

**NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT  
FINANCE AND PROPERTY COMMITTEE OF THE BOARD OF HEALTH  
MINUTES – FINANCE AND PROPERTY COMMITTEE, June 28, 2023  
345 Oak Street West, Nipissing Room, North Bay, Ontario**

**PRESENT:**

**Nipissing District:**

Central Appointee	Karen Cook
Central Appointee	Sara Inch
Central Appointee	Jamie Lowery ( <i>Vice-Chairperson</i> )
Central Appointee	Dave Wolfe
Eastern Appointee	Rick Champagne

**Parry Sound District:**

Northeastern Appointee	Blair Flowers
Southeastern Appointee	Marianne Stickland ( <i>Chairperson</i> )
Western Appointee	Jamie McGarvey
<b>Public Appointees:</b>	Tim Sheppard

**ALSO IN ATTENDANCE:**

Acting Medical Officer of Health/Executive Officer	Dr. Carol Zimbalatti
Executive Director, Finance	Isabel Churcher
Management Administrative Assistant, Facilities Operations and Information Technology	Amanda Horn
Executive Assistant, Office of the MOH/EO	Nelly Bothelo

**REGRETS:**

Central Appointee	Maurice Switzer
Western Appointee	Jamie Restoule
Public Appointee	Gary Guenther

**RECORDER:**

Management Administrative Assistant	Shelly Maki
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**1.0 CALL TO ORDER**

The Finance and Property Committee members joined the meeting in person from the Nipissing Room at 345 Oak Street West, North Bay, Ontario, and virtually 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 June 28, 2023, Finance and Property Committee meeting to order at 5:40 p.m.

## 2.0 APPROVAL OF THE AGENDA

The following motion regarding the June 28, 2023, Finance and Property Committee agenda was read:

### **Finance and Property Recommendation #FP/2023/06/01 \*McGarvey/Lowery**

***Be It Resolved***, that the Finance and Property Committee agenda, dated June 28, 2023, be approved.

The recorded vote was as follows:

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

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

*“Carried”*

## 3.0 CONFLICT OF INTEREST DECLARATION

There were no conflicts of interest declared.

## 4.0 APPROVAL OF PREVIOUS MINUTES

### 4.1 Finance and Property Committee Minutes – April 26, 2023

The minutes from the April 26, 2023, Finance and Property Committee meeting were presented.

The following motion was read:

### **Finance and Property Recommendation #FP/2023/06/02 \*Champagne/Wolfe**

***Be It Resolved***, that the minutes from the Finance and Property Committee meeting held on April 26, 2023, be approved as presented.

The recorded vote was as follows:

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

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

"Carried"

#### **4.2 Finance and Property Committee In Camera Minutes – April 26, 2023**

The minutes from the April 26, 2023, Finance and Property Committee in camera meeting were presented.

The following motion was read:

**Finance and Property Recommendation #FP/2023/06/03 \*Lowery/Cook**

***Be It Resolved***, that the minutes from the in camera Finance and Property Committee meeting held on April 26, 2023, be approved as presented.

The recorded vote was as follows:

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

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

"Carried"

#### **5.0 DATE OF NEXT MEETING**

Date: September 27, 2023

Time: To be determined

Location: To be determined

#### **6.0 BUSINESS ARISING**

There was nothing brought forward under Business Arising.

#### **7.0 NEW BUSINESS**

### 7.1 First Quarter Financial Statements – January 1 to March 31

The first quarter financial statements were presented. Comments and questions were taken and answered.

### 7.2 First Quarter Medical Officer of Health Expenses – January 1 to March 31

The first quarter Medical Officer of Health expenses were presented. Comments and questions were taken and answered.

### 7.3 Risk Management Assessment

Isabel Churcher reported on the Health Unit’s integrated risk management (IRM) process as per Board of Health Policy B-G-023, Risk Management. The risk management process was recently reconvened after a hiatus because of COVID-19 priorities, and further reports will follow as risks are assessed and mitigated.

### 7.4 Parry Sound Facility Relocation

Dr. Zimbalatti provided an update on progress with the new Parry Sound facility at 90 Bowes Street and described the internal and external communication plans related to the new facility.

## 8.0 IN CAMERA

### 8.1 The Security of the Property of the Board

The following motion was read:

#### **Finance and Property Recommendation #FP/2023/06/04 \*Champagne/Wolfe**

***Be It Resolved, that the Finance and Property Committee move in camera at 5:55 p.m. to discuss agenda item 8.1, The Security of the Property of the Board.***

The recorded vote was as follows:

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

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

“Carried”

The following motion was read:

**Finance and Property Recommendation #FP/2023/06/05 \*Champagne/McGarvey**

**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	X			Jamie Restoule	R		
Blair Flowers	X			Marianne Stickland	X		
Gary Guenther	R			Maurice Switzer	R		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		

*"Carried"*

Upon rising and reporting, no direction was required.

**9.0 ADJOURNMENT**

Having no further business, the Chairperson adjourned the Finance and Property Committee meeting at 6:12 p.m.

*Original signed by Marianne Stickland*

*2023/09/27*

Chairperson/Vice-Chairperson

Date (yyyy/mm/dd)

*Original signed by Shelly Maki*

*2023/09/27*

Shelly Maki, Recorder

Date (yyyy/mm/dd)