

COUNCIL REPORT

Subject: Marriages, Employee Relations, and Scholarships
Date: 3 December 2025
Report #: 25-12-03-01
From: Tim Cobban



Recommendations:

That Council receive the Staff Report #25-12-03-01 for information;
That Council resolve to pass the Civil Services Marriage by-law;
That Council resolve to pass the Non-Union Employees by-law;
That Council resolve to pass the Township of Nipigon Community Youth Scholarship.

1. Civil Marriage Solemnization Services

The proposed by-law is needed to reflect recent personnel changes and authorize the CAO to solemnize civil marriages in the Township of Nipigon. Although it is not a highly used service—three civil marriages have been solemnized thus far in 2025—it is a valuable one that strengthens the relationship between the Township of Nipigon and its residents. There are no budget implications, other than a nominal fee that is collected for performing the service (i.e., \$200 during normal workhours; \$275 during evenings and weekends).

2. Non-Union Employees By-law

The proposed by-law was prepared and submitted by the previous CAO, and it flows from the organizational and human resources review undertaken in the previous year. It replaces the previous by-law, which was last amended in 2024. The substantive changes are the inclusion of the alternative workload provisions (s. 2 (b)) that were successfully implemented for Office Staff during the last year; compensation provisions (s. 10, 11) that reference the Salary Grid approved by Council on 3 December 2024; and training and education provisions to encourage the professional development of staff (s.12-14), some of which is already underway. There are no direct budget implications, as the by-law effectively captures and codifies recent changes to human resources strategies, and commands no additional resources. The by-law supports the Township of Nipigon's Community Strategic Plan's Corporate Goal #1, Creating an Effective Team of Staff and Elected Officials.

3. Township of Nipigon Community Youth Scholarship

The proposed by-law establishes an annual scholarship of \$1000.00 for a graduating student of Nipigon-Red Rock District. Applicants must be residents of Nipigon and planning to attend an accredited university or college in Ontario. They must have a minimum average of 70% in their Grade 11 and 12 courses, and demonstrated financial need. They must also have demonstrated active and meaningful involvement in the community through volunteer work, extracurricular

activities, or leadership roles. Strong preference will be given to applicants who have been employees with, or volunteers for, the Township of Nipigon. The scholarship has an annual cost of \$1000.00, which has been included in the approved 2026 budget.

Submitted by:

Tim Cobban (CAO)

THE CORPORATION OF THE TOWNSHIP OF NIPIGON

By-law No. XXXX

**A By-Law to replace By-law No.
1965 and authorize the Civil
Marriage Solemnization Services
in the Township of Nipigon**

WHEREAS Ontario Regulation 285/04 provides for the authorization of the Clerk to solemnize marriages with the authority of a licence;

AND WHEREAS the Council considers it desirable to have civil marriage solemnization services performed in the Township of Nipigon;

NOW THEREFORE the Municipal Council of The Corporation of the Township of Nipigon enacts as follows:

1. That Council for the Corporation of the Township of Nipigon does hereby direct that the civil marriage solemnization service be implemented in the Township of Nipigon.
2. That Council recognizes that Tim Cobban is authorized to solemnize marriages in the Township of Nipigon, communities within the District of Thunder Bay, and any community within the Province of Ontario, if requested, as set out under Ontario Regulation 285/04 and the *Marriage Act, R.S.O., 1990, Chapter M.3* for the Province of Ontario.
3. That Tim Cobban, may at his discretion, solemnize civil marriages at times and locations that are agreeable to both parties.
4. That this By-law shall replace By-Law No. 1965.
5. That this By-law shall come into force and take effect on the 3rd day of December, 2025.

Read three times and passed in open Council on December 3, 2025.

_____ MAYOR

_____ CLERK

THE CORPORATION OF THE TOWNSHIP OF NIPIGON

By-law No. XXXX

A by-law respecting the non-union employees of the Township of Nipigon.

Replaces By-Law No. 1938

WHEREAS it is desirable to revise the rules and regulations respecting the non-union employees of the Township of Nipigon as set forth in By-law No.1938 of the Township of Nipigon;

NOW THEREFORE the Council of The Corporation of the Township of Nipigon enacts as follows:

I. **Employee Definitions**

For the purposes of this by-law, employees shall be defined as "Non-Union" employees that are not covered under any collective bargaining agreement.

Part-time employees and casual employees shall be defined as an employee who works less than 32 hours per week and full-time employees are defined as anyone working more than 32 hours per week.

2. **Hours of Work**

- (a) Employees shall be at their respective places to begin work at the required hour and shall remain at work until the appropriate time for stopping.

For wage earners and part-time employees, hours of work shall be those determined at time of hiring or as determined by Council based on the needs and financial constraints of the municipality. It is best practice that the hours of work be outlined in the Employee's employment agreement with exception for instances where the Employee is hired on a casual or part-time basis.

Employees shall be allowed breaks as outlined under the Employment Standards Act, as amended.

(b) **Office Staff**

Unless otherwise stated in an employment agreement, the hours of work for Office Staff shall be from 8:30 a.m. until 4:30 p.m., less a lunch period of 45 minutes.

At the approval of the Chief Administrative Officer or Department Head, full-time staff may work a compressed work week by working their total hours over 4 or 4.5 days per week as long as work is being completed efficiently and within required timelines and 36.25 hours per week are still being worked.

Alternative/flexible work arrangements may be considered based on the nature of the request and the circumstances, however they shall be subject to approval by the Chief Administrative Officer.

Given the nature of some positions, such as any front-desk, reception, or administrative staff, some positions may not be eligible for flexible/alternative work arrangements.

Office staff shall be allowed fifteen (15) minute rest period during both

morning and afternoon at times convenient to the office staff and under the supervision of the Clerk, and such rest periods may be staggered.

(c) **Supervisory Personnel**

Unless otherwise agreed to, hours of work for supervisors shall be the same as for the Office Staff.

Salaried supervisors shall be subject to on-call at all times to supervise or effect emergency repairs, etc., and at such times no allowance shall be made for overtime pay. However, equivalent time off-duty to compensate for overtime services (lieu time) for any hours worked over the 36.25 per week shall be authorized by the CAO.

- (d) No employee shall be able to bank more than 80 hours of lieu time at any given time without prior written consent from the CAO.

3. **Individual Responsibility**

Each employee shall be held responsible to The Corporation of the Township of Nipigon for the condition of that part of The Corporation's property under his or her control.

4. **Cause for Discharge**

The Corporation of the Township of Nipigon shall have the right to hire, transfer, promote, demote, lay-off, recall, assign duties and to suspend, discipline or discharge any employee for cause.

5. **Absence from Work**

- (a) Regular attendance at work is considered necessary for maximum efficiency and absence of an employee without cause or prior notification is considered to show indifference to the interest of the Corporation and fellow employees.
- (b) **Absence with Permission**
An employee desiring to be absent from work shall apply to his or her supervisor at least two (2) working days prior to the contemplated absence so that suitable arrangements may be made.
- (c) **Leave of Absence**
Application for leave of absence for three (3) or more days duration shall be made by an employee to his or her supervisor at least (1) week prior to the commencement of such intended leave of absence.
- (d) **Emergency Absence**
An employee who absences himself or herself from work as a result of sudden illness, off-duty accident or other emergency shall notify his supervisor as soon as possible.
- (e) **Absence without Permission**
Absence without cause or emergency absence without notice within a reasonable length of time, or an overstay of leave of absence without reasonable notice shall be considered sufficient cause for immediate discharge.
- (t) **Jury Duty**
An employee who is required to perform jury duty shall be paid his or her regular wages during the period so served less any remuneration received as a juror for that period.

- (g) Bereavement Leave
An employee shall be granted up to a maximum of three (3) regularly scheduled work days leave without loss of pay and benefits in the case of the death of a parent, wife, husband, common-law spouse, brother, sister, child, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparent, grandchild, aunt or uncle. Where the burial occurs outside of Nipigon, such leave shall also include reasonable travelling time.

6. Vacations

- (a) Vacations, and vacation pay for part-time employees, shall be taken in accordance with the provisions of The Employment Standards Act, 2000, and amendments thereto.
- (b) Unless otherwise stated in an Employment Agreement, an employee shall receive an annual vacation with pay in accordance with years of employment as follows:

Less than one year of service- an amount equal to 4% of the gross wages of the employee.

One year or more	10 working days
After 2 years or more	15 working days
After 7 years or more	20 working days
After 14 years or more	25 working days
After 18 years or more	30 working days
After 19 years	1 day per year up to a maximum of 5 days

Part-time employees and full-time staff working less than 36.25 hours per week shall be granted vacation pay in accordance with the following schedule:

<u>Normal 36.25 -hour workweek</u>	<u>Normal 40-hour workweek</u>	
0 to 3770 hours	0 to 4160 hours	4%
3771 to 13195 hours	4161 to 14560 hours	6%
13196 hours and above	14561 hours and above	8%

Such payments to be included with each regular pay or banked for future use at the request of the employee.

- (c) Vacations shall be taken consistent with efficient service to the community.
- (d) Proposed dates of vacation shall be submitted for approval, to the supervisor, at least one month in advance and not later than May 1st in each year and conflicting dates shall be determined on the basis of the seniority of the employees concerned.
- (e) Vacations shall not be taken less than one week at a time, without the approval of the employee's supervisor.
- (f) Up to 40 hours of accumulated carry-over of vacation allowances shall be permissible only when working conditions prevent vacations being taken and only after having been approved by the Chief Administrative Officer during the year in which the vacation should have been taken.
- (g) Subject to prior approval of the Chief Administrative Officer and consistent with efficient service to the community, an employee may extend their vacation for a maximum of one (1) week by being absent without pay on written application to and at the discretion of the employee's supervisor.

- (h) An employee terminating employment at any time before taking their vacation, shall be entitled to a pro-rate payment of salary or wages in lieu of such vacation, at termination.
- (i) Statutory Holiday
The following Statutory Holidays shall be observed:

New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day, Boxing Day, and any other day proclaimed as a holiday by the Federal, Provincial or Municipal Government.

When Christmas and/or Boxing Day falls on a Saturday and/or Sunday, the following Monday and/or Tuesday shall be deemed to be the holiday for the purpose of this Agreement.
- (k) Wage earners shall receive as full day's pay for each Statutory Holiday, provided that they are regularly employed during the month in which such holiday occurs.
- (l) Nothing in this by-law shall have the effect of reducing or eliminating any benefits accruing to an employee under The Employment Standards Act, amendments thereto and regulations thereunder.

7. Sick/Personal Leave

- (a) Subject to and exclusive of any similar benefits applicable under the Unemployment Insurance Act and the provisions of any long-term disability insurance plan provided by the Corporation with respect to employees, sick/personal leave for salaried/full-time employees shall be calculated as follows: One day per every month worked.
- (b)
 - i) Sick leave calculated in accordance with Section 7(a) and not used shall accumulate to the credit of an employee to a maximum of sixty-eight (68) full-time equivalent days.
 - ii) Sick leave calculated in accordance with Section 7(a) and not used shall accumulate to the credit of an employee to a maximum of sixty-eight (68) days for the purposes of calculation under section 7(c).
- (c) Any Employee accumulated sick leave balances that were established in previous policies shall be converted to Personal Leave Days and carry the same value (Ex. 1 sick day = 1 personal day)
- (d) Upon termination of employment for normal retirement or by reason of sickness, a salaried employee shall be entitled to receive a cash allowance, based on his rate of pay and a portion of his sick leave credit under section 7(b)(ii) accumulated to that time, calculated at an amount equal to fifty (50) percent of their accumulated sick leave.
- (c) An employee may be required to produce a certificate from a medical practitioner for any illness in excess of three (3) working days, certifying that they were unable to carry out their duties due to illness.
- (d) All normal working days, exclusive of holidays, absence for sick leave shall be deducted from accumulated sick leave.

Group Insurance, etc.

8. Hospital Medical Insurance

The Employer shall pay the full cost of the following Plans:

- 1) The following benefits shall apply and accrue to all full-time employees who have completed three (3) months service with the municipality:
 - a) The Corporation shall pay or continue to pay that portion of an employee's premium to the Ontario Health Insurance Plan, or any successor or replacement thereof, as has been the practice heretofore;
 - b) The Corporation shall provide or continue to provide group life insurance up to a maximum of \$110,000. Providing benefits of three times the employee's annual salary or wages, and to pay the full premium therefore;
 - c) Salaried employees shall receive long term disability benefits equal to 2/3 of their monthly earnings to a maximum of Three Thousand and Five Hundred Dollars (\$3,500.00) per month payable to age sixty-five (65) years and subject to a seventeen (17) week elimination period and the Corporation shall continue to pay the one hundred percent (100%) of the premium for any insurance plan providing such benefit.
 - d) The Corporation shall pay or continue to pay the full cost of providing the Municipality's Insurance Provider's Extended Health Plan, including drugs and glasses coverage at \$350.00 every two (2) years.
 - e) The Corporation shall pay or continue to pay full cost of providing coverage under the Municipality's Insurance Provider's Dental Insurance Plan, current O.D.A. rates, or any successor or replacement of such plan.
 - f) Upon normal retirement of the employee, the Corporation shall pay or continue to pay the full cost of providing coverage under the Municipality's Insurance Provider's
 - g) Dental Insurance Plan to the age of 70 years for each said retired employee.
 - h) Contributions payable by the Corporation in accordance with this section may be increased at the discretion of and by resolution of Council.

Collective Agreement Differences

In the event that members/employees of any collective agreement receive benefits that are greater than what is noted in this section, then non-union employees will receive at minimum the equivalent value of benefits as unionized employees.

Benefits to Retirees

Employees who retire or are on LTD not actively working prior to age seventy (70) will continue as members of the Plans listed in Articles 8a-h) with the premiums paid for wholly by the Employer for up to ten (10) years or age seventy (70), whichever comes first.

9. The Corporation and salaried employees shall make or continue to make contributions to the Ontario Municipal Employee's Retirement System (OMERS) in accordance with the provisions of that system. Enrollment for permanent, full-time employees is mandatory. Part-time employees will be offered the option to enroll into OMERS and contributions will be matched by the Township. Unless otherwise agreed to, the Net Retirement Age (NRA) for all employees under this plan shall be set at 65 years of age.

Compensation

10. Subject to Council approving salary grid amounts, the Township shall establish pay grids for each position, which will either be calculated by an hourly rate or annual salary. Unless otherwise approved by Council, annual percentage increases that unionized employees receive in collective bargaining agreements will be mirrored in non-union salary and hourly grids, and the date of said increases shall be the same.
11. Employee performance, education, previous experience and accolades, relevant skills, and various other various factors may be considered in setting the base salary grid and starting points of the employee. Employees may gain additional points and climb the grids as per relevant Township policy, based on their performance, and relevant education that the employee completes during their employment with the Township.

Education

12. The Township strongly supports the long-term development and retention of its employees, as it benefits the Corporation as a whole and potentially prepares current employees for internal promotions or transferring to roles internally. Where applicable, the Township will encourage its employees to undertake courses and professional development, which may be covered in full or partially by the Township. The Township strongly encourages supervisors and employees to work with the Chief Administrative Officer on establishing education and training plans for each employee, including outlining expected costs and what expenses the Township will reimburse, subject to budget constraints. In the event that the Township is covering the cost of any education or training, the expectation is the employee passes these courses with a minimum 65% score or equivalent grade and attends all seminars/class sessions.
13. Upon the completion of any courses, programs or certificates, a copy of such will be provided to the Township for its records.
14. Where the costs of training or education programs exceed \$3,000 annually or \$5,000 over a 2-year period, the Township may request that an employee sign a Training Agreement, outlining terms under which an employee receives employer-funded training in exchange for a commitment to remain with the company for a specified period of time.

Township-Branded Clothing (Effective January 1, 2025)

15. Full-time employees shall be eligible to purchase up to \$225 per year (pre-tax) in equivalent value of Township-branded clothing, so long as the clothing is work-appropriate.
16. Part-time/casual employees shall be eligible for up to \$150 per year (pre-tax) in equivalent value.
17. Unspent clothing allowances (either whole or in-part) may be carried forward one-year.
18. Annual clothing allotments will increase based on an inflationary rate of 2% per year on the 1st of every January.

Employment Agreement Requirement

19.
 - (a) On or prior to commencing employment with the Township, each employee, regardless of title, duration or hours of work shall complete and sign an "Employment Agreement". Employment is conditional on the signing of an agreement and the Chief Administrative Officer and Mayor are authorized to sign these agreements.
 - (b) Each employee shall be subject to the satisfactory completion of a three-month probationary period or such longer period as may be determined by Council or the Chief Administrative Officer.
 - (c) Casual or part-time employees shall remain designated as such until otherwise classified by Council.
 - (d) Except for section 5(f); 5(g); 6(b); 6(j); 7; 8 and 9, the provisions of this by-law shall apply to casual and part-time employees.
 - (e) The provisions of this by-law shall not apply to those employees of the Corporation included in any bargaining unit covered by any Union Agreement between the Corporation and such employees.

- 20. Council may amend or repeal this by-law but not without prior consultation with its employees.
- 21. By-law No.1938 and any other by-law or by-laws of the Township of Nipigon inconsistent with the provisions of this by-law are hereby repealed.
- 22. If any provision of this policy is found to be invalid, illegal, or unenforceable by a court of competent jurisdiction, such provision shall be severed from the policy, and the remaining provisions shall continue in full force and effect. The invalidity of any part shall not affect the validity or enforceability of the rest of the policy.
- 23. That this by-law shall come into force on the day of final passing thereof.

ENACTED and passed this _____ day of December, 2025.

_____ MAYOR

_____ CLERK

THE CORPORATION OF THE TOWNSHIP OF NIPIGON

By-law No. XXXX

A by-law to establish the Township of Nipigon Community Youth Scholarship.

WHEREAS the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, authorizes municipalities to pass by-laws respecting the economic, social, and environmental well-being of the municipality, including the provision of financial assistance to persons;

AND WHEREAS the Council of The Corporation of the Township of Nipigon recognizes the importance of supporting and encouraging local youth in pursuing post-secondary education;

AND WHEREAS the Council deems it desirable to establish an annual scholarship to recognize academic achievement, community involvement, and leadership among graduating high school students who are residents of the Township of Nipigon;

NOW THEREFORE the Council of The Corporation of the Township of Nipigon hereby enacts as follows:

1. **Short Title**

This By-law may be cited as the "Township of Nipigon Scholarship By-law".

2. **Definitions**

In this By-law, unless the context otherwise requires:

- a) "Council" means the Council of The Corporation of the Township of Nipigon.
- b) "Municipality" means The Corporation of the Township of Nipigon.
- c) "Post-Secondary Institution" means an accredited university or college recognized by the Province of Ontario.
- d) "Resident" means a person who has resided within the geographical limits of the Municipality for a minimum of two calendar years immediately prior to the application deadline.
- e) "Scholarship" means the Township of Nipigon Community Youth Scholarship
- f) "Scholarship Committee" means the committee established under Section 6 of this By-law.

3. **Establishment of the Scholarship**

- a) There is hereby established an annual scholarship to be known as the Township of Nipigon Community Youth Scholarship.
- b) The purpose of the Scholarship is to support and recognize graduating high school students who demonstrate academic achievement, active community involvement, financial need, and who intend to pursue post-secondary education.

4. **Funding and Award Amount**

- a) The funding for the Scholarship shall be allocated annually by Council during the municipal budget process.
- b) The total amount of the Scholarship will be one thousand dollars (\$1000.00) and the number of recipients shall be one (1) to be awarded each year, unless otherwise determined by Council through resolution prior to the annual application period.
- c) The Scholarship funds shall be disbursed from the general revenues of the Municipality.

5. Eligibility Criteria

To be eligible for the Scholarship, an applicant must meet all of the following criteria:

- a) Be a Resident of the Municipality.
- b) Be a Canadian citizen or permanent resident.
- c) Be a graduating student of Nipigon-Red Rock District High School in the year of application.
- d) Have achieved a minimum overall academic average of 70% in their Grade 11 and Grade 12 year courses of high school.
- e) Be accepted into a full-time program at a Post-Secondary Institution for the upcoming academic year.
- f) Have demonstrated active and meaningful involvement in the community through volunteer work, extracurricular activities, or leadership roles. Strong preference will be given to applicants who have been employees with, or volunteers for, the Township of Nipigon.
- g) Have demonstrated financial need.

6. Administration and Selection

- a) The administration of the Scholarship program shall be overseen by the Municipal Clerk, or their designate.
- b) A Scholarship Committee shall be established annually for the purpose of reviewing applications and recommending recipients to Council. The Committee shall consist of the Mayor and all Members of Council, unless otherwise determined by Council resolution prior to the application deadline.
- c) The Scholarship Committee shall evaluate eligible applications based on the criteria outlined in Section 5.
- d) The Scholarship Committee shall recommend the successful recipient(s) to Council for final approval. Council's decision shall be final and binding.

7. Application Process

- a) Applicants shall complete the Student Profile provided by the Student Services Office of the Nipigon-Red Rock District High School and attach a copy of their high school academic transcript. Once completed, the Guidance Office of the Nipigon District High School shall forward the applications to:

Executive Assistant
Township of Nipigon
52 Front St.
Nipigon, ON

- c) The annual application deadline shall be July 31st of each year. Late or incomplete applications will not be considered.

8. Awarding of Scholarship

- a) The successful recipient(s) shall be notified in writing by the Municipality.
- b) The Scholarship award shall be disbursed in a single installment upon proof of the successful completion of the first term of study and enrollment in the second term at a Post-Secondary Institution no later than February in their first year of study. Funds may be paid directly to the institution or to the student upon presentation of appropriate documentation, as determined by the Municipal Clerk.
- c) The Scholarship may be formally presented at a Council meeting or other community event.

10. Effective Date

This By-law shall come into force and take effect on the date of its passing.

ENACTED and passed this _____ day of December, 2025.

_____ MAYOR

_____ CLERK

EDC Meeting Minutes

November 5th, 2025 @ 3:30 pm
Municipal Office Board Room

EDC GOALS

- Investment readiness, business attraction, retention, and expansion
- Support business incubation in the community
- Encourage partnerships with organizations, municipalities & First Nations to promote the region
- Continue to promote and expand the trail systems through the Trails Committee
- Keep all seasons in mind when promoting, strategies, etc.
- Promote Nipigon to Thunder Bay for tourism, investment, and lifestyle

Attendance: Gary Gross (Chair), Councilor Glen Hart, Councilor Anne-Marie Cartwright, Jim McCullough, Brianna Bell (E.D.O.), Gord Ahl

Guests: Dan Bevilacqua (Superior Country)

Regrets: None

1. Meeting Call to Order

The meeting was called to order at **3:30 p.m.** by the Chair. Quorum was established.

2. Land Acknowledgement

The land acknowledgement was read aloud, recognizing that the Township of Nipigon is located on the traditional lands of the Red Rock Indian Band, signatory to the Robinson Superior Treaty of 1850, and the historic presence of other signatories.

3. Approval of Agenda

Resolution No. EDC-2025-01

BE IT RESOLVED THAT the Economic Development Committee adopts the agenda for the November 5, 2025 meeting, as presented.

MOTION CARRIED

4. Adoption of Previous Minutes

Resolution No. EDC-2025-02

BE IT RESOLVED THAT the Economic Development Committee adopts the minutes of the October 1, 2025 meeting, as presented.

MOTION CARRIED

Resolution No. EDC-2025-03

BE IT RESOLVED THAT the Economic Development Committee adopts the minutes of the August 6, 2025 meeting, as presented.

MOTION CARRIED

5. Reports

5.1 Current Economic Development Projects Overview

- The **municipal website overhaul** is progressing well; Superior Country will handle the tourism site to ensure integration and avoid duplication.
- Planning for the **Tourism Information Centre (TIC)** reopening in 2026 continues. The concept focuses on an *interactive, interpretive visitor hub*.
- The Committee discussed developing a **signature attraction** such as a large brook trout monument to boost visibility, similar to the Wawa Goose or Terry Fox Monument.
- Council approved a **year-round farmers' market**, rotating monthly between Nipigon, Red Rock, Schreiber, and Dorion.
- The **Superior Country Chamber's Shop Local Program** will proceed over the holiday season; EDC will observe results before launching future campaigns.
- Discussion supported a **North Shore Tourism Brochure** partnership with Schreiber and Superior Country through the Lake Superior North Shore Project.

5.2 2025 EDAC Conference Findings

- Key takeaway: the **BDO Zone Initiative** evaluates regional investment readiness.
- At a cost of ~\$70,000, participation may be viable only through regional collaboration.
- Sessions also highlighted trends in **data-driven marketing** and **content-based tourism promotion**.

5.3 Superior Country Updates

- The **Tourism Marketing Plan** is scheduled for completion by **December 31, 2025**.
- Ongoing collaboration continues under the **MAT and Lake Superior Circle Tour initiatives**.

6. Standing Agenda Items

6.1 Tourism Kiosk

- The kiosk and gazebo have arrived and will be installed in **Spring 2026**.
- Final location: **Lookout Tower**, creating a balanced tourism flow between ends of town.

6.2 Mini Golf & Waterfront Maintenance

- The **Mini Golf project** was supported as a valuable tourism draw.

7. New Business

- **Regional Farmers' Markets:** continue developing partnerships to rotate events across the North Shore.
- **Trail Sponsorship Opportunities:** explore advertising on trail signage to generate funds for maintenance and promotion.
- **Lagoon Fountain Feature:** idea raised to install a timed water feature to enhance tourism and downtown engagement.

8. Next Meeting

Resolution No. EDC-2025-04

BE IT RESOLVED THAT the Economic Development Committee sets the next regular meeting for **Wednesday, December 10, 2025, at 3:30 p.m.**

MOTION CARRIED

9. Adjournment

Resolution No. EDC-2025-05

BE IT RESOLVED THAT the Economic Development Committee adjourns the meeting at **4:45 p.m.**

MOTION CARRIED

Signatures

Chair

Date

Recording Secretary

Date

Trails Subcommittee Meeting Minutes

November 19th, 2025 @ 1:00 pm
Municipal Office Board Room

Attendance: Jim McCullough, Rob Swainson, Michael Elliot, Brianna Bell (E.D.O.), Chris Leale

Guests: None

Regrets: Deana Renaud, Glenn Hart, Ashley Davis, Suzanne Kukko (Superior Country), Sumiye Sugawara

1. Meeting Call to Order

The meeting was called to order at **1:06 pm**. Quorum was established.

2. Land Acknowledgement

In the spirit of reconciliation, the Township acknowledged the meeting was held on the traditional lands of the Red Rock Indian Band, signatory to the Robinson Superior Treaty of 1850, and recognized the historic presence of other signatories.

3. Approval of Agenda

Motion to approve the agenda – **CARRIED**.

4. New Business

a) Trail Maintenance, Land Ownership & Insurance

A comprehensive review of all Township-listed trails was conducted.

Key issues discussed:

- Many trails shown on the municipal website are outdated, inaccurately mapped, or shown as maintained when they are not.
- AllTrails links are incorrect/misleading and will be removed.
- Crown land trails (e.g., sections of Mazukama, Ruby Lake, and unofficial spurs) are not insured, requiring careful wording in Township materials.
- Public Works currently removes downed trees as needed, but a larger maintenance plan is still required.
- Dog Head Mountain trail access history was reviewed; access is blocked due to MTO pit and CP crossing issues. Significant interest in reviving negotiations due to high tourism value.

b) Signage & Wayfinding

- Committee agreed the Township needs a **unified signage system** for all major trails (trailheads, disclaimers, wayfinding markers).

- Ski Club confirmed their trails and signage are ready for redesign following major reroutes.
- Glen can produce updated **GIS-backed PDF maps** for Township use and website posting.
- The group emphasized the need for **Township-controlled maps** rather than relying on external platforms.

c) Trans Canada Trails – Trail Catalyst Fund

- Committee discussed opportunities to apply for the Catalyst Fund to support a Wayfinding Strategy.
- Noted the need to confirm trail eligibility, as some funding requires Trans Canada Trail connectivity.
- Committee expressed strong support for submitting an application if eligible.

d) Superior Country – Trail Plan Refresh

Brianna shared that Suzanne, through Superior Country will review and refresh the trail plan created 7–8 years ago, updating:

- Priority trails
 - Maintenance and promotion schedules
 - Volunteer trail sweep structure
 - Insurance considerations
 - A consolidated project list for future development
- Superior Country will also assist in removing outdated trail listings from relevant regional websites.

6. Next Meeting Date

To be scheduled for December 2025 (Doodle poll to follow).

7. Adjournment

The meeting adjourned at **3:15 pm**.



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 15/2025
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

DATE OF MEETING: October 16, 2025

TIME OF MEETING: 10:00 a.m.

LOCATION OF MEETING: Microsoft Teams &
3rd Floor Boardroom
TBDSSAB Headquarters
231 May Street South
Thunder Bay, ON

CHAIR: Brian Hamilton

PRESENT:

Albert Aiello
Ken Boshcoff
Anne Marie Bourgeault
Meghan Chomut
Gordon Cuthbertson
Chris Eby
Kasey Etreni
Brian Hamilton
Greg Johnsen
Kathleen Lynch
Elaine Mannisto
Jim Moffat
Dominic Pasqualino
Jim Vezina

OFFICIALS:

Ken Ranta, Chief Executive Officer
Richard Jagielowicz, Director, Corporate Services Division
Crystal Simeoni, Director, Integrated Social Services Division
Shari Mackenzie, Manager, Human Resources
Dawnette Hoard, Manager, Child Care & Early Years Programs
Michelle Wojciechowski, Manager, Intake & Eligibility
Tafadzwa Mukubvu, Manager, Finance
Aaron Park, Manager, Housing & Homelessness Programs
Jennifer Lible, Manager, Social Assistance Programs
Tomi Akinyede, Supervisor, Research & Social Policy
Bindiya Patel, Communications Assistant
Glenda Flank, Recording Secretary

REGRETS:

GUESTS:

Note: For the purposes of the Minutes references to TBDSSAB or the Board refers to The District of Thunder Bay Social Services Administration Board of Directors as relevant to specific agenda items; references to TBDHC or the Board refers to the Directors of Thunder Bay District Housing Corporation as relevant to specific agenda items. References to CEO refer jointly to the Chief Executive Officer of TBDSSAB and Senior Administrator of TBDHC.

BOARD MEETING

DISCLOSURES OF INTEREST

None

NEW BUSINESS

Brian Hamilton, Board Chair requested that a resolution be added to the November Board meeting thanking staff for their work. On consensus a resolution to be added to the November Board meeting agenda.

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 25/68

Moved by: Greg Johnsen
Seconded by: Kasey Etreni

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

AND THAT we approve any additional information and new business.

CARRIED

MINUTES OF PREVIOUS MEETINGS

Board Meetings

Minutes of Meeting No. 13/2025 (Regular Session) and Meeting No. 14/2025 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on September 18, 2025, were presented for confirmation.

Resolution No. 25/69

Moved by: Elaine Mannisto
Seconded by: Gordon Cuthbertson

THAT the Minutes of Meeting No. 13/2025 (Regular Session) and Meeting No. 14/2025 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on September 18, 2025, respectively, be confirmed as amended.

CARRIED

DEPUTATIONS / PRESENTATIONS

Financial Context for 2025 Budget Process

Ken Ranta, Chief Executive Officer, Richard Jagielowicz, CPA, CA, CBV, Director, Corporate Services Division and Crystal Simeoni, Director Integrated Social Services Division provided a presentation regarding the financial context for the 2026 Budget.

Ken Ranta, CEO provided an overview of the TBDSSAB Budget history including the expense and revenue history and trends, the levy history, a comparison of the levy vs CPI and impacts to the budget for 2026, provided clarification and responded to questions.

Richard Jagielowicz, Director, Corporate Services provided an overview of TBDSSAB's Assets and Liabilities including the tangible capital assets, history of reserve funds and debt payment history, and responded to questions.

Crystal Simeoni, Director, Integrated Social Services provided an overview of the context and impacts for all program areas for 2026 and 2027 and responded to questions.

At 10:55 a.m. Kasey Etreni, Board member left the board meeting.

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

At 11:07 a.m. Dawnette Hoard, Manager, Child Care & Early Years Programs and Michelle Wojciechowski, Manager, Intake & Eligibility, joined the meeting.

Child Care & Early Years Update

Dawnette Hoard, Manager, Child Care & Early Years Programs and Michelle Wojciechowski, Manager, Intake & Eligibility provided a presentation regarding the Child Care & Early Years program.

At 11:17 a.m. Brian Hamilton, Board Chair left the meeting and Jim Vezina, Vice-Chair assumed the position of Chair.

Dawnette Hoard, Manager, Child Care & Early Years Programs provided an overview of the CWELCC update, the service system profile, direct growth plan, professional learning plans and responded to questions.

At 11:24 a.m. Brian Hamilton, Board Chair returned to the meeting and assumed the position of Chair.

Crystal Simeoni, Director, Integrated Social Services provided clarification.
At 11:32 a.m. Kasey Etreni, Board Member joined the meeting.

Michelle Wojciechowski, Manager, Intake & Eligibility provided an overview of the child care fee subsidy, process to apply for child care, overview of the steps for child care subsidy approval and responded to questions.

At 11:45 a.m. Meghan Chomut, Board Member left the meeting.

Dawnette Hoard, Manager, Child Care & Early Years Programs provided an overview of the Child Care and EarlyOn statistics, a brief update on the Early On program and an overview of the child care waitlist and licensed child care spaces.

Ken Ranta, CEO provided clarification and responded to questions.

At 11:49 a.m. Meghan Chomut, Board Member joined the meeting and Greg Johnsen, Board member, Dawnette Hoard, Manager, Child Care & Early Years Programs and Michelle Wojciechowski, Manager, Intake & Eligibility left the meeting.

At 11:50 a.m. the Board Chair called for a break for lunch. The meeting reconvened in Regular Session at 12:12 p.m.

CLOSED SESSION MEETING

Administration recommended that the Board adjourn to a closed meeting relative to receipt of information in respect of which a council, board, committee or other body may hold a closed meeting under another statute.

Resolution No. 25/70

Moved by: Gordon Cuthbertson
Seconded by: Dominic Pasqualino

THAT the Board adjourn to a closed meeting relative to receipt of information with respect to a matter in which a council, board, committee or other body may hold a closed meeting under another statute regarding the potential third-party approach to Build Canada Homes and Canada Mortgage and Housing Corporation Opportunities.

CARRIED

At 12:26 p.m. the meeting reconvened in Regular Session and Tafadzwa Mukubvu, Manager, Finance joined the meeting.

REPORTS OF ADMINISTRATION

2025 Non-Profit Mortgage Expiry Agreement Template

Report No. 2025-36 (Corporate Services Division) was presented to the Board providing information regarding Administration's recommended changes to the mortgage expiry agreement template.

Richard Jagielowicz, Director, Corporate Services provided an overview of the changes being recommended to the Non-Profit Mortgage Expiry Agreement template and responded to questions.

Resolution No. 25/71

Moved by: Meghan Chomut
Seconded by: Jim Moffat

THAT with respect to Report No. 2025-36 (Corporate Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the non-profit mortgage expiry agreement template changes provided within the Report.

CARRIED

2025 Reserve and Reserve Fund Strategy Update

Report No. 2025-37 (Corporate Services Division) was presented to the Board providing the annual update and Administration's recommendation for the Reserve and Reserve Fund Strategy.

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

Tafadzwa Mukubvu, Manager, Finance provided a brief overview of the report outlining the change being recommended and responded to questions.

Richard Jagielowicz, Director, Corporate Services provided further information and responded to questions.

Ken Ranta, CEO and Crystal Simeoni, Director, Integrated Social Services provided clarification.

Resolution No. 25/72

Moved by: Anne-Marie Bourgeault
Seconded by: Albert Aiello

THAT with respect to Report No. 2025-37 (Corporate Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the 2025 Reserve Fund Strategy provided within the Report.

CARRIED

2025/26 Housing Portfolio Insurance
Contract

Report No. 2025-38 (Corporate Services Division) was presented to the Board providing the results of and Administration's recommendation regarding the 2025/26 property insurance quotation process for the TBDSSAB direct-owned housing portfolio.

Richard Jagielowicz, Director, Corporate Services responded to questions.

Tafadzwa Mukubvu, Manager Finance provided further information.

Resolution No. 25/73

Moved by: Kasey Etreni
Seconded by: Dominic Pasqualino

THAT with respect to Report No. 2025-38 (Corporate Services Division) we, The District of Thunder Bay Social Services Administration Board, accept the property insurance quotation provided by Marsh Canada Limited, in the amount of \$1,039,000;

AND THAT the Director, Corporate Services Division be authorized to bind coverage and complete any administrative requirements of the insurance renewal process.

CARRIED

At 12:49 p.m. Tafadzwa Mukubvu, Manager Finance left the meeting and Aaron Park, Manager, Housing & Homelessness Programs joined the meeting.

Update on the Attainment of Service Level Standards

Report No. 2025-39 (Integrated Social Services Division) was presented to the Board providing information regarding the attainment of the Service Level Standards established by the province for community housing.

Aaron Park, Manager, Housing & Homelessness Programs provided a brief overview of the report and responded to questions.

At 12:56 p.m. Albert Aiello, Board member and Aaron Park, Manager, Housing & Homelessness Programs left the meeting and Jennifer Lible, Manager, Social Assistance Programs and Tomi Akinyede, Supervisor, Research & Social Policy joined the meeting.

2025 Ontario Works Client Satisfaction Survey Results

Report No. 2025-40 (Integrated Social Services and Chief Executive Officer Division) was presented to the Board providing the results of the 2025 Ontario Works Client Satisfaction Survey

At 12:59 p.m. Ken Boshcoff, Board member joined the meeting.

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

Tomi Akinyede, Supervisor, Research & Social Policy provided an overview of the results of the Client Satisfaction Survey and responded to questions.

At 1:08 p.m. Meghan Chomut, Board Member left the Board meeting.

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

At 1:12 p.m. Jennifer Lible, Manager, Social Assistance Programs and Tomi Akinyede, Supervisor, Research & Social Policy left the meeting

Cancellation of the November 21 Board Meeting Date

Memorandum from Ken Ranta, CEO (Chief Executive Officer Division) was presented to the Board providing the rationale for Administration's recommendation for cancelling the November 21 Board Meeting.

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

A brief discussion was held regarding the cancellation of the November 21st Board Meeting date and the possibility of scheduling a TBDSSAB Committee meeting during that time. On consensus, Administration to review the availability for making this change and to reschedule the Committee Meeting if appropriate.

Resolution No. 25/74

Moved by: Jim Moffat
Seconded by: Kasey Etreni

THAT with respect to the Memorandum dated October 7, 2025 from Ken Ranta, Chief Executive Officer, we approve the cancellation of the November 21st Board Meeting;

AND THAT notice of the cancellation be posted on The District of Thunder Bay Social Services Administration Board website.

CARRIED

TBDSSAB Presentations to District of
Thunder Bay Municipalities Policy

Memorandum from Ken Ranta, CEO (Chief Executive Officer Division was presented to the Board providing the rationale for deferring the TBDSSAB Presentation to Municipalities matter to a future Board Meeting.

Ken Ranta, CEO, provided a brief overview.

CORRESPONDENCE

None

BY-LAWS

None

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, November 20, 2025 at 10:00 a.m., in the 3rd Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario and via Microsoft Teams.

ADJOURNMENT

Resolution No. 25/75

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

THAT the Board Meeting No. 15/2025 of The District of Thunder Bay Social Services Administration Board, held on October 16, 2025, be adjourned at 1:20 p.m.

CARRIED

Chair

Chief Executive Officer