

**NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT
FINANCE AND PROPERTY COMMITTEE OF THE BOARD OF HEALTH
MINUTES – FINANCE AND PROPERTY COMMITTEE, February 26, 2025
345 Oak Street West, Nipissing Room, North Bay, Ontario**

PRESENT:

Nipissing District:

Central Appointee

Sara Inch

Central Appointee

Maurice Switzer

Central Appointee

Dave Wolfe (Chairperson)

Eastern Appointee

Rick Champagne

Western Appointee – Nipissing District

Jamie Restoule

Parry Sound District:

Northeastern Appointee

Blair Flowers

Public Appointees:

Tim Sheppard (Vice-Chairperson)

Catherine Still

REGRETS:

Central Appointee

Karen Cook

Central Appointee

Jamie Lowery

Southeastern Appointee

Marianne Stickland

Western Appointee

Jamie McGarvey

ALSO IN ATTENDANCE:

Medical Officer of Health/Executive Officer

Dr. Carol Zimbalatti

Executive Director, Finance

Isabel Churcher

Executive Assistant, Executive Director's Office

Christine Neily

Recorder

Executive Assistant, Office of the Medical Officer of Health

Ashley Lecappelain

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.

Dr. Zimbalatti, called the Finance and Property Committee meeting to order at 5:00 p.m.

2.0 LAND ACKNOWLEDGEMENT

The land acknowledgement was provided by Tim Sheppard.

3.0 ELECTIONS

Nominations for the Chairperson and Vice-Chairperson positions were conducted electronically prior to the start of the Finance and Property Committee meeting.

3.1 Election of Chairperson

Dr. Zimbalatti opened the floor for further nominations.

Having no further nominations, the following motion was read:

Finance and Property Recommendation #FP/2025/02/01 *Champagne/Restoule

Be It Resolved, that Dave Wolfe be elected Chairperson of the Finance and Property Committee for the year 2025.

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 Restoule	X		
Karen Cook	R			Tim Sheppard	X		
Blair Flowers	X			Marianne Stickland	R		
Sara Inch	X			Catherine Still	X		
Jamie Lowery	A			Maurice Switzer	X		
Jamie McGarvey	R			Dave Wolfe	X		

“Carried”

3.2 Election of Vice-Chairperson

Dave Wolfe assumed the role of Chairperson and opened the floor for further nominations for Vice-Chairperson.

Having no further nominations, the following motion was read:

Finance and Property Recommendation #FP/2025/02/02 *Still/Switzer

Be It Resolved, that Tim Sheppard be elected Vice-Chairperson of the Finance and Property Committee for the year 2025.

The recorded vote was as follows:

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

"Carried"

4.0 APPROVAL OF AGENDA

The agenda for February 26, 2025, Finance and Property Committee meeting was reviewed, and the following motion was read:

Finance and Property Recommendation #FP/2025/02/03 *Sheppard/Champagne

Be It Resolved, that the Finance and Property Committee agenda dated February 26, 2025 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 Restoule	X		
Karen Cook	R			Tim Sheppard	X		
Blair Flowers	X			Marianne Stickland	R		
Sara Inch	X			Catherine Still	X		
Jamie Lowery	A			Maurice Switzer	X		
Jamie McGarvey	R			Dave Wolfe	X		

"Carried"

5.0 CONFLICT OF INTEREST DECLARATION

There were no conflicts of interest declared.

6.0 PRESENTATION: AUDIT PLANNING REPORT

Derek D'Angelo from KPMG LLP joined the meeting to provide a presentation to Finance and Property Committee members related to the upcoming audit for the year 2025.

Areas covered in the audit planning presentation included audit quality, scope of the audit, which includes significant risks, rebuttable significant risks, required communications, expanding the use of audit technology, and future pronouncements. Other areas highlighted were the audit plan, audit risks, key milestones and deliverables, newly effective auditing standards, insights to enhance operations, and audit assurance insights.

Questions were addressed following the presentation.

Derek D'Angelo was thanked for the presentation and signed out of the meeting at 5:28 p.m.

7.0 APPROVAL OF PREVIOUS MINUTES

7.1 Finance and Property committee Minutes – December 4, 2024

The minutes from the Finance and Property Committee meeting held on December 4, 2024, were reviewed and the following motion was read:

Finance and Property Recommendation #FP/2025/02/04 *Sheppard/Restoule

Be It Resolved, that the minutes from the Finance and Property Committee meeting held on December 4, 2024, 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 Restoule	X		
Karen Cook	R			Tim Sheppard	X		
Blair Flowers	X			Marianne Stickland	R		
Sara Inch	X			Catherine Still	X		
Jamie Lowery	A			Maurice Switzer			X
Jamie McGarvey	R			Dave Wolfe	X		

"Carried"

8.0 DATE OF NEXT MEETING

Date: April 23, 2025
Time: To be determined
Location: To be determined

9.0 BUSINESS ARISING

There was nothing brought forward under Business Arising.

10.0 NEW BUSINESS

10.1 IPAC Hub 2024-2025 and 2025-2026 Budgets

The IPAC Hub 2024-2025 and 2025-2026 Budgets briefing note was reviewed.

The following motion was read:

Finance and Property Recommendation #FP/2025/02/05 *Champagne/Still

Whereas, the Health Unit has received one-time funding for the Infection Prevention and Control Hub (IPAC Hub) for congregate settings since 2020, and

Whereas, the Ministry of Health, issued a transfer payment agreement on November 27, 2024, outlining program requirements and base and one-time funding for at least the next five years, and

Whereas, this additional funding was not included in the Operation Plan and Financial Budget Proposal approved by the Board of Health on December 4, 2024.

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 attached IPAC Hub budgets for 2024-25 and 2025-26 in the amounts of \$479,094 and \$498,442, respectively.

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 Restoule	X		
Karen Cook	R			Tim Sheppard	X		
Blair Flowers	X			Marianne Stickland	R		
Sara Inch	X			Catherine Still	X		
Jamie Lowery	A			Maurice Switzer	X		
Jamie McGarvey	R			Dave Wolfe	X		

“Carried”

10.2 Fourth Quarter Financial Statements – December 31, 2024

The fourth quarter financial statements were provided to the Finance and Property Committee for information purposes.

10.3 Fourth Quarter Medical Officer of Health Expenses – September 30 to December 31, 2024

The first quarter expenses of the Medical Officer of Health/Executive Officer were provided to the Finance and Property Committee for information purposes.

11.0 IN CAMERA

There was nothing brought forward requiring a closed session.

12.0 ADJOURNMENT

Having no further business, Dave Wolfe, the Finance and Property Committee Chairperson adjourned the meeting at 5:36 p.m.

Original Signed by Dave Wolfe	2025/04/23
Chairperson/Vice-Chairperson	Date (yyyy/mm/dd)

Original Signed by Ashley Lecappelain	2025/04/23
Ashley Lecappelain, Recorder	Date (yyyy/mm/dd)