

MEETING MINUTES

Thursday, June 12, 2025 at 6:30 PM

Board Meeting via Zoom Video Conference



Board Members Present:

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

Board Members Absent:

Ryan Baptiste
Peter McIsaac
Teresa Hunt
Tom Lundy

Staff:

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

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 06 01

CARRIED

Moved by Ted Knight

Seconded by Teri Brandt

“THAT the agenda of the Regular Meeting of the Board held on June 12, 2025 be accepted with the addition of: 9.5 Board Member Absence (requested by R. Zanussi) and 9.6 MEPCO Membership (requested by J. McGarvey).”

5. APPROVAL OF MINUTES:

5.1 May 8, 2025

Resolution 25 06 02

CARRIED

Moved by Jamie McGarvey

Seconded by Jerry Brandt

“THAT the Board meeting minutes of Thursday, May 8, 2025 be approved as presented.”

6. DEPUTATIONS & PRESENTATIONS.

7. REPORTS:

7.1 Chair

The Chair provided a verbal update on his attendance at the 2025 NOSDA AGM & Conference, held in Sault Ste. Marie from June 2 to 5, 2025. He gave an overview of the Northern Ontario Service Deliverers Association (NOSDA) and its role in advocating on behalf of DSSABs and CMSMs across Northern Ontario. The Chair extended his appreciation to the staff and CAOs who participated in the conference and attended key meetings with Assistant Deputy Ministers from various provincial ministries. He also reminded Board members to inform the Administration Officer, Ms. Blower, in advance of any anticipated absences from scheduled meetings to help ensure quorum is maintained.

7.2 Chief Administrative Officer

Ms. MacKenzie provided a verbal overview of key highlights from the written CAO report, expressing her appreciation to staff across all departments for their contributions and for helping to enhance the report. She noted that she was available to respond to any questions. Additionally, Ms. MacKenzie shared that she was attending the 47 Leads Meeting for OMSSA in Toronto this week, had participated in the NOSDA AGM & Conference in Sault Ste. Marie from June 2–5, the OMSSA Exchange Conference in Toronto in mid-May, and the District Municipal Association Meeting in Callander on May 23.

7.3 Director of Finance

Finance staff have completed several key reporting requirements, including the Social Housing Service Manager Annual Information Return, the Education Financial Information System (EFIS) Report, and year-end reporting for the Homelessness Prevention Program (HPP) and Ontario Works (OW). The team is currently awaiting the approval of the final Audited Financial Statements to proceed with submission to the Ministry via the TPON website.

In the coming weeks, staff will begin reporting for the Violence Against Women (VAW) program. Work is also underway on mid-year reconciliations related to the new cost-based funding model for both internal and external childcare centres.

The Yardi system upgrade has been successfully completed, and the platform is now operating on version 7.12. Additionally, the IT department has implemented a new electronic, real-time inventory tracking system using QR codes and handheld devices. The inventory for Local Housing Corporation assets is currently being uploaded into the system, with DSSAB-owned assets to follow once the process has been refined.

8. OUTSTANDING ISSUES.

9. NEW BUSINESS:

9.1 Tender – Roof Replacement

A written report was prepared by Ms. Davis and presented by Ms. Roy.

A question was raised by Mr. Constable relating to the range of bids. Staff confirmed that a

consultant had been engaged for the process, and all tender submissions met the required technical specifications and included attendance at the mandatory site visit.

Resolution 25 06 03

CARRIED

Moved by Gail Finnson

Seconded by Janice Bray

“THAT the Board direct staff to proceed with awarding the tender for the Roof Replacement at 1 Beechwood Drive, Parry Sound, ON, according to the outlined specifications and requirements detailed in tender RFT25-1BC in the amount of \$109,000.00 plus additional pricing for the replacement of the canopy entrance roof serving 22A Belvedere Ave., Parry Sound of \$69,900.00 for a total of \$178,900 (plus HST).”

9.2 Housing & Homelessness Annual Report 2024-2025

A written report was prepared by Ms. Davis and presented by Ms. MacKenzie, for information.

9.3 Board Manual & Procedural Rules Update

A written report was presented by Ms. Blower.

Resolution 25 06 04

CARRIED

Moved by Sharon Smith

Seconded by Ted Collins

“THAT the Board approves the updated Procedural Rules, and receives the updated Board Manual for information.”

9.4 2025 BOSDA AGM Resolutions

A written report was presented by the Chair.

Resolution 25 06 05

CARRIED

Moved by Joel Constable

Seconded by Ted Knight

“THAT the Board endorses the 2025 NOSDA AGM resolutions as attached.”

9.5 Board Member Absence

A verbal report was given and an attendance record was provided. Discussion ensued amongst the members to consider the continuance of a member of the Board with four consecutive absences, without authorization or notice provided for those absences.

Resolution 25 06 06

CARRIED

Moved by Irene Smit

Seconded by Teri Brandt

“WHEREAS Section 12 of the Procedural Rules of the District of Parry Sound Social Services Administration Board states that a Board Member is considered to have forfeited their membership upon missing three (3) consecutive meetings, unless such absences are authorized by the Board; and

WHEREAS Ryan Baptiste, the appointed representative for Area 4, has been absent from four (4) consecutive meetings of the Board without providing notice or seeking authorization for such absences;

NOW THEREFORE BE IT RESOLVED THAT Ryan Baptiste be deemed to have forfeited his position as a Member of the Board; and

BE IT FURTHER RESOLVED THAT communication with the municipalities of Area 4 be initiated to begin the process of appointing a new representative to the Board.”

9.6 Municipal Employer Pension Centre of Ontario (MEPCO) Membership

Mr. McGarvey provided a verbal report offering insight into MEPCO and its significance for municipal employers and employees. Staff were directed to further investigate the matter and report back at a future Board meeting.

10. IN-CAMERA: 0

11. CORRESPONDENCE.

11.1 NBPSDHU Overdose Report

11.2 Labour Focus March 2025 (The Labour Market Group)

11.3 Monthly Jobs Report February 2025 (The Labour Market Group)

11. ADJOURNMENT.

Resolution 25 06 07

CARRIED

Moved by Ted Collins

Seconded by Joel Constable

“THAT the Board meeting now be adjourned at 7:44 PM, and that the next Special meeting to be held Tuesday, June 17, 2025 at the hour of 11:00 AM via Zoom Video Conference.”