

MEETING MINUTES

Thursday, January 9, 2025 at 6:30 PM

Board Meeting via Zoom Video Conference



Board Members Present:

Joel Constable Teri Brandt
Jerry Brandt Jamie McGarvey
Ted Collins Rick Zanussi
Irene Smit Ryan Baptiste
Janice Bray Sharon Smith
Ted Knight

Board Members Absent:

Gail Finnson
Teresa Hunt
Tom Lundy
Peter McIsaac

Staff:

Tammy MacKenzie, CAO
Jennifer Harris
Sylvia Roy

1. CALL MEETING TO ORDER:

The meeting was called to order by Tammy MacKenzie at 6:32 PM.

2. TRADITIONAL LAND ACKNOWLEDGMENT.

3. DISCLOSURE OF PECUNIARY INTEREST.

4. APPROVAL OF AGENDA

Resolution 25 01 01

CARRIED

Moved by Ted Knight

Seconded by Irene Smit

“THAT the agenda of the Regular Meeting of the Board held on January 9, 2025 be approved as presented.”

5. ELECTIONS

5.1 Election of Chair

The CAO assumed the position of Chair and conducted the election.

The CAO called for nominations from the floor three times for the position of Chair.

Rick Zanussi was nominated and willing to stand. No other nominations were put forward for the position of Chair.

Resolution 25 01 02

CARRIED

Moved by Ted Knight

Seconded by Jamie McGarvey

“THAT Rick Zanussi be appointed and approved as the Chair of the District of Parry Sound Social Services Administration Board for the year 2025.”

4.2 Election of Vice-Chair

The Chair conducted the election.

The Chair called for nominations from the floor three times for the position of Vice-Chair. Jerry Brandt was nominated and willing to stand. No other nominations were put forward for the position of Vice-Chair.

Resolution 25 01 03

CARRIED

Moved by Teri Brandt

Seconded by Ted Knight

“THAT Jerry Brandt be appointed and approved as the Vice-Chair of the District of Parry Sound Social Services Administration Board for the year 2025.”

6. APPROVAL OF MINUTES:

6.1 December 20, 2024

Resolution 25 01 04

CARRIED

Moved by Jerry Brandt

Seconded by Teri Brandt

“THAT the Board meeting minutes of Friday, December 20, 2024 be approved as presented.”

7. DEPUTATIONS & PRESENTATIONS.

8. REPORTS:

8.1 Chair

Thanked the Board for having him as Chair for another year.

8.2 Chief Administrative Officer

This morning NOSDA, AMO and OMSSA held a joint press conference on the homelessness crisis in Ontario. Ms. MacKenzie provided a brief overview of the press release; a link to the full report will be provided to Board members. For any questions or concerns, please reach out to Ms. MacKenzie. Our DSSAB, along with all DSSABs, are issuing their own press releases tomorrow.

8.3 Director of Finance

Finance staff have been diligently working on finalizing the 2025 budget, ensuring that cost-based allocations are sufficient to cover childcare operations. Finance staff are also working with other Directors to manage year-end funding and starting to prepare reconciliation for 2024 year-end audit.

The plan is to present the 2025 Budget at the February 13th Board Meeting. The budget will be sent out in a Board Package in advance for your review. Please email sroy@psdssab.org with any budget questions so I can address the questions accurately to the entire Board. This will help speed up the approval process, so we don't hold up municipal budgets. Once approved, monthly financial statements will be presented to the Board comparing budget to actual for a variance analysis in 2025.

9. OUTSTANDING ISSUES.

10. NEW BUSINESS:

10.1 Appointment of the LHC Board for 2025

A written report was presented by Ms. Roy.

Resolution 25 01 05

CARRIED

Moved by Ryan Baptiste

Seconded by Joel Constable

“THAT the Board approves the appointment of the Officers and Directors of Parry Sound District Housing Corporation, as follows:

Directors: Ryan Baptiste, Jerry Brandt, Teri Brandt, Janice Bray, Ted Collins, Joel Constable, Irene Smit, Gail Finnson, Teresa Hunt, Ted Knight, Tom Lundy, Jamie McGarvey, Peter McIsaac, Sharon Smith and Rick Zanussi

Officers:	Chair	Rick Zanussi
	Vice-Chair	Jerry Brandt
	CEO/Secretary	Tammy MacKenzie
	Housing Manager	Sharon Davis
	Treasurer	Sylvia Roy”

10.2 Appointment of NOAH Board for 2025

A written report was presented by Ms. Roy.

Resolution 25 01 06

CARRIED

Moved by Sharon Smith

Seconded by Jamie McGarvey

“THAT the Board approves the appointment of the Officers and Directors of the Non-Profit Organization for Almaguin Housing (N.O.A.H.) Inc., as follows:

Directors: Ryan Baptiste, Jerry Brandt, Teri Brandt, Janice Bray, Ted Collins, Joel Constable, Irene Smit, Gail Finnson, Teresa Hunt, Ted Knight, Tom Lundy, Jamie McGarvey, Peter McIsaac, Sharon Smith and Rick Zanussi

Officers:	Chair	Rick Zanussi
	Vice-Chair	Jerry Brandt
	CEO/Secretary	Tammy MacKenzie
	Housing Manager	Sharon Davis
	Treasurer	Sylvia Roy”

10.3 Borrowing Resolution for 2025

A written report was presented by Ms. Roy

Resolution 25 01 07

CARRIED

Moved by Ted Collins

Seconded by Jamie McGarvey

“THAT the CAO and/or the Director of Finance are authorized to arrange with the Corporation’s Bank by way of promissory notes, to borrow up to a maximum amount of \$1,000,000 that may be required to meet expenditures.

AND THAT the CAO and/or the Director of Finance are authorized to arrange with the Corporation’s Bank by way of the issuance of corporate credit cards, to borrow up to a corporate maximum limit of \$250,000 and that Finance Credit Card Policy 2.12 be adhered to.

AND THAT this borrowing arrangement shall stay in effect until February 13, 2026.”

10.4 Appointment of the Auditors for 2025

A written report was presented by Ms. Roy

Resolution 25 01 08

CARRIED

Moved by Irene Smit

Seconded by Jamie McGarvey

“THAT the Board appoints the firm of KPMG LLP as auditors for the District of Parry Sound Social Services Administration Board (DSSAB) for the year ended December 31st, 2025.”

11. IN-CAMERA: 0

12. CORRESPONDENCE.

12.1 NBPSDHU Overdose Report

13. ADJOURNMENT.

Resolution 25 01 09

CARRIED

Moved by Sharon Smith

Seconded by Joel Constable

“THAT the Board meeting now be adjourned at 7:01 PM, and that the next regular meeting to be held Thursday, February 13, 2025 at the hour of 6:30 PM via Zoom Video Conference.”