

**NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT
FINANCE AND PROPERTY COMMITTEE OF THE BOARD OF HEALTH
MINUTES – FINANCE AND PROPERTY COMMITTEE, April 24, 2024
345 Oak Street West, Nipissing Room, North Bay, Ontario**

PRESENT:

Nipissing District:

Central Appointee

Sara Inch

Central Appointee

Dave Wolfe

Central Appointee

Jamie Lowery

Eastern Appointee

Rick Champagne

Western Appointee

Jamie Restoule

Central Appointee

Maurice Switzer

Parry Sound District:

Northeastern Appointee

Blair Flowers

Southeastern Appointee

Marianne Stickland (*Chairperson*)

Public Appointees:

Tim Sheppard

Catherine Still

ALSO IN ATTENDANCE:

Medical Officer of Health/Executive Officer

Dr. Carol Zimbalatti

Executive Director, Finance

Isabel Churcher

Executive Assistant, Director's Office

Christine Neily

REGRETS:

Central Appointee

Karen Cook

Western Appointee

Jamie McGarvey (*Vice-Chairperson*)

RECORDER:

Executive Assistant, Office of the MOH/EO

Nelly Bothelo

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 April 24, 2024, Finance and Property Committee meeting to order at 5:01 p.m.

Land acknowledgment was given.

2.0 APPROVAL OF THE AGENDA

The following motion regarding the April 24, 2024, Finance and Property Committee agenda was read:

Finance and Property Recommendation #FP/2024/04/01 *Champagne/Still

Be It Resolved, that the Finance and Property Committee agenda, dated April 24, 2024, 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			Marianne Stickland	X		
Blair Flowers	X			Maurice Switzer	X		
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		
Jamie McGarvey	R			Catherine Still	X		

“Carried”

3.0 CONFLICT OF INTEREST DECLARATION

There were no conflicts of interest declared.

4.0 PRESENTATION: AUDIT PLANNING 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, 2023.

Mr. D’Angelo began by reviewing the Audit Findings Report. Highlights in the Audit Findings Report are as noted below.

The audit of the financial statements is complete, with the exception of some administrative procedures.

During the 2023 fiscal year the Health Unit converted to a new accounting system. The auditors tested the internal conversion process; there were no discrepancies identified.

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.

He then presented the audited financial statements in some detail.

There were no questions asked or concerns noted following the presentation.

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

Sara Inch joined the meeting at 5:13 p.m.

Derek D’Angelo signed off the meeting at 5:31 p.m.

5.0 APPROVAL OF PREVIOUS MINUTES

5.1 Finance and Property Committee Minutes – March 6, 2024

The minutes from the March 6, 2024, Finance and Property Committee meeting were presented.

The following motion was read:

Finance and Property Recommendation #FP/2024/04/02 *Flowers/Sheppard

Be It Resolved, that the minutes from the Finance and Property Committee meeting held on March 6, 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	X			Marianne Stickland	X		
Blair Flowers	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		
Jamie McGarvey	R			Catherine Still	X		

“Carried”

6.0 DATE OF NEXT MEETING

Date: June 26, 2024

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 2023 Year-End Audit

The following motion was read:

Finance and Property Recommendation #FP/2024/04/03 *Lowery/Restoule

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 24, 2024, 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, 2023.

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 \$77,211; 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, 2023; 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, 2023, 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 Restoule	X		
Karen Cook	R			Marianne Stickland	X		
Blair Flowers	X			Maurice Switzer	X		
Sara Inch	X			Dave Wolfe	X		
Jamie Lowery	X			Tim Sheppard	X		
Jamie McGarvey	R			Catherine Still	X		

“Carried”

9.0 IN CAMERA

There was nothing brought forward requiring a closed session.

10.0 ADJOURNMENT

Having no further business, the Chairperson adjourned the Finance and Property Committee meeting at 5:37 p.m.

<i>Original Signed by Rick Champagne</i>	<i>2024/06/26</i>
Chairperson/Vice-Chairperson	Date (yyyy/mm/dd)

<i>Original Signed by Sheri Beaulieu, for</i>	<i>2024/06/26</i>
Nelly Bothelo, Recorder	Date (yyyy/mm/dd)