

**NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT
FINANCE AND PROPERTY COMMITTEE OF THE BOARD OF HEALTH
MINUTES – APRIL 27, 2022**

Video conferenced 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
Eastern Appointee	Dean Backer
Central Appointee	Tanya Vrebosch
Western Appointee	Dan Roveda (<i>Chairperson</i>)

Parry Sound District:

Northeastern Appointee	Blair Flowers
Western Appointee	Jamie McGarvey
Public Appointees:	Gary Guenther

ALSO IN ATTENDANCE:

Medical Officer of Health/Executive Officer	Dr. Chirico
Public Health Physician	Dr. Zimbalatti
Executive Director, Finance	Isabel Churcher
KPMG LLP, CPA, CA, Audit Partner	Derek D'Angelo
KPMG LLP, CPA, CA, Audit Manager	Wenting Zhou
Executive Director, Corporate Services, Privacy Officer	Paul Massicotte

REGRETS:

Central Appointee	Scott Robertson (<i>Vice-Chairperson</i>)
Southeastern Appointee	Marianne Stickland

RECORDER:

Management Administrative Assistant	Sheri Beaulieu
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1.0 CALL TO ORDER

In keeping with public health measures related to the COVID-19 pandemic, Finance and Property Committee members joined the meeting via Teams video conference. Live streaming of the meeting was available to the public through a link provided on the Health Unit's website.

Dan Roveda called the April 27, 2022, Finance and Property Committee meeting to order at 5:00 p.m.

2.0 APPROVAL OF THE AGENDA

The following motion regarding the April 27, 2022, Finance and Property Committee agenda was read:

Finance and Property Recommendation #FP/2022/04/01 *McGarvey/Guenther

Be It Resolved, that the Finance and Property Committee agenda, dated April 27, 2022, be approved.

The recorded vote was as follows:

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Dean Backer	X			Jamie McGarvey	X		
Dave Butti	X			Scott Robertson	R		
Blair Flowers	X			Dan Roveda	X		
Gary Guenther	X			Marianne Stickland	R		
Nancy Jacko	X			Tanya Vrebosch	X		
Stuart Kidd	X						

“Carried”

3.0 CONFLICT OF INTEREST DECLARATION

There were no conflicts of interest declared.

4.0 PRESENTATION: KPMG LLP – AUDIT REPORT

Derek D’Angelo, CPA, CA, Audit Partner of KPMG joined the Finance and Property Committee to report on the audit findings for 2021.

A review of the Audited Financial Statements was completed along with a high-level summary of the Audit Finding Report.

The audit produced a clean report with no issues or risks identified in the process.

The audit team were thanked for their presentation before signing out of the meeting at 5:33 p.m.

5.0 APPROVAL OF PREVIOUS MINUTES

5.1 Finance and Property Committee Minutes – January 26, 2022

The minutes from the January 26, 2022, Finance and Property Committee meeting were presented.

The following motion was read:

Finance and Property Recommendation #FP/2022/04/02 *Jacko/Butti

Be It Resolved, that the minutes from the Finance and Property Committee meeting held on January 26, 2022, be approved as presented.

The recorded vote was as follows:

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Dean Backer	X			Jamie McGarvey	X		
Dave Butti	X			Scott Robertson	R		
Blair Flowers	X			Dan Roveda	X		
Gary Guenther	X			Marianne Stickland	R		
Nancy Jacko	X			Tanya Vrebosch	X		
Stuart Kidd	X						

“Carried”

5.2 Finance and Property Committee In Camera Minutes – January 26, 2022

The minutes from the January 26, 2022, Finance and Property Committee In Camera meeting were presented.

The following motion was read:

Finance and Property Recommendation #FP/2022/04/03 *Kidd/McGarvey

Be It Resolved, that the minutes from the Finance and Property Committee in camera meeting held on January 26, 2022, be approved as presented.

The recorded vote was as follows:

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Dean Backer	X			Jamie McGarvey	X		
Dave Butti	X			Scott Robertson	R		
Blair Flowers	X			Dan Roveda	X		
Gary Guenther	X			Marianne Stickland	R		
Nancy Jacko	X			Tanya Vrebosch	X		
Stuart Kidd	X						

“Carried”

6.0 DATE OF NEXT MEETING

Date: June 22, 2022

Time: To be determined

Location: To be determined

7.0 BUSINESS ARISING

There were no agenda items under Business Arising.

8.0 NEW BUSINESS

8.1 Burk's Falls Branch Office

A presentation on the proposed recommendations for the future direction of service delivery in the Burk's Falls area was presented.

The following motion was read:

Finance and Property Recommendation #FP/2022/04/04 *Guenther/Jacko

Whereas, the lease for the Burk's Falls branch office location, that has been serving clients by appointment only since 2009, expires September 30, 2022; and

Whereas, the landlord intends to use the current location for other purposes, and has offered the Health Unit an alternate location, if interested; and

Whereas, upon approval from the Executive Team, a programs and services collaborative working group was tasked to investigate alternative options to provide equivalent programs and services in the community without use of this leased space; and

Whereas, based on the outcome of the working group, the community can be served without the leased physical space by partnering with community partners using their locations as needed, and/or virtually, by leveraging the technology and processes developed for COVID-19 response.

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 not renewing a leased Burk's Falls branch office location with the current landlord; and

Furthermore Be It Resolved, the Finance and Property Committee recommends implementation of a plan to deliver equivalent Health Unit programs and services through space rented from community partner locations, as required, and/or with virtual options.

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Dean Backer	X			Jamie McGarvey	X		

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Dave Butti	X			Scott Robertson	R		
Blair Flowers	X			Dan Roveda	X		
Gary Guenther	X			Marianne Stickland	R		
Nancy Jacko	X			Tanya Vrebosch	X		
Stuart Kidd	X						

“Carried”

8.2 Insurance Provider Renewal

Previous approval of the Board of Health approved insurance provider expired at the end of 2021.

Recommendation for a five-year contract was presented to the Finance and Property Committee

The following motion was read:

Finance and Property Recommendation #FP/2022/04/05 *Butti/Kidd

Whereas, the Board of Health for the North Bay Parry Sound District Health Unit (Health Unit) awarded a contract for General Insurance to The Healthcare Insurance Reciprocal of Canada (HIROC) for a four-year period in January 2013; and

Whereas, the Health Unit conducted a request for proposal process for General Insurance and Risk Management Services Program in the Fall of 2016, and the only bid received was from HIROC; and

Whereas, the Health Unit is very satisfied with the services provided by HIROC over the past nine years; and

Whereas, the value for money received by the current provider cannot be surpassed by a non-reciprocal provider.

Therefore Be It Resolved, that the Finance and Property Committee recommends that that the Board of Health for the North Bay Parry Sound District Health Unit accept HIROC as the Health Unit’s insurance provider for a five-year contract beginning January 1, 2022, to December 31, 2027.

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Dean Backer	X			Jamie McGarvey	X		
Dave Butti	X			Scott Robertson	R		
Blair Flowers	X			Dan Roveda	X		
Gary Guenther	X			Marianne Stickland	R		
Nancy Jacko	X			Tanya Vrebosch	X		
Stuart Kidd	X						

“Carried”

8.3 Annual Financial Statement

KPMG LLP conducted the 2021 audit and presented the audit findings and the draft audited financial statements.

The following motion was read:

Finance and Property Recommendation #FP/2022/04/06 *McGarvey/Guenther

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 27, 2022, 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, 2021.

Whereas, there was no municipal surplus at December 31, 2021, therefore, there will be no year-end transfer to the municipal reserve.

Therefore 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, 2021; 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, 2021, be forwarded for member municipalities.

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Dean Backer	X			Jamie McGarvey	X		
Dave Butti	X			Scott Robertson	R		
Blair Flowers	X			Dan Roveda	X		
Gary Guenther	X			Marianne Stickland	R		
Nancy Jacko	X			Tanya Vrebosch	X		
Stuart Kidd	X						

“Carried”

9.0 IN CAMERA

9.1 Litigation or Potential Litigation, Including Matters Before Administrative Tribunals, Affecting the Board

The following motion was read:

Finance and Property Recommendation #FP/2022/04/07 *Jacko/Butti

Be It Resolved, that the Finance and Property Committee move in camera at 5:55 p.m. to discuss Agenda Item #9.1, Litigation or Potential Litigation, Including Matters Before Administrative Tribunals, Affecting the Board.

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Dean Backer	X			Jamie McGarvey	X		
Dave Butti	X			Scott Robertson	R		
Blair Flowers	X			Dan Roveda	X		
Gary Guenther	X			Marianne Stickland	R		
Nancy Jacko	X			Tanya Vrebosch	X		
Stuart Kidd							

“Carried”

Upon completion of the in camera session, the following motion was read:

Finance and Property Recommendation #FP/2022/04/08 *Kidd/McGarvey

Be It Resolved, that the Finance and Property Committee rise and report at 6:00 p.m.

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Dean Backer	X			Jamie McGarvey	X		
Dave Butti	X			Scott Robertson	R		
Blair Flowers	X			Dan Roveda	X		
Gary Guenther	X			Marianne Stickland	R		
Nancy Jacko	X			Tanya Vrebosch	X		
Stuart Kidd	X						

“Carried”

There was nothing to report following the in camera session.

10.0 ADJOURNMENT

Having no further business, the Chairperson adjourned the Finance and Property Committee meeting at 6:01 p.m.

Original Signed by Dan Roveda

2022/06/22

Chairperson/Vice-Chairperson

Date (yyyy/mm/dd)

Original Signed by Sheri Beaulieu

2022/06/22

Sheri Beaulieu, Recorder

Date (yyyy/mm/dd)