

# MEETING MINUTES

Thursday, April 10, 2025 at 6:30 PM

*Board Meeting via Zoom Video Conference*



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## Board Members Present:

Joel Constable  
Jerry Brandt  
Sharon Smith  
Gail Finnson  
Teresa Hunt  
Irene Smit  
Janice Bray  
Tom Lundy

Ted Collins  
Teri Brandt  
Jamie McGarvey  
Rick Zanussi  
Ted Knight  
Ted Collins

## Board Members Absent:

Peter McIsaac  
Ryan Baptiste

## Staff:

Tammy MacKenzie, CAO  
JJ Blower, Communications Officer  
Sylvia Roy, Director of Finance

### **1. CALL MEETING TO ORDER:**

The meeting was called to order by Rick Zanussi at 6:32PM.

### **2. TRADITIONAL LAND ACKNOWLEDGMENT.**

### **3. DISCLOSURE OF PECUNIARY INTEREST.**

### **4. APPROVAL OF AGENDA**

#### ***Resolution 25 04 01***

#### **CARRIED**

*Moved by Tom Lundy*

*Seconded by Gail Finnson*

“THAT the agenda of the Regular Meeting of the Board held on April 10, 2025 be approved as presented.”

### **5. APPROVAL OF MINUTES:**

#### **4.1 February 13, 2025**

#### ***Resolution 25 04 02***

#### **CARRIED**

*Moved by Jerry Brandt*

*Seconded by Janice Bray*

“THAT the Board meeting minutes of Thursday, February 13, 2025 be approved as presented.”

## **6. DEPUTATIONS & PRESENTATIONS.**

## **7. REPORTS:**

### 7.1 Chair

The Chair advised that Ms. MacKenzie has been appointed as the Chair of Housing Services Corporation's (HSC's) Audit and Finance Committee and congratulated her on the appointment. The Chair also highlighted a couple of highlights from the CAO report, including a Transitional Housing success story, and the recent Esprit Place renovation.

### 7.2 Chief Administrative Officer

Ms. MacKenzie verbally highlighted some of the items in the written CAO report and was available to answer questions. She also pointed out some of the new data available in this report that is now available through the OneHSN Child Care Application Portal.

### 7.3 Director of Finance

Ms. Roy provided a verbal update advising that the auditors have started auditing the 2024 year-end audit. They are working remotely this week (April 7th- 11th) testing samples for LHC, NOAH and DSSAB for expenses, payroll, agreements etc. Next week they will be on site reviewing the balance sheet and income statement schedules and finalize the Audited Financial Statements. Ms. Roy and the Senior Financial Analyst are responsible for completing this audit and as they're both new in their roles this year, they've relied heavily on the Supervisor of Finance for history. Ms. Roy expressed in her confidence now that the team has one year under their belt. The Ontario Works budget for 2025 has been submitted in TPON for 2025. All municipalities received the 2025 Levy Apportionment Schedule, their specific levy and the DSSABs approved Operating and Capital Budget. Q1 2025 Municipal Levy invoices have been sent out to each township and TWOMO Q1 billing has been completed in the various Ministry TPON websites. Preparations are now in the works for the Ontario Works year-end reporting which is due April 30<sup>th</sup>, and the Childcare EFIS reporting which is due May 31, 2025.

Thinking ahead for the 2026 Elections for the Townships without Municipal Organization (TWOMO), Ms. Roy is working with the Communications Officer and Elections Ontario to prepare the Preliminary List of Electors and ensure the list has the correct boundaries. They're also ensuring they're set up on the required election platforms to ensure they're fully prepared when the election comes around next year. Ms. Roy plans to bring a Q1 Financial Report to the Board next month and review all financial policies in the summer.

## **8. OUTSTANDING ISSUES.**

## **9. NEW BUSINESS:**

### 9.1 Non-Profit Organization for Almaguin Housing Inc. (NOAH) – Loan Renewal

A written report was presented by Ms. Roy for information.

### 9.2 Esprit Capital Update

A written report was presented by Ms. MacKenzie for information.

### 9.3 Belvedere Windows Summary

A written report was presented by Ms. MacKenzie for information.

### 9.4 Encampment Response Plan

A written report was presented by Ms. MacKenzie for information.

### 9.5 Strategic Plan Update

A written report was presented by Ms. MacKenzie for information.

### 9.6 2025 NOSDA Membership & Executive

A written report was presented by Ms. MacKenzie.

#### ***Resolution 25 04 03***

**CARRIED**

*Moved by Tom Lundy*

*Seconded by Irene Smit*

“THAT the Board selects Rick Zanussi and Jerry Brandt to serve as members of NOSDA.”

## **10. IN-CAMERA: 2**

#### ***Resolution 25 04 04***

**CARRIED**

*Moved by Joel Constable*

*Seconded by Teri Brandt*

“THAT pursuant to Section 38 of the District of Parry Sound Social Services Administration Board’s Procedural Rules, the Board moves to an In-Camera session in order to address matters pertaining to:

- ii) the disclosure of intimate, personal or financial information in respect of a member of the Board or a committee or an employee or perspective employee of the Board.”

#### ***Resolution 25 04 05***

**CARRIED**

*Moved by Ted Knight*

*Seconded by Teresa Hunt*

“THAT the Board now rises out of In-Camera without report.”

#### ***Resolution 25 04 06***

**CARRIED**

*Moved by Jamie McGarvey*

*Seconded by Gail Finnon*

“THAT the Board approves the implementation of the Non-Union Salary Grid, as presented.”

#### ***Resolution 25 04 07***

**CARRIED**

*Moved by Jerry Brandt*

*Seconded by Irene Smit*

“THAT the Board approves the implementation of the non-union pay equity plan, as presented.”

## **11. CORRESPONDENCE.**

- 11.1 Spring Newsletter 2025 – DSSAB Tenant Services
- 11.2 NBPSDHU Overdose Report
- 11.3 Economic Study: The Impact of Community Housing on Productivity

## **11. ADJOURNMENT.**

***Resolution 25 04 08***

**CARRIED**

*Moved by Sharon Smith*

*Seconded by Ted Collins*

“THAT the Board meeting now be adjourned at 7:35 PM, and that the next regular meeting to be held Thursday, May 8, 2025 at the hour of 6:30 PM via Zoom Video Conference.”