

**NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT
FINANCE AND PROPERTY COMMITTEE OF THE BOARD OF HEALTH
MINUTES – APRIL 22, 2019**

Teleconferenced from 345 Oak Street West, Nipissing Room, North Bay, Ontario

PRESENT:

Nipissing District:

Central Appointee	Dave Butti
Central Appointee	Nancy Jacko
Central Appointee	Stuart Kidd
Central Appointee	Scott Robertson (<i>Vice-Chairperson</i>)
Eastern Appointee	Dean Backer
Central Appointee	Tanya Vrebosch
Western Appointee	Dan Roveda (<i>Chairperson</i>)

Parry Sound District:

North Eastern Appointee	Blair Flowers
South Eastern Appointee	Marianne Stickland
Western Appointee	Don Brisbane
Public Appointees:	Mike Poeta

ALSO IN ATTENDANCE:

Medical Officer of Health/Executive Officer	Dr. Chirico
Executive Director, Finance	Isabel Churcher
BDO Canada LLP Chartered Accountant	Dean Decaire
Accountant, Finance	Barbara Parkinson
Master of Public Health Student	Dr. Zimbalatti

REGRETS:

RECORDER:

Management Administrative Assistant	Sheri Beaulieu
-------------------------------------	----------------

1.0 CALL TO ORDER

Due to the COVID-19 pandemic, Finance and Property Committee members joined the meeting via teleconference. Audio live-streaming of the meeting was available to the public by accessing a link provided on the Health Unit's website.

Dan Roveda called the April 22, 2020, Finance and Property Committee meeting to order at 5:01 p.m.

2.0 APPROVAL OF THE AGENDA

The motion regarding the April 22, 2020, Finance and Property Committee agenda was read:

Finance and Property Recommendation #FP/2020/04/01 *Jacko/Poeta

Be It Resolved, that the Finance and Property Committee agenda, dated April 22, 2020, be approved.

The recorded vote was as follows:

Name:	For:	Against:
Dean Backer	x	
Don Brisbane	x	
Dave Butti	x	
Blair Flowers	x	
Nancy Jacko	x	
Stuart Kidd		
Mike Poeta	x	
Scott Robertson	x	
Dan Roveda	x	
Marianne Stickland	x	
Tanya Vrebosch	x	

“Carried”

3.0 CONFLICT OF INTEREST DECLARATION

There were no conflicts of interest declared.

4.0 PRESENTATION: BDO CANADA LLP – AUDIT REPORT

Dean Decaire, CPA, CA, Partner of BDO Canada LLP, provided a presentation of BDO’s audit of the financial statements for North Bay Parry Sound District Health Unit for the year-ending December 31, 2019.

The purpose of the presentation and report was to summarize areas of the audit that would be of interest to the Finance and Property Committee.

Items highlighted throughout the presentation included:

- Status of the audit: 150 hours went into the audit process, which will be complete following this evening’s presentation, approval by the Board of the financial statements, and BDO’s receipt of the signed management representation letter
- Statement of independence
- Materiality threshold

- Four specific areas of focus in the audit findings: management override controls, revenue and agreements in place, fraud and illegal access, and tangible capital assets
- All went well with no findings to report
- Also reviewed were the internal controls and the policies and processes behind the internal controls; it was reported that things are run very well in the Finance department
- A clean audit of the financial statements was reported; 97.5% of the Health Unit's budget was spent

Questions by the Board were addressed.

Mr. Decaire was thanked for his presentation and signed out of the meeting at 5:36 p.m.

5.0 APPROVAL OF PREVIOUS MINUTES

5.1 Finance and Property Committee Minutes – January 22, 2020

The minutes from the January 22, 2020, Finance and Property Committee meeting were presented.

The following motion was read:

Finance and Property Recommendation #FP/2020/04/02 *Kidd/Butti

Be It Resolved, that the minutes from the Finance and Property Committee meeting held on January 22, 2020, be approved as presented.

The recorded vote was as follows:

Name:	For:	Against:
Dean Backer	x	
Don Brisbane	x	
Dave Butti	x	
Blair Flowers	x	
Nancy Jacko	x	
Stuart Kidd	x	
Mike Poeta	x	
Scott Robertson	x	
Dan Roveda	x	
Marianne Stickland	x	
Tanya Vrebosch	x	

“Carried”

6.0 DATE OF NEXT MEETING

Date: September 23, 2020
Time: To be determined
Location: To be determined

7.0 BUSINESS ARISING

There were no agenda items under Business Arising.

8.0 NEW BUSINESS

One item brought forward under New Business.

8.1 Audit Report – Approval of the Audited Financial Statements

Following BDO's presentation of the audited financial statements for the year-ending December 31, 2019, the Board of Health discussed the findings from the audit.

The following motion was read:

Finance and Property Recommendation #FP/2020/04/03 *Stickland/Kidd

Whereas, on June 25, 2008, the Board of Health for the North Bay Parry Sound District Health Unit approved a municipal reserve fund be established; and

Whereas, on September 26, 2012, the Board of Health by resolution removed the cap from the municipal reserve; and

Whereas, on April 22, 2020, the Finance and Property Committee of the Board of Health reviewed the North Bay Parry Sound District Health Unit draft annual audited financial statements for the year-ended December 31, 2019.

Now Therefore Be It Resolved, that the Finance and Property Committee recommends that the Board of Health for the North Bay Parry Sound District Health Unit approve the transfer of funds from the Health Unit general account to the municipal reserve in the amount of \$266,234 ; and

Furthermore Be It Resolved, that the Finance and Property Committee recommends that the Board of Health approve the North Bay Parry Sound District Health Unit audited financial statements for the year-ended December 31, 2019; and

Furthermore Be It Resolved, that the annual audited financial statements for the North Bay Parry Sound District Health Unit, which includes a note outlining the transactions of the

municipal reserve fund for the year-ended December 31, 2019, be forwarded for member municipalities.

The recorded vote was as follows:

Name:	For:	Against:
Dean Backer	x	
Don Brisbane	x	
Dave Butti	x	
Blair Flowers	x	
Nancy Jacko	x	
Stuart Kidd	x	
Mike Poeta	x	
Scott Robertson	x	
Dan Roveda	x	
Marianne Stickland	x	
Tanya Vrebosch	x	

“Carried”

8.2 Fourth Quarter Medical Officer of Health Expenses – October 1 to December 31, 2019

The fourth quarter expenses for the Medical Officer of Health/Executive Officer were provided to Board members for information purposes.

9.0 IN CAMERA

There was no in camera session.

10.0 ADJOURNMENT

Having no further business, the Chairperson adjourned the Finance and Property Committee meeting at 5:42 p.m.

Original Signed by Dan Roveda

2020/09/23

Chairperson/Vice-Chairperson

Date (yyyy/mm/dd)

Original Signed by Sheri Beaulieu

2020/09/23

Sheri Beaulieu, Recorder

Date (yyyy/mm/dd)