at the meeting of Council April 15<sup>th</sup>, 2024.

This is the next and final step related to the process prior to listing for sale.

**DISCUSSION:**

Further verbal discussion provided by the CAO – If Required.

**FINANCIAL IMPACT:**

Unknown at this time.

**ATTACHMENTS:**

N/A