

**NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT
FINANCE AND PROPERTY COMMITTEE OF THE BOARD OF HEALTH
MINUTES – FINANCE AND PROPERTY COMMITTEE, APRIL 26, 2023
345 Oak Street West, Nipissing Room, North Bay, Ontario**

PRESENT:

Nipissing District:

Central Appointee

Sara Inch

Central Appointee

Jamie Lowery (*Vice-Chairperson*)

Central Appointee

Maurice Switzer

Central Appointee

Dave Wolfe

Eastern Appointee

Rick Champagne

Western Appointee

Jamie Restoule

Parry Sound District:

Northeastern Appointee

Blair Flowers

Southeastern Appointee

Marianne Stickland (*Chairperson*)

Western Appointee

Jamie McGarvey

Public Appointees:

Gary Guenther

ALSO IN ATTENDANCE:

Medical Officer of Health/Executive Officer

Dr. Chirico

Associate Medical Officer of Health

Dr. Zimbalatti

Executive Director, Finance

Isabel Churcher

CPA, CA, LPA, Partner, KPMG LLP

Derek D'Angelo

Management Administrative Assistant, Building and

Amanda Horn

Maintenance and Information Technology

Management Administrative Assistant, Quality Assurance

Shelly Maki

REGRETS:

Central Appointee

Karen Cook

RECORDER:

Management Administrative Assistant

Sheri Beaulieu

1.0 CALL TO ORDER

The Finance and Property Committee members joined the meeting via Teams video conference. The meeting was open to the public and live streaming of the meeting was available to the media and public through a link provided on the Health Unit's website.

Marianne Stickland, Finance and Property Committee Chairperson, called the April 26, 2023, Finance and Property Committee meeting to order at 5:01 p.m.

Land acknowledgment given.

2.0 APPROVAL OF THE AGENDA

The following motion regarding the April 26, 2023, Finance and Property Committee agenda was read:

Finance and Property Recommendation #FP/2023/04/01 *Lowery/Wolfe

Be It Resolved, that the Finance and Property Committee agenda, dated April 26, 2023, be approved.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	R			Jamie Restoule	X		
Blair Flowers	A			Marianne Stickland	X		
Gary Guenther	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X						

“Carried”

3.0 CONFLICT OF INTEREST DECLARATION

There were no conflicts of interest declared.

4.0 PRESENTATION: AUDIT REPORT

Mr. Derek D’Angelo from KPMG LLP joined the meeting to provide a presentation to Board members related to the audit for the year-ended December 31, 2022.

Mr. D’Angelo began by reviewing the Audit Findings Report.

Highlights in the Audit Findings Report included the following:

- Audit is complete with the exception of certain end-of-process procedures including the management representation letter.
- No audits risks, uncorrected audit misstatements, significant unusual transactions, internal control deficiencies, or matters related to accounting policies and practices, or other financial reporting matters were identified.
- Additionally, there were no concerns identified regarding the application of new accounting pronouncements or significant qualitative aspects of financial statement presentation and disclosure.

Mr. D'Angelo described KPMG's practices related to audit quality indicators and measures, team composition and experience, and use of technology to complete the audit.

Mr. D'Angelo then reviewed the financial statements in some detail and answered questions from Board members.

Mr. D'Angelo and Health Unit staff were thanked for the audit work and for the presentation to the Finance and Property Committee.

Derek D'Angelo signed off the Finance and Property Committee meeting at 5:51 p.m.

5.0 APPROVAL OF PREVIOUS MINUTES

5.1 Finance and Property Committee Minutes – February 22, 2023

The minutes from the February 22, 2023, Finance and Property Committee meeting were presented.

The following motion was read:

Finance and Property Recommendation #FP/2023/04/02 *McGarvey/Champagne

Be It Resolved, that the minutes from the Finance and Property Committee meeting held on February 22, 2023, be approved as presented.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	R			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Gary Guenther	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X						

"Carried"

6.0 DATE OF NEXT MEETING

Date: June 28, 2023

Time: To be determined

Location: To be determined

7.0 BUSINESS ARISING

There was nothing brought forward under Business Arising.

8.0 NEW BUSINESS

8.1 2022 Year-End Audit

There was no additional discussion following the 2022 year-end audit report presentation provided at the start of the meeting.

The following motion was read:

Finance and Property Recommendation #FP/2023/04/03 *Restoule/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 26, 2023, 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, 2022.

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 \$160,620; 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, 2022; 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, 2022, be forwarded for member municipalities.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	R			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Gary Guenther	X			Maurice Switzer	X		

Sara Inch	X	Dave Wolfe	X
Jamie Lowery	X		

“Carried”

9.0 IN CAMERA

9.1 The Security of the Property of the Board

The following motion was read:

Finance and Property Recommendation #FP/2023/04/04 *McGarvey/Wolfe

Now Therefore Be It Resolved, that the Finance and Property Committee move in camera at 5:57 p.m. to discuss agenda item 9.1, The Security of the Property of the Board.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	R			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Gary Guenther	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X						

“Carried”

The following motion was read:

Finance and Property Recommendation #FP/2023/04/05 *McGarvey/Lowery

Now Therefore Be It Resolved, that the Finance and Property Committee rise and report at 6:11 p.m.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	R			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Gary Guenther	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X						

“Carried”

Upon rising and reporting, the following motion was read:

Finance and Property Recommendation #FP/2023/04/06 *McGarvey/Lowery

Whereas, the lease for the Parry Sound branch office location, that has been serving clients since 2006, expires August 31, 2023; and

Whereas, the existing location is dated and no longer meets the current requirements including the expansion of dental services; and

Whereas, the search for an alternate location, conducted in consultation with real estate firms, community partners, and with input from others, resulted in successfully finding a suitable site; and

Whereas, upon approval from the Executive Team, a Parry Sound programs and services collaborative working group was tasked to work on preliminary space design and lease costs for this location to provide programs and services in the community; and

Whereas, the Board of Health approved proceeding with negotiations with the landlord of the proposed facility to finalize the design, construction, and long-term lease of the space at the September 28, 2022, Board of Health meeting (resolution #BOH/2022/09/06); and

Whereas, the draft lease agreement for 90 Bowes Street, Parry Sound, Ontario, has been reviewed by the Health Unit's executive and management personnel, legal counsel, insurance provider, the Chairperson of the Board of Health, and the Chairperson of the Finance and Property Committee.

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 15-year lease agreement between 2043012 Ontario Limited (landlord) and the North Bay Parry Sound District Health Unit, at the current annual rate of \$216,262 with a "Space Delivery Date" of July 1, 2023.

The recorded vote was as follows:

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie McGarvey	X		
Karen Cook	R			Jamie Restoule	X		
Blair Flowers	X			Marianne Stickland	X		
Gary Guenther	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X						

"Carried"

10.0 ADJOURNMENT

Having no further business, the Chairperson adjourned the Finance and Property Committee meeting at 6:16 p.m.

Original signed by Marianne Stickland

2023-06-28

Chairperson/Vice-Chairperson

Date (yyyy/mm/dd)

Original signed by Shelly Maki

2023-06-28

for Sheri Beaulieu, Recorder

Date (yyyy/mm/dd)