

**NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT  
FINANCE AND PROPERTY COMMITTEE OF THE BOARD OF HEALTH  
MINUTES – FINANCE AND PROPERTY COMMITTEE, April 22, 2026  
345 Oak Street West, Nipissing Room, North Bay, Ontario**

**PRESENT:**

**Nipissing District:**

Central Appointee	Sara Inch ( <i>Chairperson</i> )
Central Appointee	Alex Scott
Central Appointee	Dave Wolfe
Eastern Appointee	Rick Champagne
Western Appointee – Nipissing District	Jamie Restoule

**Parry Sound District:**

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

**REGRETS:**

Central Appointee	Karen Cook ( <i>Vice-Chairperson</i> )
Central Appointee	Jamie Lowery

**ALSO IN ATTENDANCE:**

Lead Audit Partner, KPMG	Derek D’Angelo
Senior Manager, KPMG	Sara Lingenfelter
Executive Director, Corporate Services/Privacy Officer	Paul Massicotte
Executive Assistant, Directors’ Offices	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.

Sara Inch, Finance and Property Committee Chairperson called the Finance and Property Committee meeting to order at 5:03 p.m.

## 2.0 LAND ACKNOWLEDGEMENT

The land acknowledgement was provided by Jamie McGarvey.

## 3.0 APPROVAL OF AGENDA

The agenda for April 22, 2026, Finance and Property Committee meeting was reviewed, and the following motion was read:

### **Finance and Property Recommendation #FP/2026/04/01 \*Champagne/Sheppard**

***Be It Resolved***, that the Finance and Property Committee agenda dated April 22, 2026, be approved.

The recorded vote was as follows:

#### RECORDED VOTE FOR CIRCULATION:

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie Restoule	A		
Karen Cook	R			Alex Scott	X		
Blair Flowers	X			Tim Sheppard	X		
Sara Inch	X			Marianne Stickland	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 PRESENTATION: AUDIT REPORT

Sara Lingenfelter and Derek D’Angelo joined the Board of Health meeting at 5:05 p.m.

Jamie Restoule Joined the Board of Health meeting at 5:07 p.m.

Sara Lingenfelter and Derek D’Angelo of KPMG LLP provided a presentation on the audit for the year ended December 31, 2025.

Sara Lingenfelter and Derek D’Angelo 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.

Derek D’Angelo and Sara Lingenfelter left the meeting at 5:18 p.m.

## 6.0 APPROVAL OF PREVIOUS MINUTES

### 6.1 Finance and Property committee Minutes – February 25, 2026

The minutes from the Finance and Property Committee meeting held on February 25, 2026, were reviewed and the following motion was read:

#### **Finance and Property Recommendation #FP/2026/04/02 \* Wolfe/McGarvey**

*Be It Resolved, that the minutes from the Finance and Property Committee meeting held on February 25, 2026, be approved as presented.*

The recorded vote was as follows:

#### RECORDED VOTE FOR CIRCULATION:

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Rick Champagne	X			Jamie Restoule	X		
Karen Cook	R			Alex Scott	X		
Blair Flowers	X			Tim Sheppard	X		
Sara Inch	X			Marianne Stickland	X		
Jamie Lowery	R			Dave Wolfe	X		
Jamie McGarvey	X						

*“Carried”*

## 7.0 DATE OF NEXT MEETING

Date: June 24, 2026

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 2025 Year-End Audit

There was no additional discussion following the 2025 year-end audit report presentation provided at the start of the meeting.

The following motion was read:

**Finance and Property Recommendation #FP/2026/04/03 \*Champagne/Scott**

**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 22, 2026, 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, 2025.

**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 \$265,474; 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, 2025; 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, 2025, be sent to member municipalities.

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION:**

<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 Restoule	X		
Karen Cook	R			Alex Scott	X		
Blair Flowers	X			Tim Sheppard	X		
Sara Inch	X			Marianne Stickland	X		
Jamie Lowery	R			Dave Wolfe	X		
Jamie McGarvey	X						

“Carried”

**10.0 IN CAMERA**

There was nothing brought forward requiring a closed session.

**11.0 ADJOURNMENT**

Having no further business, Sara Inch, the Finance and Property Committee Chairperson adjourned the meeting at 5:22 p.m.

Original signed by Sara Inch 2026/06/24

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Chairperson/Vice-Chairperson Date (yyyy/mm/dd)

Original signed by Ashley Lecappelain 206/06/24

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Ashley Lecappelain, Recorder Date (yyyy/mm/dd)