

**NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT
FINANCE AND PROPERTY COMMITTEE OF THE BOARD OF HEALTH
MINUTES – FINANCE AND PROPERTY COMMITTEE, April 23, 2025
345 Oak Street West, Nipissing Room, North Bay, Ontario**

PRESENT:

Nipissing District:

Central Appointee	Karen Cook
Central Appointee	Sara Inch
Central Appointee	Jamie Lowery
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
Western Appointee	Jamie McGarvey
Southeastern Appointee	Marianne Stickland

Public Appointees:

Tim Sheppard (Vice-Chairperson)
Catherine Still

REGRETS:

ALSO IN ATTENDANCE:

Medical Officer of Health/Executive Officer	Dr. Carol Zimbalatti
Executive Director, Finance	Isabel Churcher
Executive Director, Corporate Services	Paul Massicotte
Executive Assistant, Executive Director's Office	Christine Neily

Recorder

Executive Assistant, Office of the Medical Officer of Health	Ashley Lecappelain
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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.

Dave Wolfe, Finance and Property Chairperson called the meeting to order at 5:10 p.m.

2.0 LAND ACKNOWLEDGEMENT

The land acknowledgement was provided by Marianne Stickland.

3.0 APPROVAL OF AGENDA

The agenda for April 23, 2025, Finance and Property Committee meeting was reviewed, and the following motion was read:

Finance and Property Recommendation #FP/2025/04/01 * Still/Stickland

Be It Resolved, that the Finance and Property Committee agenda dated April 23, 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	x			Tim Sheppard	x		
Blair Flowers	x			Marianne Stickland	x		
Sara Inch	x			Catherine Still	x		
Jamie Lowery	x			Maurice Switzer	x		
Jamie McGarvey	x			Dave Wolfe	x		

“Carried”

4.0 CONFLICT OF INTEREST DECLARATION

There were no conflicts of interest declared.

5.0 PRESENTATION: AUDIT REPORT

Sara Lingenfelter of KPMG LLP provided a presentation on the audit for the year ended December 31, 2024.

Ms. Lingenfelter reviewed the Audit Findings Report. The audit was reported as substantially complete, with no identified audit risks, uncorrected misstatements, significant unusual transactions, internal control deficiencies, or issues related to accounting policies or financial reporting. No concerns were noted regarding the application of new accounting standards or presentation and disclosure practices.

Ms. Lingenfelter also summarized KPMG’s audit methodology, including quality indicators, team composition, and use of technology.

Questions from Board of Health members were addressed.

Ms. Lingenfelter and Health Unit staff were thanked for their work and the presentation to the Finance and Property Committee. She left the meeting at 5:35 p.m.

6.0 APPROVAL OF PREVIOUS MINUTES

6.1 Finance and Property committee Minutes – February 26, 2025

The minutes from the Finance and Property Committee meeting held on February 26, 2025, were reviewed and the following motion was read:

Finance and Property Recommendation #FP/2025/04/02 *Lowery/Switzer

Be It Resolved, that the minutes from the Finance and Property Committee meeting held on February 26, 2025, 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			Tim Sheppard	X		
Blair Flowers	X			Marianne Stickland	X		
Sara Inch	X			Catherine Still	X		
Jamie Lowery	X			Maurice Switzer	X		
Jamie McGarvey	X			Dave Wolfe	X		

“Carried”

7.0 DATE OF NEXT MEETING

Date: June 25, 2025

Time: To be determined

Location: Georgian Room, Parry Sound Office

8.0 BUSINESS ARISING

There was nothing brought forward under Business Arising.

9.0 NEW BUSINESS

9.1 2024 Year-end Audit

There was no additional discussion following the 2024 year-end audit report presentation provided at the start of the meeting.

The following motion was read:

Finance and Property Recommendation #FP/2025/04/03 *Champagne/Stickland

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 23, 2025, 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, 2024.

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 \$154,064; 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, 2024; 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, 2024, be sent to 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	X			Tim Sheppard	X		
Blair Flowers	X			Marianne Stickland	X		
Sara Inch	X			Catherine Still	X		
Jamie Lowery	X			Maurice Switzer	X		
Jamie McGarvey	X			Dave Wolfe	X		

“Carried”

9.2 Signing Officer 2025

The following motion was read:

Finance and Property Recommendation #FP/2025/04/04 *Cook/McGarvey

Whereas, the Board of Health for the North Bay Parry Sound District Health Unit approved a list of signing officers for 2025 at its meeting on January 22, 2025; and

Whereas, a new position, Manager Finance has been created through the reorganization process;

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 Kimberly Gervais, Manager, Finance, as a signing officer 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	X			Tim Sheppard	X		
Blair Flowers	X			Marianne Stickland	X		
Sara Inch	X			Catherine Still	X		
Jamie Lowery	X			Maurice Switzer	X		
Jamie McGarvey	X			Dave Wolfe	X		

“Carried”

9.3 CRA – Represent a Client

The following motion was read:

Finance and Property Recommendation #FP/2025/04/05 *Inch/Restoule

Whereas, the current Executive Director, Finance was given delegated authority to represent the Health Unit in 2020; and

Whereas, the current Executive Director, Finance position will not be refilled after retirement; and

Whereas, a level III Representative with CRA assists with the efficient operation of the Health Unit.

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 appointment of the Manager, Finance, as their level III Representative with the Canada Revenue Agency (CRA), with no set end date.

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			Tim Sheppard	X		
Blair Flowers	X			Marianne Stickland	X		
Sara Inch	X			Catherine Still	X		
Jamie Lowery	X			Maurice Switzer	X		
Jamie McGarvey	X			Dave Wolfe	X		

“Carried”

9.4 One-time Funding Request for 2025

The following motion was read:

Finance and Property Recommendation #FP/2025/04/06 *Still/Cook

Whereas, the North Bay Parry Sound District Health Unit submitted a one-time funding request with the annual service plan on March 31, 2025; and

Whereas, the Board of Health approval should have been obtained prior to submission; and

Whereas, the Ministry of Health permitted applications for the purchase of new purpose-built vaccine refrigerators;

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 submission of a request for two purpose-built vaccine refrigerators at a total cost of \$30,816.00.

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			Tim Sheppard	X		
Blair Flowers	X			Marianne Stickland	X		
Sara Inch	X			Catherine Still	X		
Jamie Lowery	X			Maurice Switzer	X		

Jamie McGarvey	X	Dave Wolfe	X
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“Carried”

9.5 Amendments to Thresholds

The following motion was read:

Finance and Property Recommendation #FP/2025/04/07 *Lowery/McGarvey

Whereas, the current thresholds for approving of legal documents, purchases, and asset capitalization have not been revised since 2007; and

Whereas, the cost of living and inflation have changed significantly since that time;

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 thresholds as presented in Tables 1-4.

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			Tim Sheppard	X		
Blair Flowers	X			Marianne Stickland	X		
Sara Inch	X			Catherine Still	X		
Jamie Lowery	X			Maurice Switzer	X		
Jamie McGarvey	X			Dave Wolfe	X		

“Carried”

9.6 First Quarter Financial Statements – January 1 to February 28, 2025

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

9.7 First Quarter Medical Officer of Health Expenses – January 1 to February 28, 2025

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 5:50 p.m.

Original Signed by Dave Wolfe

2025/06/25

Chairperson/Vice-Chairperson

Date (yyyy/mm/dd)

Original Signed by Ashley Lecappelain

2025/06/25

Ashley Lecappelain, Recorder

Date (yyyy/mm/dd)