MEETING MINUTES

Thursday, October 9, 2025 at 6:30 PM

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

Board Members Present:

Jerry Brandt
Gail Finnson
Sean Cotton
Tom Lundy
Irene Smit
Janice Bray
Ted Collins
Teri Brandt
Jamie McGarvey
Rick Zanussi
Teresa Hunt
Peter McIsaac

Board Members Absent:
Sharon Smith
Joel Constable

Staff:

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

Guests:
Ashwin Vadivelu, EllisDon Community Builders
Michael Laurignano, EllisDon Community Builders

1. CALL MEETING TO ORDER:
The meeting was called to order by Rick Zanussi at 6:31 PM.

2. TRADITIONAL LAND ACKNOWLEDGMENT.

3. **DISCLOSURE OF PECUNIARY INTEREST.**

4. **APPROVAL OF AGENDA**
Resolution 25 10 01 **CARRIED**
Moved by Teresa Hunt
Seconded by Sean Cotton
"THAT the agenda of the Regular Meeting of the Board held on October 9, 2025 be accepted as presented."

5. APPROVAL OF MINUTES:
5.1 September 11, 2025
Resolution 25 10 02 **CARRIED**
Moved by Tom Lundy
Seconded by Teri Brandt
"THAT the Board meeting minutes of Thursday, September 11, 2025 be approved as presented."

6. DEPUTATIONS & PRESENTATIONS.

7. REPORTS:

7.1 Chair

A verbal report was provided by the Chair. The Chair welcomed new member Sean Cotton, representing Area 4, to the Board. The Chair highlighted the "Everyday Impact" section of the CAO's report, noting that these stories help Board members feel more connected to staff and the organization's work. The Chair expressed appreciation to staff and the organizing committee for their efforts in the Take Back the Night event held on Friday, October 3rd in Parry Sound, which raised awareness of gender-based violence. Appreciation was also extended to the Board members who attended the event.

7.2 Chief Administrative Officer

A written report was provided, and Ms. MacKenzie was available to respond to any questions regarding the CAO Report. She thanked Board members for their attendance at the Take Back the Night event. Ms. MacKenzie drew attention to the successes of the homelessness prevention program on page 21 of the agenda package. This demonstrates the importance and impact of the organization's preventative efforts. Ms. Finnson commended the success of the program and encouraged all Board members to ensure their municipalities are aware of the Homelessness Prevention Program and its positive outcomes.

7.3 Director of Finance

A verbal report was provided. The Director of Finance reported that Finance staff are currently focused on preparing the 2026 draft operating and capital budgets. The payroll component has been completed, incorporated into each department's budget, and distributed to Directors for review. Departmental budgets are due to the Director of Finance by October 17th, after which individual meetings will be held with each Director to review submissions. The consolidated draft budget will then be reviewed by the Senior Leadership Team, followed by the CAO's final decisions and approval. The board will receive the draft budget on November 27th, and it will be presented at the December 11th Board Meeting. The Director also noted that she will be attending the Yardi Conference in Toronto next month, along with other Supervisors, to further enhance the organization's use of the LHC financial software. A report on the conference outcomes will be provided following attendance.

8. OUTSTANDING ISSUES.

9. NEW BUSINESS:

9.1 Presentation from EllisDon Community Builders

A verbal report was presented by Ashwin Vadivelu and Michael Laurignano of EllisDon Community Builders, the DSSAB's Owner's Representatives. They will support the DSSAB in identifying housing development opportunities across the district and assist with evaluating, planning, and recommending a strategic path forward for future housing initiatives. EllisDon Community Builders will return to present their findings at the January 2026 Board meeting.

9.2 Removal from LHC Board
A written report was presented by Ms. Blower.

Resolution 25 10 03 **CARRIED**
Moved by Peter McIsaac
Seconded by Gail Finnson

"THAT the Board approve the amendment of Resolution 25 01 05 to remove Ted Knight as a Director from the Parry Sound District Housing Corporation."

9.3 Addition to LHC Board
A written report was presented by Ms. Blower.

Resolution 25 10 04 **CARRIED**
Moved by Ted Collins
Seconded by Tom Lundy

"THAT the Board approve the amendment of Resolution 25 01 05 to add Sean Cotton as a Director on the Parry Sound District Housing Corporation."

9.4 Removal from NOAH Board
A written report was presented by Ms. Blower.

Resolution 25 10 05 **CARRIED**
Moved by Jerry Brandt
Seconded by Sean Cotton

"THAT the Board approve the amendment of Resolution 25 01 05 to remove Ted Knight as a Director from the Non-Profit Organization for Almaguin Housing Inc. (NOAH) Board."

9.5 Addition to LHC Board
A written report was presented by Ms. Blower.

Resolution 25 10 06 **CARRIED**
Moved by Teri Brandt
Seconded by Peter McIsaac

"THAT the Board approve the amendment of Resolution 25 01 05 to add Sean Cotton as a Director to the Non-Profit Organization for Almaguin Housing Inc. (NOAH) Board."

9.6 Vacancy on DSSAB Board – TWOMO Representative
A written report was presented by Ms. Blower.

Resolution 25 10 07 **CARRIED**
Moved by Janice Bray

Seconded by Teri Brandt

"THAT the Board approve the process to fill the current DSSAB Board vacancy for the TWOMO Area by advertising for one individual to serve as a member for the remainder of the term ending in 2026, with expressions of interest to be submitted no later than October 31, 2025;

AND THAT, in the case that no applications are received, the application process remain open until the vacancy is filled, or three months before the next regular election (nomination day);

AND THAT, in the case of multiple applications, the Board authorize the CAO and Board Chair to review the submissions and select the new member to fill the vacancy."

9.7 New Website Launch

A written report was presented by Ms. Blower, accompanied by a demonstration of the new DSSAB website which went live on October 9, 2025.

10. IN-CAMERA: 0

11. CORRESPONDENCE.

11.1 Fall Newsletter 2025 – DSSAB Tenant Services
11.2 NBPSDHU Overdose Report

12. ADJOURNMENT.

Resolution 25 10 08 **CARRIED**
Moved by Jamie McGarvey
Seconded by Ted Collins

"THAT the Board meeting now be adjourned at 7:25 PM, and that the next Regular meeting be held Thursday, November 13, 2025 at the hour of 6:30 PM via Zoom Video Conference."