

# MEETING MINUTES

Thursday, September 11, 2025 at 6:30 PM



*Board Meeting Location: 1 Beechwood Drive, Parry Sound, Ontario (In-Person)*

## Board Members Present:

Joel Constable      Ted Collins  
Gail Finnson        Teri Brandt  
Sharon Smith        Jamie McGarvey  
Tom Lundy           Rick Zanussi  
Irene Smit            Teresa Hunt  
Janice Bray          Peter McIsaac  
Jerry Brandt

## Board Members Absent:

Sean Cotton

## Staff:

Tammy MacKenzie, CAO  
JJ Blower, Communications Officer  
Sylvia Roy, Director of Finance  
Sharon Davis, Director of Housing Operations and Service Management  
Pam Nelson, Director of Child Care Service Management

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

The meeting was called to order by Rick Zanussi at 6:30 PM.

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

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

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

***Resolution 25 09 01***

**CARRIED**

*Moved by Gail Finnson*

*Seconded by Ted Collins*

“THAT the agenda of the Regular Meeting of the Board held on September 11, 2025 be accepted as presented.”

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

***5.1 August 14, 2025***

***Resolution 25 09 02***

**CARRIED**

*Moved by Jamie McGarvey*

*Seconded by Tom Lundy*

“THAT the Board meeting minutes of Thursday, August 14, 2025 be approved as presented.”

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

## **7. REPORTS:**

### 7.1 Chair

The Chair thanked Ted Knight for his years of service on the Board.

Ted Knight, attending as a member of the public, shared that it had been an honour to serve, noted he would miss the friendships built over the years, and expressed his gratitude to staff. Regarding Mr. Knight's resignation, staff will bring forward a report to the Board in October outlining next steps to find a replacement for his area (TWOMO).

Sean Cotton has been appointed as a new Board member. He was unable to attend this meeting but will join at the next one.

***Jerry Brandt joined the meeting at 6:38pm***

### 7.2 Chief Administrative Officer

A written report was provided. Ms. MacKenzie was available to answer any questions regarding the CAO report. She expressed appreciation for the opportunity to meet in person in August, noting how valuable the discussion had been.

Ms. MacKenzie reported progress on housing initiatives, including engaging an owner's representative for upcoming projects. She confirmed that the work will not impact the levy, as it is included in the 2025 budget. Updates will be brought forward to the Board in smaller segments to ensure continued alignment and feedback.

The December meeting will serve as the Budget meeting, with the budget package to be distributed to the Board on November 27th so members have time to review and submit questions in advance.

### 7.3 Director of Finance

Ms. Roy provided an update on Finance activities, noting that work on the 2025 budget is well underway. The consolidated capital and operating budget will be delivered to the Board on November 27th for review ahead of the December meeting.

Over the next five weeks, Sylvia will meet with each supervisor and director to capture all budget requirements and identify any opportunities to eliminate unnecessary costs. Once this process is complete, Tammy will review the consolidated budget. Sylvia noted that this is the second year using this process, and it is becoming more streamlined and effective.

Finance is also reviewing 2025 actuals versus the budget to ensure expenditures are recorded accurately, year-end preparation stays on track, and all available ministry funding is fully utilized without the need for repayment.

In response to Ted's question about municipal levies, Sylvia confirmed that the December 11th meeting will be the target date for budget approval. If approved, levy information will be sent to all municipalities for January 2026, which will also enable staff to initiate any tendering processes promptly.

## **8. OUTSTANDING ISSUES.**

## 9. NEW BUSINESS:

### 9.1 Child Care Service Plan

A written report was presented by Ms. Nelson. Mr. Smit complimented staff on the quality of the plan and emphasized the importance of addressing unconventional initiatives, noting this was identified as a priority within the plan. Ms. Bray inquired whether the Whitestone School Age programs, operated by the Municipality, were considered in this report.

#### ***Resolution 25 09 03***

#### **CARRIED**

*Moved by Teri Brandt*

*Seconded by Sharon Smith*

“THAT the board approve the Early Years and Child Care Service System Plan 2025-2030.”

### 9.2 OPHI COCHI Investment Plan

A written report was presented by Ms. Davis, who also provided a brief summary of the Housing Service Management program (Sharon has detailed notes).

Mr. Collins inquired about rent collection and arrears, referencing North Bay’s reported \$2.5 million in back rent and asking whether the DSSAB was operating at a surplus or deficit with its own rent collections. Ms. Davis and Ms. MacKenzie explained that the DSSAB takes a proactive approach and that staff currently have no concerns in this regard.

#### ***Resolution 25 09 04***

#### **CARRIED**

*Moved by Peter McIsaac*

*Seconded by Irene Smit*

“THAT the Board approves the attached 2025-2026 Investment Plan for the Canada-Ontario Community Housing Initiative (COCHI), the Ontario Priorities Housing Initiative (OPHI), and the Rent-Assisted Forecast Report as presented.”

### 9.3 Food Security Programs

A written report was presented by Ms. MacKenzie.

#### ***Resolution 25 09 05***

#### **CARRIED**

*Moved by Teresa Hunt*

*Seconded by Gail Finnsen*

“THAT the Board approve funding to community food security programs in 2026 at the same level and to the same recipients as in 2025, pending approval of the 2026 budget.”

## 10. IN-CAMERA: 0

## 11. CORRESPONDENCE.

- 11.1 Parry Sound District Age Friendly Community Needs Assessment
- 11.2 Economic Study: The Impact of Community Housing on Productivity
- 11.3 NBPSDHU Overdose Report
- 11.4 Letter of Support – West Parry Sound Community Support Services

## 11. ADJOURNMENT.

***Resolution 25 09 06***

**CARRIED**

*Moved by Janice Bray*

*Seconded by Joel Constable*

“THAT the Board meeting now be adjourned at \_\_\_\_\_ PM, and that the next Regular meeting be held Thursday, October 9, 2025 at the hour of 6:30 PM via Zoom Video Conference.”