

**NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT  
FINANCE AND PROPERTY COMMITTEE OF THE BOARD OF HEALTH  
MINUTES – FINANCE AND PROPERTY COMMITTEE, March 6, 2024  
345 Oak Street West, Nipissing Room, North Bay, Ontario**

**PRESENT:**

**Nipissing District:**

Central Appointee	Karen Cook
Central Appointee	Dave Wolfe
Eastern Appointee	Rick Champagne
Western Appointee	Jamie Restoule
Western Appointee	Jamie McGarvey

**Parry Sound District:**

Northeastern Appointee	Blair Flowers
Southeastern Appointee	Marianne Stickland

**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	Jamie Lowery
Central Appointee	Sara Inch
Central Appointee	Maurice Switzer

**RECORDER:**

Executive Assistant, Office of the MOH/EO	Nelly Bothelo
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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. 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. Dr. Zimbalatti called the March 6, 2024 meeting to order at 5.01 p.m. and Land acknowledgment was provided.

## 2.0 ELECTIONS

Nominations for the Chairperson and Vice-Chairperson positions were requested electronically prior to the start of the Finance and Property Committee meeting. And no nominations were received.

### 2.1 Election of Chairperson

Nomination was received during the meeting from the floor and a final call for nominations was requested. The following motion was read:

**Finance and Property Recommendation #FP/2024/03/01 \*Champagne/Wolfe**

***Be It Resolved***, that Marianne Stickland be elected Chairperson of the Finance and Property Committee for the North Bay Parry Sound District Health Unit for the year 2024.

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

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

“Carried”

### 2.2 Election of Vice-Chairperson

Marianne Stickland assumed the role of Chairperson. Nomination was received during the meeting from the floor and a final call for nominations was requested. The following motion was read:

**Finance and Property Recommendation #FP/2024/03/02 \*Champagne/Restoule**

***Be It Resolved***, that Jamie McGarvey be elected Vice-Chairperson of the Finance and Property Committee for the North Bay Parry Sound District Health Unit for the year 2024.

The recorded vote was as follows:

**RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

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

“Carried”

### 3.0 APPROVAL OF THE AGENDA

The following motion regarding the March 6, 2024 Finance and Property Committee agenda was read:

**Finance and Property Recommendation #FP/2024/03/03 \*Wolfe/Still**

***Be It Resolved***, that the Finance and Property Committee agenda, dated March 6, 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	X			Marianne Stickland	X		
Blair Flowers	X			Maurice Switzer		R	
Sara Inch	R			Dave Wolfe	X		
Jamie Lowery	R			Tim Sheppard	X		
Jamie McGarvey	X			Catherine Still	X		

“Carried”

### 4.0 CONFLICT OF INTEREST DECLARATION

There were no conflicts of interest declared.

### 5.0 PRESENTATION: AUDIT PLANNING REPORT

Mr. 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 2024.

Areas covered in the audit planning presentation included audit quality, scope of the audit. Other areas highlighted were the audit strategy, risk assessment, key milestones and deliverables, independence and audit strategy.

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

Derek D’Angelo was thanked for the presentation and signed out of the meeting at 5:27 p.m.

## 6.0 APPROVAL OF PREVIOUS MINUTES

### 6.1 Finance and Property Committee Minutes – November 29, 2023

The minutes from the November 29, 2023, Finance and Property Committee meeting were presented.

The following motion was read:

#### **Finance and Property Recommendation #FP/2024/03/04 \*McGarvey/Champagne**

*Be It Resolved, that the minutes from the Finance and Property Committee meeting held on November 29, 2023, be approved as presented.*

The recorded vote was as follows:

#### **RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)**

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

*“Carried”*

## 7.0 DATE OF NEXT MEETING

Date: April 24, 2024

Time: To be determined

Location: To be determined

## 8.0 BUSINESS ARISING

There was nothing brought forward under Business Arising.

## 9.0 NEW BUSINESS

### 9.1 Fourth Quarter Income Statements - December 31, 2023

The 2023 fourth quarter income statements report was provided for information purposes.

There were no questions or concerns noted.

## 9.2 Fourth Quarter Medical Officer of Health Expenses - September 1 to December 31, 2023

There were no questions or concerns noted.

## 10.0 IN CAMERA

There was nothing brought forward requiring a closed session.

## 11.0 ADJOURNMENT

Having no further business, the Chairperson adjourned the Finance and Property Committee meeting at 5.32 p.m.

*Original signed by Marianne Stickland*

2024/04/24

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Chairperson/Vice-Chairperson

Date (yyyy/mm/dd)

*Original signed by Nelly Bothelo*

2024/04/24

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Nelly Bothelo, Recorder

Date (yyyy/mm/dd)