

MEETING MINUTES

Friday, December 20, 2024 at 10:00 AM



Board Meeting via Zoom Video Conference

Board Members Present:

Sharon Smith Peter McIsaac
Ted Knight Teri Brandt
Ted Collins Jamie McGarvey
Gail Finsson Rick Zanussi
Janice Bray Tom Lundy
Irene Smit Ryan Baptiste

Board Members Absent:

Joel Constable
Jerry Brandt
Teresa Hunt

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 10:00AM.
2. **TRADITIONAL LAND ACKNOWLEDGMENT.**
3. **DISCLOSURE OF PECUNIARY INTEREST.**
4. **APPROVAL OF AGENDA**

Resolution 24 12 01 **CARRIED**

Moved by Ted Knight

Seconded by Tom Lundy

“THAT the agenda of the Regular Meeting of the Board held on December 20, 2024 be approved as presented.”

5. **APPROVAL OF MINUTES:**

4.1 November 14, 2024

Resolution 24 12 02 **CARRIED**

Moved by Teri Brandt

Seconded by Sharon Smith

“THAT the Board meeting minutes of Thursday, November 14, 2024 be approved as presented.”

6. DEPUTATIONS & PRESENTATIONS.

7. REPORTS:

7.1 Chair

Mr. Zanussi thanked staff for their hard work in 2024 and highlighted some of the positive statistics in the CAO report.

7.2 Chief Administrative Officer

Ms. Mackenzie highlighted agenda item 11.4 under correspondence, which is a letter from the Ministry of Municipal Affairs and Housing (MMAH). This letter was sent to all Municipalities by MMAH. Upon review, it doesn't appear that our DSSAB will qualify for any funding. There is also a section about 'Last Chance Funding' which would assist with the completion of any current projects. We are not aware of any affordable housing currently underway. Ms. MacKenzie highlighted the importance of Municipalities encouraging affordable housing developments through their Official Plans.

Jamie McGarvey joined the meeting at 10:16am.

Ms. MacKenzie highlighted the Sponsor a Family Program which raised \$6660 in 2024, more than doubling funds raised through the same campaign last year. Ms. MacKenzie thanked the community for their generosity.

7.3 Director of Finance

Ms. Roy provided a verbal update. Members of the Senior Leadership Team provided the finance team with program budgets by November 30th, 2024 and the senior finance team has been diligently working on the 2025 Draft Operating and Capital Budget Package to present to the Board. There have been a lot of changes with the childcare budgets due to the new cost-based funding, which has taken time to develop new spreadsheets. A master budget template has been assembled and we are now at the point of putting it all together and completing an analysis to see if revisions need to be made.

Ms. Roy expressed that she was pleased with all of the help she's received from all DSSAB employees, especially the finance team during her onboarding. All setups have been complete on signing authorities, logins, bank accounts, visas, investments, software systems, MPAC, government reporting, etc.

The 2024 Audit has been tentatively scheduled for April 7-18, 2025. In January, the finance team will start completing working papers and reconciliations for the year-end audit. The plan for 2024 is to have the audit complete by June 30th, 2025.

An actuary has been hired for employee benefits in order to be compliant with Public Sector Accounting Standards, and they will start January 2025 for the 2024 audit.

8. OUTSTANDING ISSUES.

9. NEW BUSINESS:

9.1 The Meadow View

A written report was presented by Ms. MacKenzie.

Discussion ensued around the implications of having families, and potentially children, living in the building. Ms. MacKenzie acknowledged that this has been considered and confirmed that any issues would be managed appropriately by the Housing team.

Resolution 24 12 03

CARRIED

Moved by Rick Zanussi

Seconded by Ryan Baptiste

“**THAT** the Board direct staff to remove the minimum age requirement for all market units at The Meadow View.”

9.2 Final Audit Management Letter

A written report was presented by Ms. Roy.

Jamie McGarvey left the meeting at 10:44am.

9.3 Value for Money Audit

A written report was presented by Ms. MacKenzie.

Resolution 24 12 04

CARRIED

Moved by Gail Finnson

Seconded by Irene Smit

“**WHEREAS** the Ministry of Education has mandated all CMSMs/DSSABs that directly operate child care centres retain independent advice (third-party services) and conduct a value-for money audit on their direct delivery of child care services by December 31, 2024; and

WHEREAS the Board directed staff on February 8, 2024 to partner with Kenora District Services Board and District of Rainy River Services Board to facilitate this ministry mandated third-party audit of Directly Operated Licensed Child Care.

THEREFORE BE IT RESOLVED THAT the Board now receive and approve the Value For Money Audit provided by MNP.”

9.4 Appointment of the Auditors for 2024

A written report was presented by Ms. Roy

Resolution 24 12 05

CARRIED

Moved by Janice Bray

Seconded by Tom Lundy

“**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, 2024.”

9.5 Board Meeting Dates 2025

A list of Board Meeting dates for 2025 was provided for information.

10. IN-CAMERA: 0

11. CORRESPONDENCE.

11.1 NBPSDHU Overdose Report

11.2 Knowing Our Numbers – Northern Perspective

11.3 Canada-Ontario Community Housing Initiative (COCHI) & Ontario Priorities Housing Initiative (OPHI) Approval Letter

11. ADJOURNMENT.

Resolution 24 12 06

CARRIED

Moved by Peter McIsaac

Seconded by Ted Collins

“THAT the Board meeting now be adjourned at 11:00AM, and that the next regular meeting to be held Thursday, January 9, 2025 at the hour of 6:30 PM via Zoom Video Conference.”