

**NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT  
FINANCE AND PROPERTY COMMITTEE OF THE BOARD OF HEALTH  
MINUTES – FINANCE AND PROPERTY COMMITTEE, June 25, 2025  
90 Bowes Street, Georgian Room, Parry Sound, Ontario**

**PRESENT:**

**Nipissing District:**

Central Appointee

Karen Cook

Central Appointee

Sara Inch

Central Appointee

Dave Wolfe (Chairperson)

Eastern Appointee

Rick Champagne

**Parry Sound District:**

Western Appointee

Jamie McGarvey

Southeastern Appointee

Marianne Stickland

**Public Appointees:**

Catherine Still

Tim Sheppard (Vice-Chairperson)

**REGRETS:**

Central Appointee

Jamie Lowery

Western Appointee – Nipissing District

Jamie Restoule

Northeastern Appointee

Blair Flowers

**ALSO IN ATTENDANCE:**

Medical Officer of Health/Executive Officer

Dr. Carol Zimbalatti

Executive Director, Corporate Services

Paul Massicotte

**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 Georgian Room at 90 Bowes Street, Parry Sound, Ontario, and virtually via Teams video conference.

Dave Wolfe, Finance and Property Chairperson called the meeting to order at 5:02 p.m.

**2.0 LAND ACKNOWLEDGEMENT**

The land acknowledgement was provided by Catherine Still.

### 3.0 APPROVAL OF AGENDA

The agenda for June 25, 2025, Finance and Property Committee meeting was reviewed, and the following motion was read:

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

***Be It Resolved***, that the Finance and Property Committee agenda dated June 25, 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	R		
Karen Cook	X			Tim Sheppard	X		
Blair Flowers	R			Marianne Stickland	X		
Sara Inch	X			Catherine Still	X		
Jamie Lowery	R			Dave Wolfe	X		
Jamie McGarvey	X						

“Carried”

### 4.0 CONFLICT OF INTEREST DECLARATION

There were no conflicts of interest declared.

### 5.0 APPROVAL OF PREVIOUS MINUTES

#### 5.1 Finance and Property committee Minutes – April 23, 2025

The minutes from the Finance and Property Committee meeting held on April 23, 2025, were reviewed and the following motion was read:

**Finance and Property Recommendation #FP/2025/04/02 \*Still/Champagne**

***Be It Resolved***, that the minutes from the Finance and Property Committee meeting held on April 23, 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	R		

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

*“Carried”*

## **6.0 DATE OF NEXT MEETING**

Date: September 24, 2025

Time: To be determined

Location: Nipissing Room, North Bay Office

## **7.0 BUSINESS ARISING**

There was nothing brought forward under Business Arising.

## **8.0 NEW BUSINESS**

### **8.1 Insurance Program Annual Report**

An annual review of the General Insurance Program is required by the Board of Health. A written report was provided as part of the agenda package.

Comments and questions were received and addressed.

### **8.2 Risk Management Assessment Report**

A report on the risk management assessment activities is required annually. A written report was provided as part of the agenda package.

The report provided a breakdown of the active risks and an update on the number of risk assessment sessions conducted since the previous year’s report.

Comments and questions were received and addressed.

## **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 5:12 p.m.

Original Signed by Sara Inch	2026/01/28
Chairperson/Vice-Chairperson	Date (yyyy/mm/dd)

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Original Signed by Ashley Lecappelain	2026/01/28
Ashley Lecappelain, Recorder	Date (yyyy/mm/dd)

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